

# SacCT

## Download Individual Assignment Submissions

### HOW TO GUIDE

CALIFORNIA STATE UNIVERSITY, SACRAMENTO

#### DOWNLOAD INDIVIDUAL ASSIGNMENT SUBMISSIONS

In this handout we explain how to download individual assignment submissions from the grade center for which the student completed by submitting a Word or PDF file.



**TIP:** Before you get started, take note of how you have named your assignments in your course. You will need this information to locate the assignment in the Needs Grading page and in the grade center.

#### Access Individual Assignments from the Grade Center

The following process works for assignment submissions that have been graded or that have not been graded. To access an individual assignment:

- step 1.* Log in to SacCT through [My Sac State](#) or the [SacCT Login page](#) and click on your Course's name link.
- step 2.* Once you are in your course, locate the Course Menu on left side of page.
- step 3.* Scroll down to the **Control Panel** area and click on the **Grade Center** link.
- step 4.* Click on the **Full Grade Center** link.
- step 5.* Your grade center will display.
- step 6.* Locate the column for your assignment. The column name should match the name of your assignment located in your assignments area of course. For example, in my course the name of the assignment I want to download my students' papers/entries for is called: "Response Paper #1".

## Assignments

Build Content ▾ Assessments ▾ Tools ▾ Partner Content ▾ 11

**Assignment Instructions**

Submit your assignment by attaching it as a word processed document. We recommend that the file be saved as a .doc or docx, and that the file name be kept simple. Avoid spaces and/or special characters in the file name (i.e. &, #, ;, !). Especially, avoid using the apostrophe in any file name, since this causes errors in displaying the document.

1. Click the title of the assignment, for example **Response Paper #1**
2. The Assignment information page will display, read the instructions and download any attached files
3. In the Assignment Submission section, click **Browse My Computer** to search for your document and **Attach** your paper
4. Click **Submit** to turn in your assignment

**Additional Resources:**

- [Video - How do I submit an Assignment](#)
- [Handout - SacCT: Online Assignments - Students](#)

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**Response Paper #1**

Submit your 1st Response Paper here. Use the Attach File option to attach your paper as a word document (file should be saved as a .doc/ docx or .rtf to receive credit).

Figure 1: Screenshot of Assignment in Content area in SacCT

*step 7.* In my Full Grade Center, I see a column that starts with “Response Pap”. If I place my mouse over the column title, the Grade Information Bar at the top of the table displays the column’s full name so I can verify it is the correct column.

## Grade Center : Full Grade Center

When screen reader mode is on, the Grade Center data appears in a simplified grid. You cannot freeze columns or edit inline, making it easier to navigate using the keyboard. To enter a grade, access a cell's contextual menu and click **View Grade Details**. When screen reader mode is off, you can type a grade directly in a cell on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)

Create Column Create Calculated Column ▾ Manage ▾ Reports ▾ Filter Work Offline ▾

Sort Columns By: Layout Position Order: ▲Ascending ▾

Grade Information Bar Possible: 25 | Assignment | Response Paper #1 | 5 / 18 students have submitted. 5 attempts need grading. Last Saved: October 26, 2017 9:51 AM

First Name	Last Name	Username	Response Pap	WK1 - Net Neut	WK2 - Reading	Television & Vi	Term Paper To	Introduce Your
Student	Assistant	atcs-03	--	--	--	--	--	--
Student	Assistant	atcs-04	--	--	--	--	--	--
Bugs	Bunny	wcttest7	--	15.00	17.00	8.00	25.00	5.00
Goofy	Dog	wcttest2	⊖	12.00	17.00	15.00	26.00	5.00
Pluto	Dog	wcttest3	⊖	14.00	15.00	14.00	29.00	4.00
Daisy	Duck	wcttest6	⊖	10.00	20.00	15.00	30.00	5.00
Donald	Duck	wcttest1	⊖	8.00	18.00	11.00	27.00	5.00
Foghorn	Leghorn	wcttest10	--	15.00	15.00	10.00	23.00	5.00
Mickey	Mouse	wcttest5	--	12.00	20.00	15.00	28.00	5.00
Minnie	Mouse	wcttest4	⊖	15.00	18.00	10.00	29.00	5.00

