

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.

Download Individual Assignments from the Grade Center

The following process works for assignment submissions that have been graded or that have not been graded. To download 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: "Part 1: Company Description (Click to Begin Assignment)".

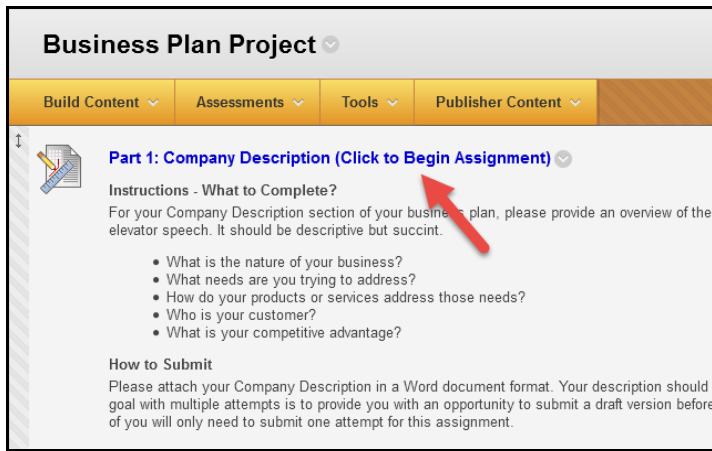


Figure 1: Screenshot of Assignment in Content area in SacCT

step 7. In my Full Grade Center, I see a column that starts with “Part 1: Compare”. 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.

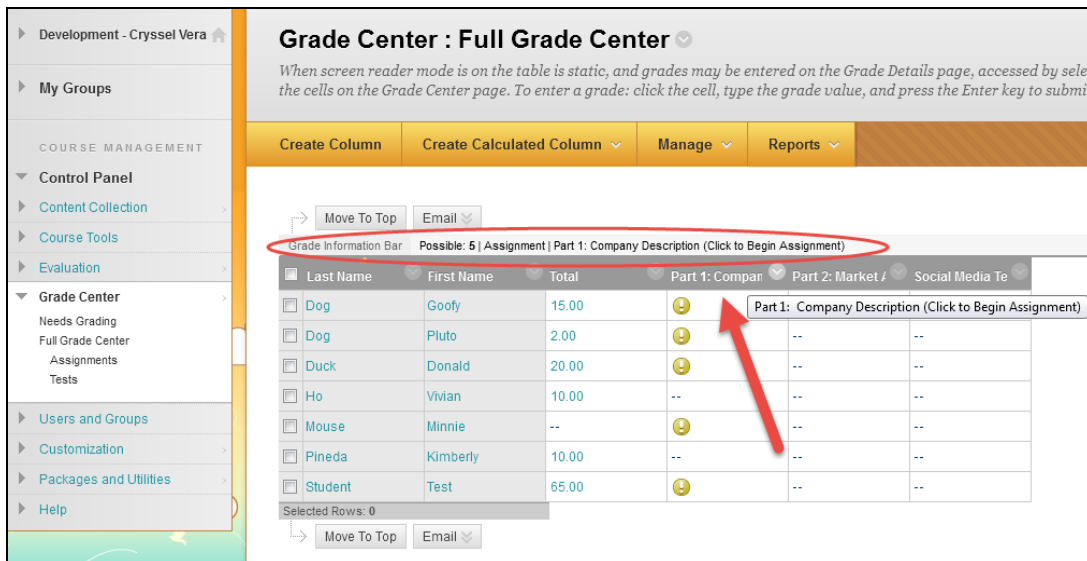


Figure 2: Screenshot of Full Grade Center, displaying grade information bar for an assignment column.

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.

