

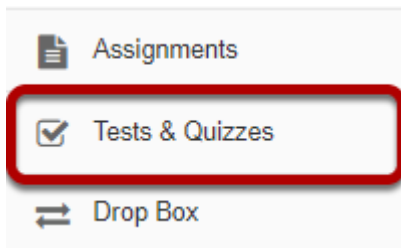
How do I download Tests & Quizzes submissions for grading offline?

You can download assessment responses for grading offline, including bulk downloading submissions to a [File Upload](#) question so you can easily access them from a single folder on your computer.

For more information on entering assessment grades and comments, see the following articles:

- [How do I grade Tests & Quizzes?](#)
- [How do I give same score \(e.g. 0\) to all students with no submission to an assessment?](#)
- [How do I grade assessments submissions by student?](#)
- [How do I grade assessments submissions by question?](#)

Go to Tests & Quizzes.



Select the **Tests & Quizzes** tool from the Tool Menu of your site.

Select the Published Copies tab.

Create an Assessment

Create from Scratch

Assessment Title

- ☐ Create using assessment builder
☐ Create using markup text

Create

OR

Import from File (XML or ZIP)

Import

Working Copies: not released to students

Published Copies: released to students

View: **All** | **Active**: open to students to take | **Inactive**: not open to students to take

| Action | Title | Status | In Progress | Submitted | Release To | Release Date | Due Date | Last Modified | Modified Date |
|---------------------|---------|----------|-------------|-----------|-------------|---------------------|---------------------|---------------------|--------------------|
| -- Select Action -- | Midterm | Active | 0 | 2 | Entire Site | 2018-02-14 09:50:00 | | Kristine Instructor | 2018-02-21 1:48 PM |
| -- Select Action -- | Quiz 3 | Active | 0 | 3 | Entire Site | | | Kristine Instructor | 2018-02-21 2:40 PM |
| -- Select Action -- | Quiz 1 | Inactive | 0 | 3 | Entire Site | 2018-02-19 16:45:00 | 2018-02-20 00:00:00 | Kristine Instructor | 2018-02-21 2:08 PM |

Click on the **Published Copies** tab to view the assessments that have been released to students in your site.

Go to the assessment submissions.

Working Copies: not released to students

Published Copies: released to students

View: **All** | **Active**: open to students to take | **Inactive**: not open to students to take

| Action | Title | Status | In Progress | Submitted | Release To | Release Date | Due Date | Last Modified | Modified Date |
|---------------------|---------|--------|-------------|-----------|-------------|---------------------|---------------------|---------------------|--------------------|
| -- Select Action -- | Midterm | Active | 0 | 2 | Entire Site | 2018-02-14 09:50:00 | | Kristine Instructor | 2018-02-21 1:48 PM |
| -- Select Action -- | Quiz 1 | Active | 0 | 3 | Entire Site | 2018-02-19 16:45:00 | 2018-02-28 00:00:00 | Kristine Instructor | 2018-02-19 4:49 PM |

- Select Action --
- Select Action --
- Scores**
- Edit
- Preview
- Print
- Settings
- Remove

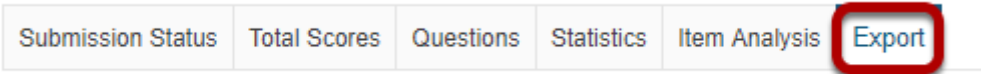
Select the **Scores** option from the drop-down menu for the assessment you would like to grade.

Alternatively, you may click on the **number of student submissions** in the *Submitted* column to view the submissions.

Export scores and students' responses as an Excel spreadsheet.

You can export an Excel spreadsheet that contains all the students' responses and scores for an assessment, as well as any comments you entered for students on the *Total Scores* screen.

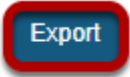
Click Export.



On the following screen, click Export.



Click Export to export and download all assessment responses in Excel format.



Click the second **Export** button on the screen to export the file.

Depending on your browser settings, you may be asked to save or open the file. Once downloaded, you can open the file in a spreadsheet program, such as Excel.

View spreadsheet.

| | A | B | C | D | E | F | G | H | I | J |
|---|-----------|------------|-----------|-------------------|-------------|--------------|------------------|-------------------|-----------|-----------|
| 1 | Last Name | First Name | User Name | Order of Submissi | Final Score | Grader's com | Part 1, Q | Part 1, Q | Part 1, Q | Part 1, Q |
| 2 | Johnson | Steven | student02 | 1 | 4 | | A phenomenon ass | continental shelf | | |
| 3 | Martin | Erin | student03 | 1 | 6 | | none of these | continental shelf | | |
| 4 | Smith | Jeremy | student04 | No submission | | | | | | |
| 5 | Thompson | Mary | student01 | 1 | 5 | | none of these | continental rise. | | |

The resulting spreadsheet lists the students' names, user names, number of the assessment submission (if multiple submissions were allowed), final scores, any *Grader's comments* you entered for students in the *Total Scores* screen, and the students' responses to each question.

Note: Certain question types, such as File Upload questions and Audio Recording questions, which need to be graded within the Tests & Quizzes screen, will not be able to display answers in the spreadsheet.

Download all File Upload submissions.

Part 1: Question 1 (Quiz 1)

| | | | | | |
|-------------------|--------------|-----------|------------|---------------|--------|
| Submission Status | Total Scores | Questions | Statistics | Item Analysis | Export |
|-------------------|--------------|-----------|------------|---------------|--------|

If your assessment has a [File Upload](#) question, you can download all submissions to it simultaneously (e.g. to add inline comments, or for ease of reading certain types of files from your computer.)

Click on the **Questions** link in the assessment menu to access the list of questions.

Select the File Upload question.

Part 1: [Q1](#) | [Q2](#) | [Q3](#) | [Q4](#) | [Q5](#) | [Q6](#) | [Q7](#) | [Q8](#)
Part 2: [Q1](#) | [Q2](#) | [Q3](#)

Part 2: Question 3 - File Upload (5.0 Points)

Upload your scanned homework paper showing your work and calculations.

File:

Browse

Upload

From the list of question numbers, select the File Upload question. Each question is listed as the letter **Q** with the question number (e.g. **Q1**, **Q2**).

Click Download Responses.

Responses

View

Highest Submission

for

Entire Site

Download Responses

Search

Student name or ID

Find

Clear

Viewing 1 - 3 of 3 items

<

<

Show all

>

>

| Name | UserID | Role | Date | Score | Student Response | Comments for Student (What's This?) |
|-----------------|-----------|---------|------------|-------|------------------------|---------------------------------------|
| Johnson, Steven | student02 | Student | 02/21/2018 | 0 | my_homework.txt(0. KB) | <div><div>Add Attachments</div></div> |

Save and open the ZIP file.

1

Opening File Upload Assessment_Part1_Ques1.zip

You have chosen to open:

File Upload Assessment_Part1_Ques1.zip

which is: Compressed (zipped) Folder (589 bytes)

from: https://collab.itc.virginia.edu

What should Firefox do with this file?

Open with

Windows Explorer (default)

Save File

Do this automatically for files like this from now on.

OK

Cancel

2

Johnson_Steven_student02_my home...

Text Document

Martin_Erin_student03_my homework....

Text Document

Thompson_Mary_student01_my hom...

Text Document

1. Based on your internet browser settings, you may be prompted to save the file. Save it to your local disk.

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2. Unzip the resulting zip file. You can see all the students' submissions in one folder. Each submission will be labeled with the student's name, followed by an underscore, then the student's user name, another underscore, and the file name.