

Assignments – Bulk Upload of Feedback

This document illustrates how to download assignment submissions into a zip file and upload the graded submissions for the same folder, saving you the time of uploading one student at a time through Evaluate in Assignments.

1. In the Assignment folder, click the box in the top left corner (under the Download button) to select all submissions.

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	Last Name 🔺 , First Name	
	Canon, Michael	
	CamScanner 08-17-20	
	Fig. 444	
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	Carls, Right	

2. Click Download. This will create a zip file of all assignments. Be sure to keep the **Save File** selection as is.

You have chosen to open:		
🚯 Upload Practice (Optional) Download Oct 19, 2020 951 AM.zip		
which is: Compressed (zipped) Folder (14.9 MB)		
from: https://ccd.desire2learn.com		
What should Firefox do with this file?		
Open with Windows Explorer (default)		
• Save File		
Do this <u>a</u> utomatically for files like this from now on.		

- 3. Click **Download** again when prompted.
- 4. Open the downloads on your computer or device and click or double-click the zip file. It will open the assignments in a new folder, named after your Assignment.
- 5. Open that folder and grade. When you're done grading each submission, click **Done** in the top left corner. **Do not change the file names**.



6. Go back to Assignments and select the folder for the assignment, and click **Add Feedback Files**.



7. Click Upload and navigate to the folder with the assignments. Depending on your device, this will look different.

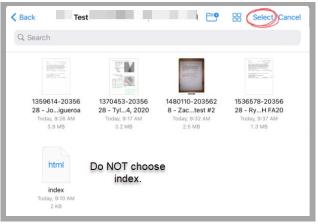
a. For a **laptop**:

- i. Click on Ctrl A to select all. Hold down, Ctrl key and deselect **Index**.
- ii. Right click on highlighted files and select **Send to**.
- iii. Choose Compressed zipped folder.
- iv. Click on this to drag and drop or upload and select to place into the assignment folder.

		20 12:10 PM Microsoft Edge PDF
È	7-Zip	20 12:10 PM Microsoft Word Doc
	CRC SHA	20 12:10 PM Microsoft Word Doc
	Share	20 12:10 PM Microsoft Word Doc
	Scan with Sophos Anti-Virus	20 12:10 PM Microsoft Word Doc
	Send to	Bluetooth device
-	Cut	Compressed (zipped) folder
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		Fax recipient
	Delete	Mail recipient
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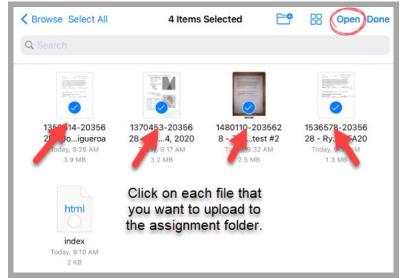
b. For an **iPad**:

i. Click Select in the top right corner and select any files that need to be returned. Everything in the folder **except Index.**





ii. Click on **Open** after choosing the files.



- 8. Click Open. This automatically adds the file to the original student's assignment folder and saves it as a draft.
- 9. For either laptop or iPad or any device, you can then go to each student's assignment, enter a grade and any additional comments (if desired) and click **Publish**.

Need assistance? Contact the TLC at <u>tlc@ccd.edu</u> or call 303-352-3201.