Grade Information Bar					
<input type="checkbox"/>	Last Name	First Name	Total	Part 1: Compan	Pa
<input type="checkbox"/>	Dog	Goofy	15.00	!	--
<input type="checkbox"/>	Dog	Pluto	2.00	!	⌵
<input type="checkbox"/>	Duck	Donald	20.00	!	--
<input type="checkbox"/>	Ho	Vivian	10.00	--	--
<input type="checkbox"/>	Mouse	Minnie	--	!	--
<input type="checkbox"/>	Pineda	Kimberly	10.00	--	--
<input type="checkbox"/>	Student	Test	65.00	!	--

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 11/2/15.

Grade Center : Full Grade Center ⌵

When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, the cells on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key.

Create Column
Create Calculated Column
Manage
Reports

Move To Top
Email

Grade Information Bar						
<input type="checkbox"/>	Last Name	First Name	Total	Part 1: Compan	Part 2: Market /	Social Med
<input type="checkbox"/>	Dog	Goofy	15.00	!	--	--
<input type="checkbox"/>	Dog	Pluto	2.00	!	⌵	
<input type="checkbox"/>	Duck	Donald	20.00	!		
<input type="checkbox"/>	Ho	Vivian	10.00	--		
<input type="checkbox"/>	Mouse	Minnie	--	!		
<input type="checkbox"/>	Pineda	Kimberly	10.00	--		
<input type="checkbox"/>	Student	Test	65.00	!	--	--

Selected Rows: 0

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

step 10. The Grade Assignment page opens displaying the student’s assignment submission in the Inline Document Viewer.

a. If you have not entered annotations for the assignment, you can enter annotations at this point by using the Inline Viewer Toolbar options such as the Comment, Draw or Highlight options.

step 11. In my example I have entered annotations and have used the Assignment Details panel on right side of page to enter a grade for the assignment.

The screenshot displays the 'Grade Assignment: Part 1: Company Description' interface. At the top, there is a header with the assignment title and a brief instruction: 'Assign a grade and feedback for the current assignment attempt. Override the overall grade for the assignment by clicking the pencil icon in the grade field. Use the arrow buttons to navigate through or grade the attempts in the queue one at a time. If multiple attempts for a test have been allowed, a Student's grade is not released until all of the attempts have been graded. Click Hide User Names to grade attempts anonymously. Click Show User Names to display user information. More Help'. Below this, there are buttons for 'Jump to...' and 'Hide User Names'. The user information shows 'User: Pluto Dog (Attempt 1 of 1)' and 'View: Full Grade Center'. The main content area shows the student's submission, 'Company Description', with handwritten annotations in yellow and red. The annotations include '5/5' at the top, 'prospective location of the restaurant, the t...' and 'may not be necessary to add' in yellow, and 'Thus, families can stop by our restaurant...' in red. The right-hand panel, 'Assignment Details', shows the 'GRADE' field set to '/5', the 'ATTEMPT' field set to '5/5', and the 'SUBMISSION' field with the file name 'CompanyDescription_PlutoDog.docx'. The 'COMMENTS' section shows a 'Grader Feedback' of 'Excellent work Pluto!' and a 'Character count' of 22. At the bottom right, there are 'Save as Draft' and 'Submit' buttons.

Figure 5: Screenshot of Grade Assignment page displaying student's assignment submission with annotations in the Inline Viewer.

Download Assignment Submission with Annotations

If you have annotated the assignment submission and need to download it with annotations:
step 1. Click the **Download File** button that looks like a page with a downward arrow.

The screenshot shows a close-up of the toolbar in the 'Inline Viewer'. The user information at the top indicates 'User: Pluto Dog (Attempt 1 of 1)' and 'View: Needs Grading'. The toolbar includes a search icon, a 'Comment' button, and a 'Download File' button (represented by a document icon with a downward arrow) which is circled in red. Below the toolbar, there are icons for 'Comment', 'Draw', 'Highlight', 'Text', and 'Strikeout'.

Figure 6: Screenshot of Download File button on Inline Viewer toolbar.

step 2. You will be prompted to choose between downloading a Word Document or to Download Annotated PDF. Click on the **Download Annotated PDF** link. (*The word file downloads a word version of original file, no annotations*).

