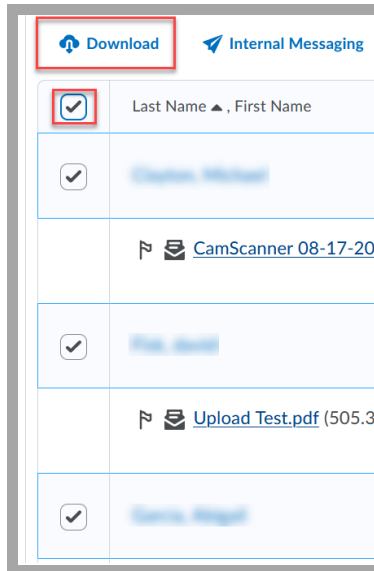




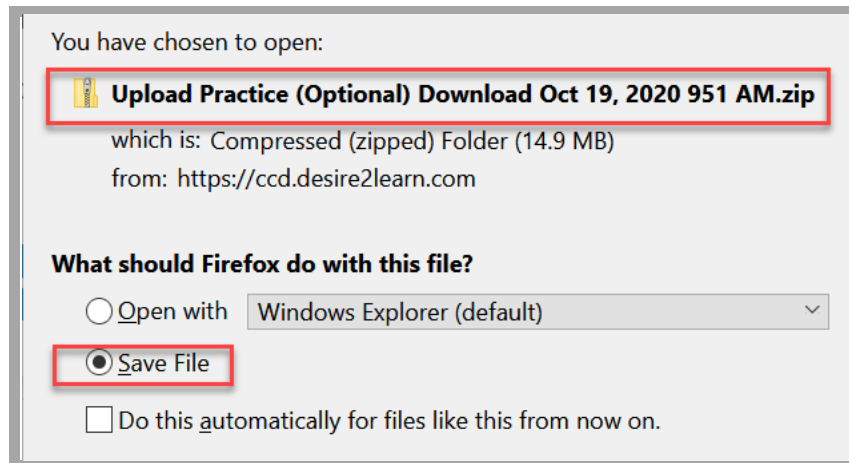
Assignments – Bulk Upload of Feedback

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.



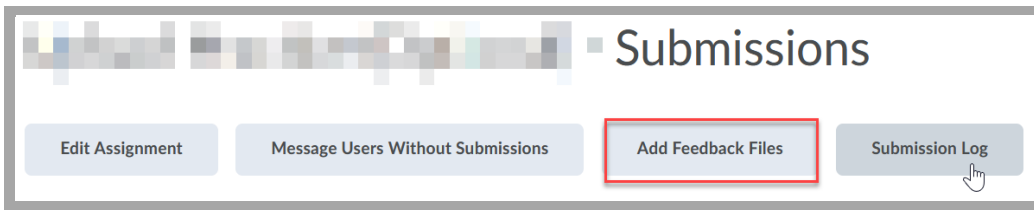
2. Click Download. This will create a zip file of all assignments. Be sure to keep the **Save File** selection as is.



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.**



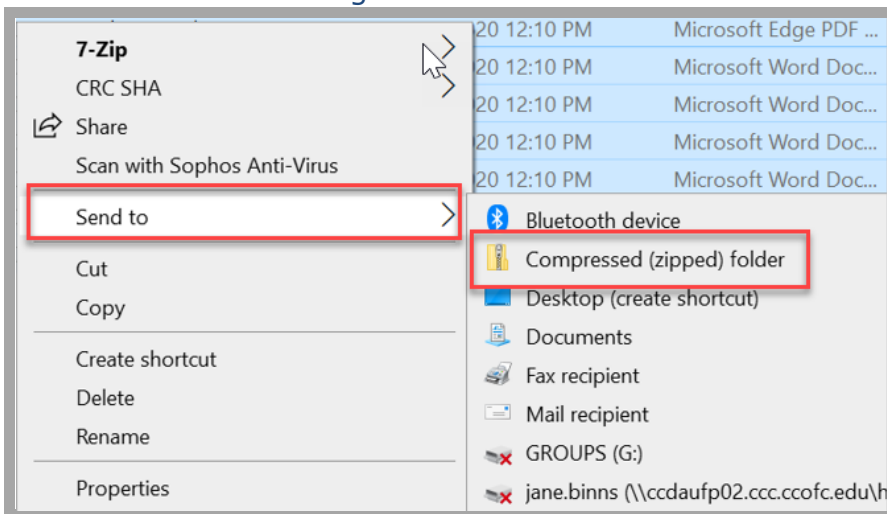
6. Go back to Assignments and select the folder for the assignment, and click **Add Feedback Files**.



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

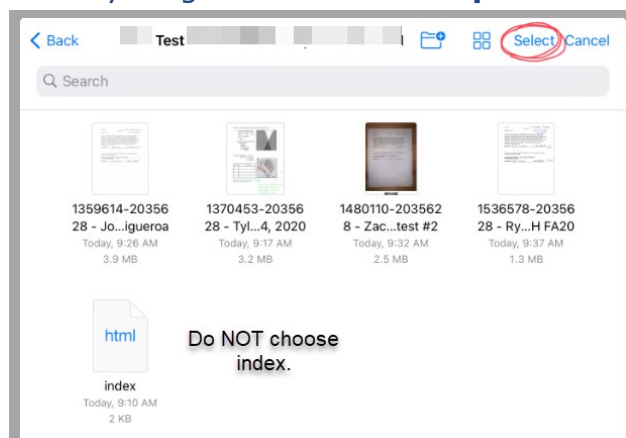
a. For a **laptop**:

- 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.

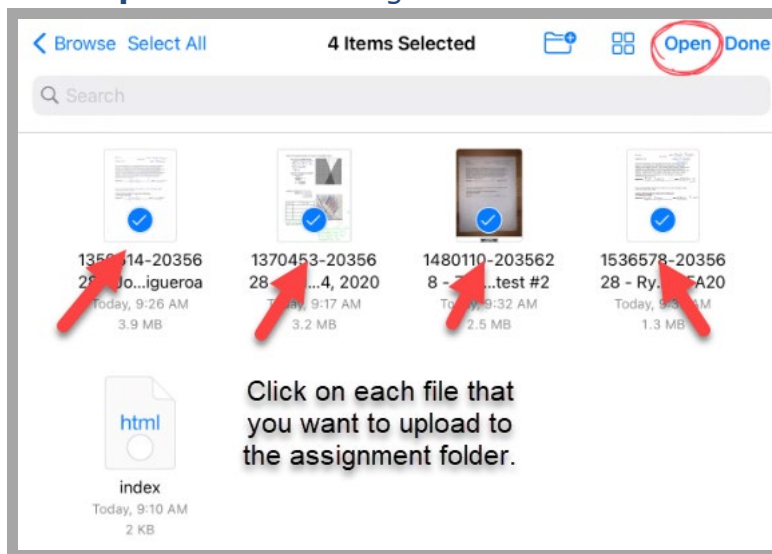


b. For an **iPad**:

- 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 tlc@ccd.edu or call 303-352-3201.