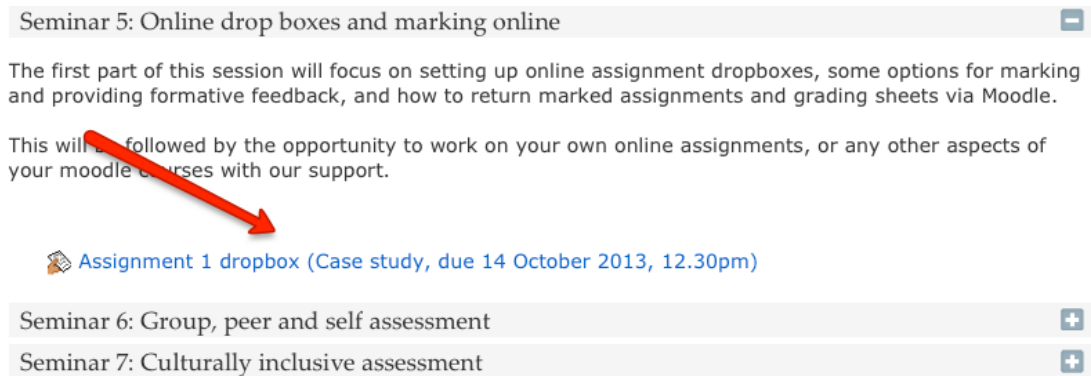



Finding and Downloading Student's Assignments from Moodle Drop Box


- 1 To find assignments that students have submitted to the Moodle course drop box, click on the assignment drop box on the course home page:





Seminar 5: Online drop boxes and marking online 

The first part of this session will focus on setting up online assignment dropboxes, some options for marking and providing formative feedback, and how to return marked assignments and grading sheets via Moodle.

This will be followed by the opportunity to work on your own online assignments, or any other aspects of your moodle courses with our support.

 [Assignment 1 dropbox \(Case study, due 14 October 2013, 12.30pm\)](#)

Seminar 6: Group, peer and self assessment 

Seminar 7: Culturally inclusive assessment 

- 2 Click on 'View/grade all submissions' at the bottom of the screen:

Assignment 1 dropbox (Case study, due 14 October 2013, 12.30pm)

Please submit your Case Study assignment here.

Click on 'Add submission' below and select your file from your computer.
If you need to submit more than one file, repeat the process.
You will know when your assignments are submitted correctly as your files will appear as blue linked icons on this page.

Grading summary

Participants	24
Submitted	2
Needs grading	0
Due date	Monday, 14 October 2013, 12:30 PM
Time remaining	73 days



[View/grade all submissions](#)

- 3 This reveals the *Grading Summary* screen.
To see which students have submitted assignments, click 'Status' to bring the submitted assignments to the top (you may need to click twice).
If you want to open or download the assignment immediately, click on the filename. (Note, you can download all assignments together later, once they have all been submitted. See item 5*).

Assignment 1 dropbox (Case study, due 14 October 2013, 12.30pm)

Choose...

Assignment 1 dropbox (Case study, due 14 October 2013, 12.30pm)

Select	Edit	User picture	First name / Surname	Status	Grade	Last modified (submission)	File submissions	Last
<input type="checkbox"/>			1 Test Student	Submitted for grading	-	Friday, 2 August 2013, 11:16 AM	assignment1-test.docx Export to portfolio	-
<input type="checkbox"/>			teststudent test	Submitted for grading	-	Friday, 2 August 2013, 11:07 AM	assignment1-test.docx Export to portfolio	-

- 4 At the bottom of the page you'll see some Options. If you have more than 10 students, select 'All' beside 'Assignments per page' to save having to turn the page to see the next 10 students.

with selected...

Options

Assignments per page

Filter

Quick grading

- 5 When all assignments have been submitted (or once the due date has passed) you can download them all for marking. These will be downloaded all at once into a zip file. Go to the top left of the Grading Summary screen and choose 'Download all submissions' :

Assignment 1 dropbox (Case study, due 14 October 2013, 12.30pm)

Assignment 1 dropbox (Case study, due 14 October 2013, 12.30pm)

First name : **All** ABCDEFGHIJKLMNOPQRSTUVWXYZ

- 6 Save the zipped file to your desktop and open it to show all submitted assignments in a new folder, in their original format, ready for marking.

For more information on the Grading Summary screen see http://docs.moodle.org/23/en/Using_Assignment#Viewing_and_grading_submitted_assignments