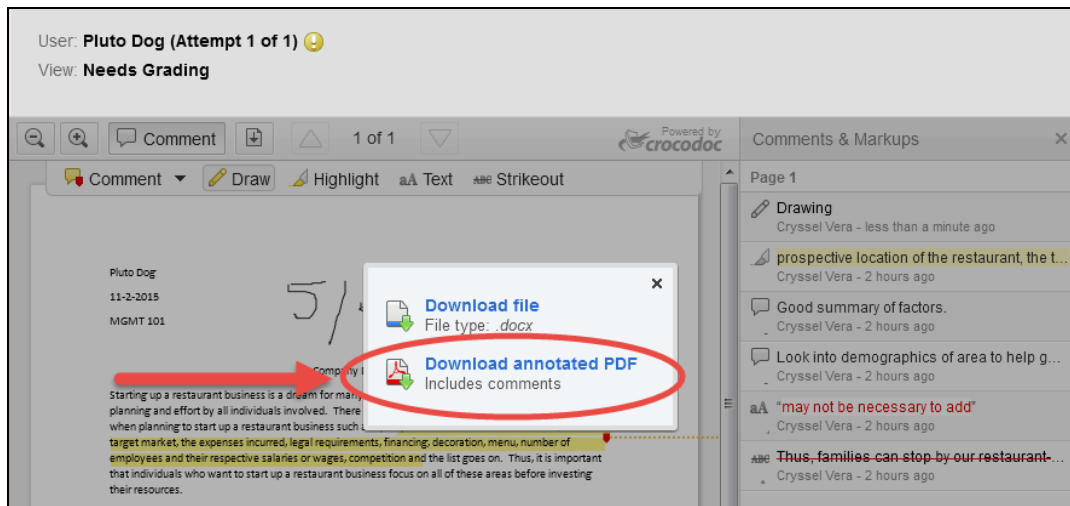


Figure 7: Screenshot of option to Download annotated PDF.

step 3. An Open/Save File window will display. Choose to Save the file. The file will save with the name “doc.pdf” so you may have to re-save it once you open the PDF file.

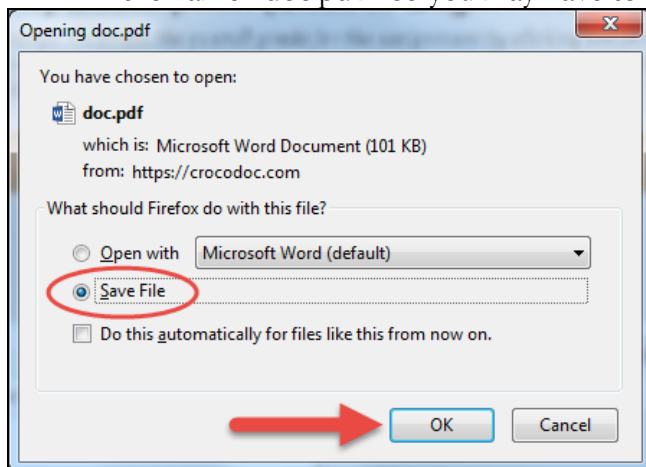


Figure 8: Screenshot of Save File option.

step 4. Go to location on computer where the file was saved, e.g. Downloads folder.

step 5. Open the downloaded file with Adobe Reader or Adobe Acrobat. Your annotations will display on the file.