Selected Rows: 0

Move To Top Email ▾

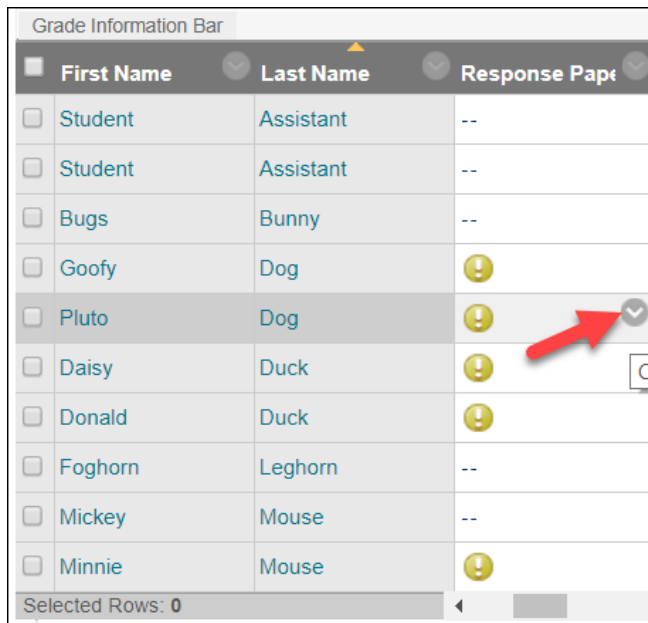
Icon Legend

Edit Rows Displayed

Figure 2: Screenshot of Full Grade Center, displaying grade information bar for an assignment column.

**step 8.** After you locate the column for the assignment, scroll to the student cell for which you want to download the assignment.

- a.** If the student has submitted an assignment, the cell will contain a “needs grading” icon that looks like an exclamation mark in a yellow circle.
- b.** If you had already graded the assignment a score would appear in the cell.



The screenshot shows a table titled "Grade Information Bar" with three columns: "First Name", "Last Name", and "Response Page". The table contains several rows of student data. The row for "Pluto Dog" is highlighted, and a red arrow points to a downward arrow icon in the "Response Page" column for that row. Other rows show "needs grading" icons (exclamation marks in yellow circles) or "--".

First Name	Last Name	Response Page
Student	Assistant	--
Student	Assistant	--
Bugs	Bunny	--
Goofy	Dog	!
Pluto	Dog	! ↓
Daisy	Duck	!
Donald	Duck	!
Foghorn	Leghorn	--
Mickey	Mouse	--
Minnie	Mouse	!

Figure 3: Screenshot of cell in gradebook with downward arrow option.

**step 9.** Click on the down arrow that appears next to the cell and select the **Attempt mo/day/yr** option. If the assignment had multiple attempts submitted you will see all Attempts listed here, select the one you want to see. (*Alternately, you can also click on the View Grade Details option and then from the Grade Details page click on the “View Attempts” button*).

- a.** In this example I want to see Pluto Dog’s (student) attempt made on 10/26/2017.

Grade Information Bar					
<input type="checkbox"/>	First Name	Last Name	Response Paper	WK1 - Net Neut	WK2 - Read
<input type="checkbox"/>	Student	Assistant	--	--	--
<input type="checkbox"/>	Student	Assistant	--	--	--
<input type="checkbox"/>	Bugs	Bunny	--	--	--
<input type="checkbox"/>	Goofy	Dog	!	--	--
<input type="checkbox"/>	Pluto	Dog	!	--	--
<input type="checkbox"/>	Daisy	Duck	!	10.00	20 Attempt
<input type="checkbox"/>	Donald	Duck	!	8.00	18.00
<input type="checkbox"/>	Foghorn	Leghorn	--	15.00	15.00
<input type="checkbox"/>	Mickey	Mouse	--	12.00	20.00
<input type="checkbox"/>	Minnie	Mouse	!	15.00	18.00

Selected Rows: 0

Figure 4: Screenshot of student assignment attempt option from grade center cell.

**step 10.** The Grade Assignment page will display. **Please note:** Starting January 2018, the Inline Viewer will no longer display a preview of the student’s submitted document. Instead, you may see either a gray box and/or message that reads “Service Unavailable”. Use the Grade Panel on the right to download the student’s submitted document.

