

# Viewing Submitted Assignments

This quick guide explains how to use the 'Advanced uploading of files' assignment to view and give feedback to submitted student work. The guide assumes that you have already set up the assignment and that students have submitted work as word-processed documents.



Click on the assignment that you would like to view the student submissions from.

Then on the 'View .. submitted assignments' link.

This will open a window with a table showing each student and their assignment submission, if they have made one, together with the time the assignment is submitted.

If you allowed for late submissions then any such submission will appear in red.

## Viewing/Downloading a Submission

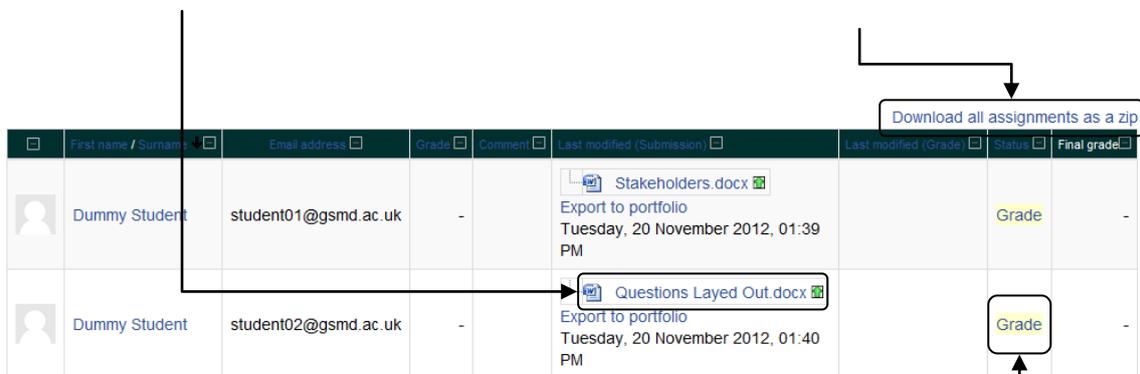
- To view a submission simply click on the filename and select open
- To download a submission to your computer simply click on the filename and select save

the exact dialogue you see will depend on your web browser.

## Downloading all Submissions

- Simply click on the 'Download all assignments as a zip' link
- Select save (the exact dialogue will depend on your web browser)

You will then need to unzip the downloaded file on your computer to extract each of the submissions individually.



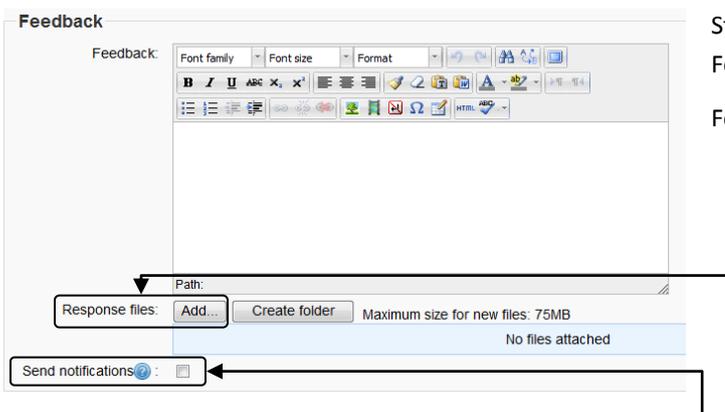
<input type="checkbox"/>	First name / Surname	Email address	Grade	Comment	Last modified (Submission)	Last modified (Grade)	Status	Final grade
<input type="checkbox"/>	Dummy Student	student01@gsm.d.ac.uk	-		Stakeholders.docx Export to portfolio Tuesday, 20 November 2012, 01:39 PM		Grade	-
<input type="checkbox"/>	Dummy Student	student02@gsm.d.ac.uk	-		Questions Layed Out.docx Export to portfolio Tuesday, 20 November 2012, 01:40 PM		Grade	-

## Providing Feedback On-Line

Start by clicking on the relevant Grade box, this will open the Feedback page.

For short feedback simply type into the Feedback box.

For more comprehensive feedback you can attach a file containing the feedback, e.g. as a cover sheet or the original document with comments attached, using the normal file upload mechanism



Feedback

Feedback:

Font family: Font size: Format:

Response files: Add... Create folder Maximum size for new files: 75MB No files attached

Send notifications:

Ticking the 'Send notifications' box will send an email to the student advising them that feedback has been added to the assignment.

On the same page you can also grade the assignment, by selecting the appropriate value from the drop-down list, this will be either numeric or a scale (e.g. Pass, Refer) depending on how the assignment was set up.

**Grades**

Grade:

Current grade in gradebook: -

**Submission**



 Stakeholders.docx 

[Export to portfolio](#)

You can also allow the student to resubmit the assignment by selecting the 'Revert to draft' option.

N.B. Moodle does not keep either a grade or feedback history for re-submitted assignments

When you have finished providing feedback, grading etc., scroll down to the bottom of the page and select 'Save changes'