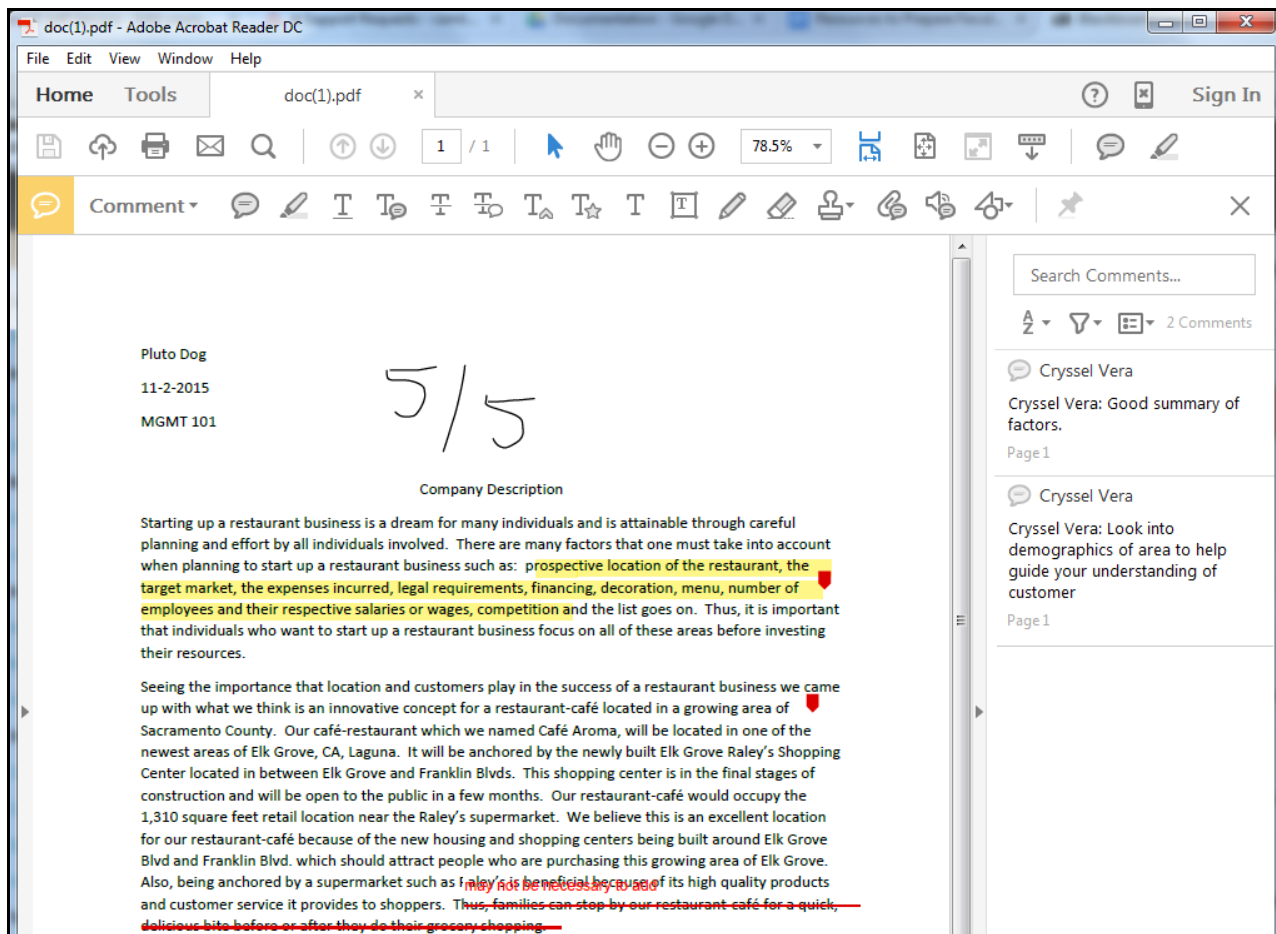


Figure 9: Screenshot of Assignment with annotations opened in Adobe Reader

step 6. Save file again by going to File > Save As and change the document name to include student information.

Download Original Assignment Submission – No Annotations

step 1. Click the **Download File** button that looks like a page with a downward arrow.