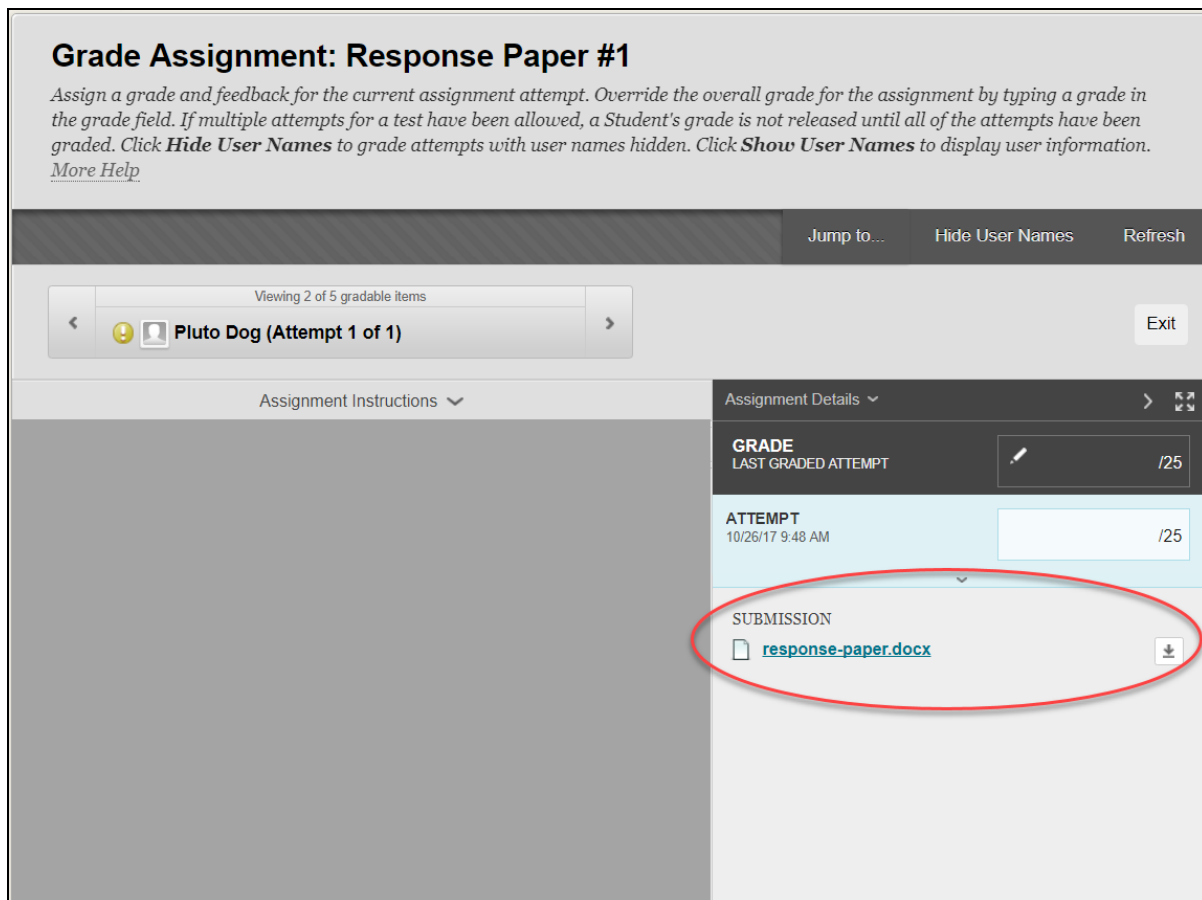


Figure 5: Screenshot of Grade Assignment page. Grade panel on the right provides option to download student's submitted document.

## Download Assignment Submission

*step 1.* Click on the download file button from the Grade panel on right side of page to download the Word or PDF assignment submission file.

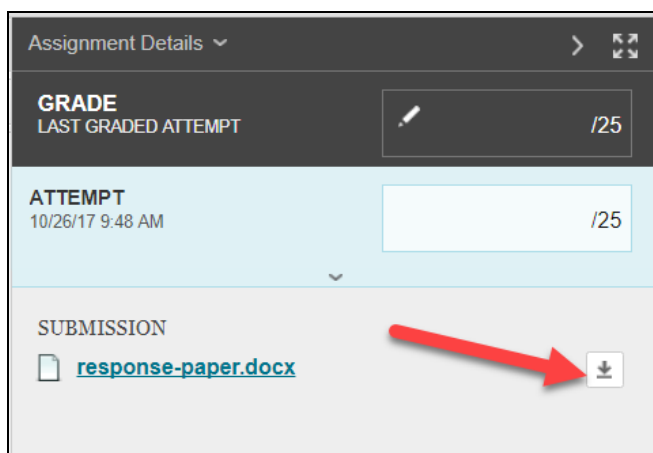
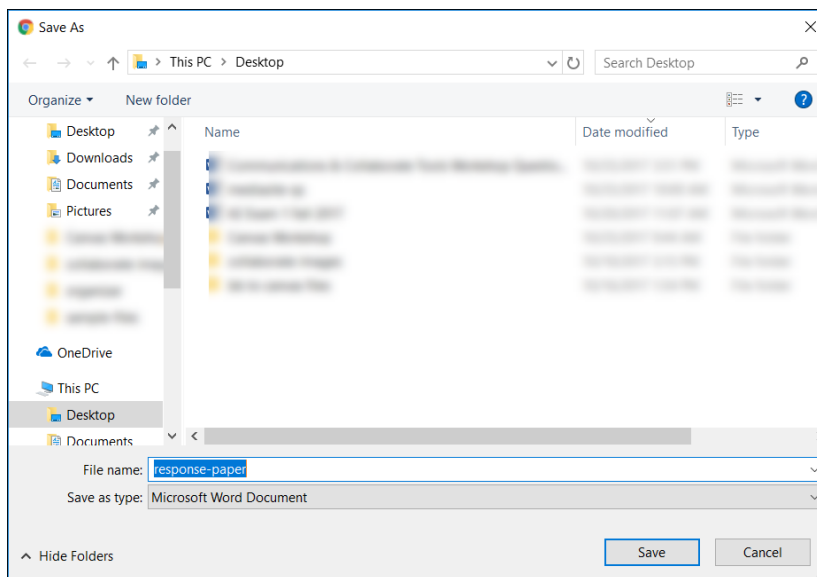