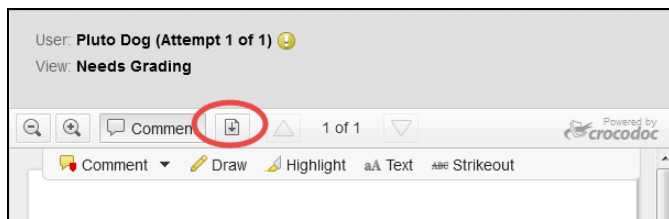


Figure 10: Screenshot of Download File button on Inline Viewer toolbar.

a. Alternately, click on the download file button from the Assignment Details panel on right side of page to download the Word or PDF assignment submission file.

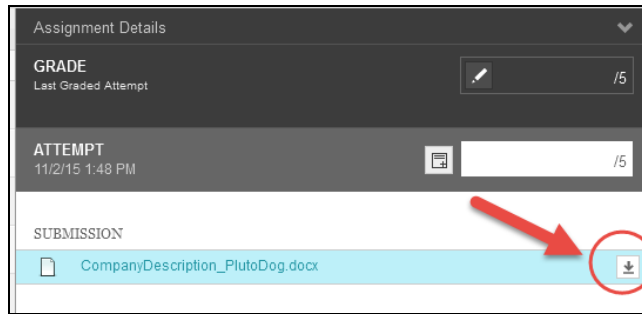


Figure 11: Screenshot of download button from Assignment Details panel.



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. At the prompt click on the **Download File** link. Depending on the file type that was submitted by student, this will download a Word or PDF version of original file, no annotations. In our example, the student submitted a Word document.

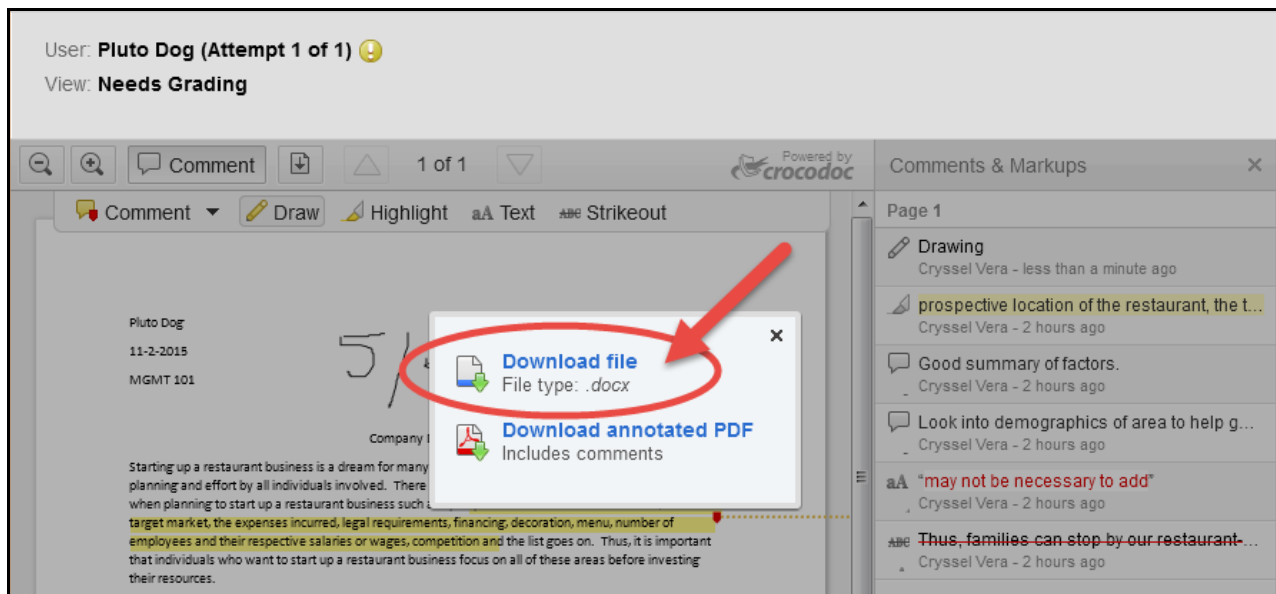


Figure 12: Screenshot of option to download original file submission as a Word document.

step 3. An Open/Save File window will display. Choose to **Save** the file. The file will save with the name “doc” so you may want to re-save it with a different name once you open the file.

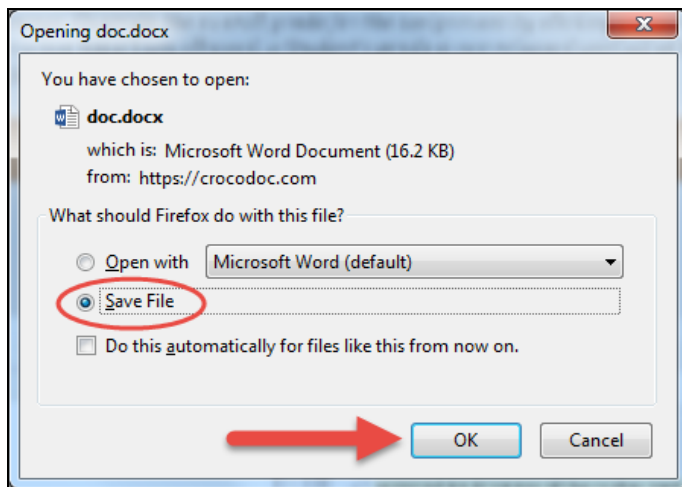


Figure 13: Screenshot of Save File option.

step 4. Go to location on computer where the file was saved, e.g. Downloads folder.

step 5. 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.

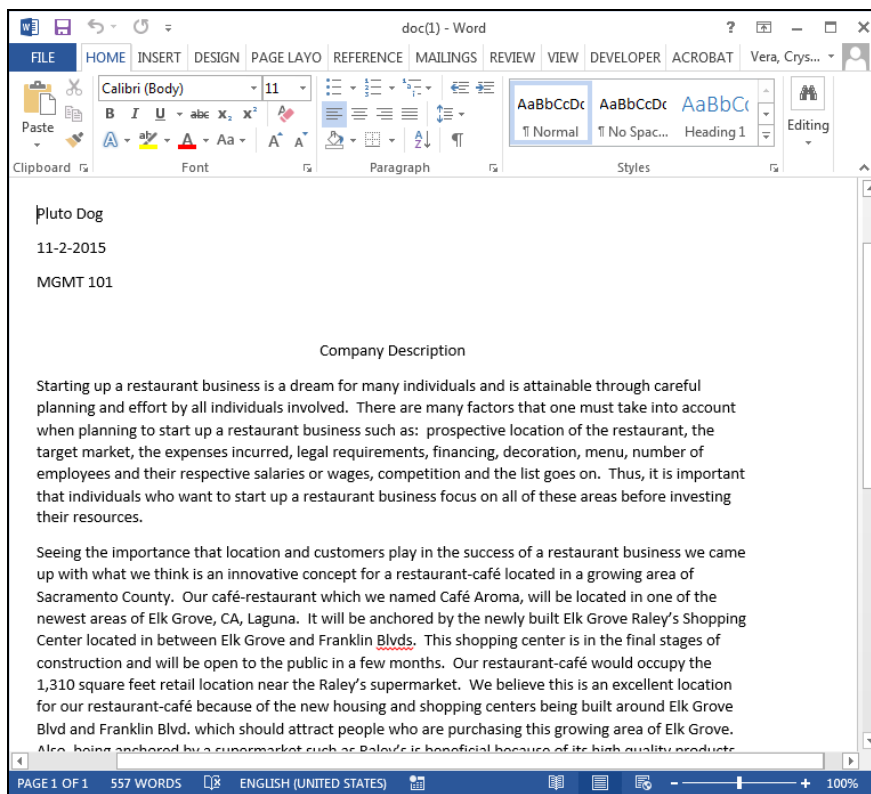


Figure 14: Screenshot of assignment submission file opened in Word.

step 6. Save the file with a new name by going to File > Save As and change the document name to include student information.