Figure 6 Screenshot of download button from Assignment Details panel.



**TIP:** Assignment submissions that were completed using the “Type Submission” text box on the Assignment page can be downloaded by following the steps in the handout: “SacCT: Downloading Student Assignment Submissions”. Make sure to only select to download submissions for students that had a text submission.

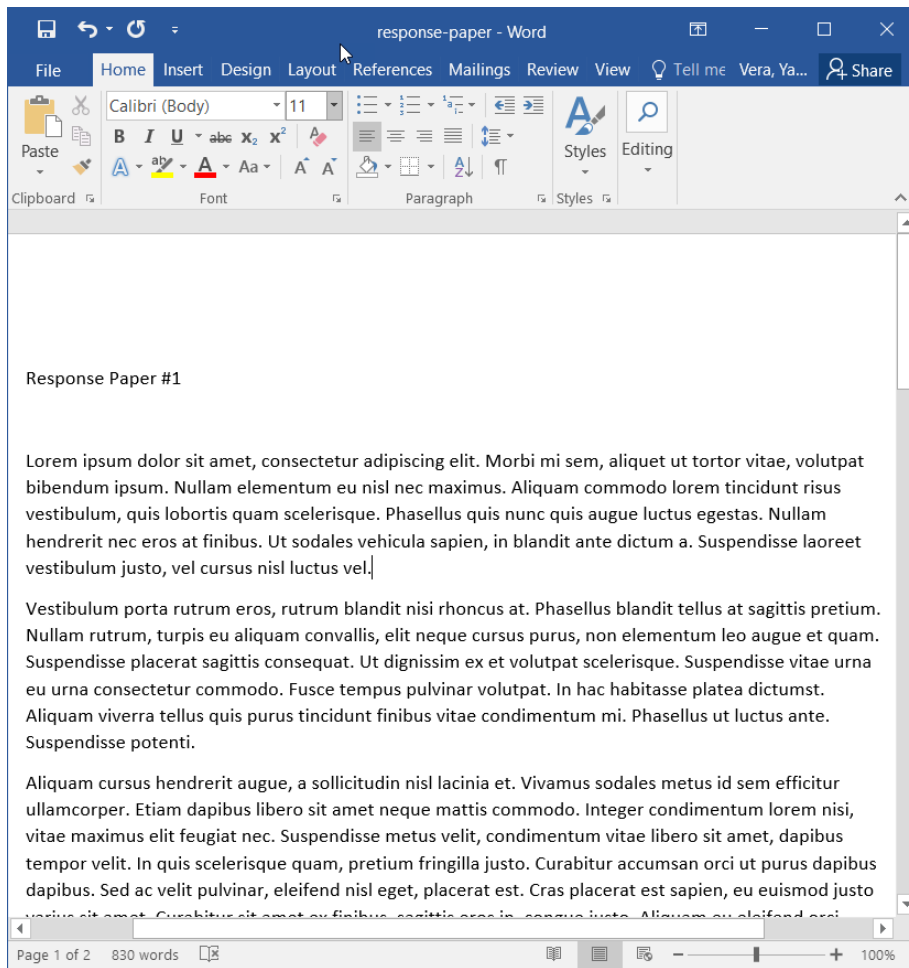
**step 2.** An Open/Save File window will display. Choose to **Save** the file in a location that is easy for you to find. By default the file’s name will be the same as the file name the student provided during submission. In my example the file will be titled response-paper.docx.



**Figure 7** Screenshot of Save File option.

**step 3.** Go to location on computer where the file was saved, e.g. Downloads folder, Desktop or other location you selected.

**step 4.** Open the downloaded file with appropriate application. Our example is a document so we open it in Microsoft Word. The original assignment submission will display.



**Figure 8: Screenshot of assignment submission file opened in Word.**

- step 5.** Save the file with a new name by going to File > Save As and change the document name to include student information.
- step 6.** Review the student's document. Depending on the format of the file (word or pdf) you may additionally be able to use the application's comment options to provide feedback within the document.