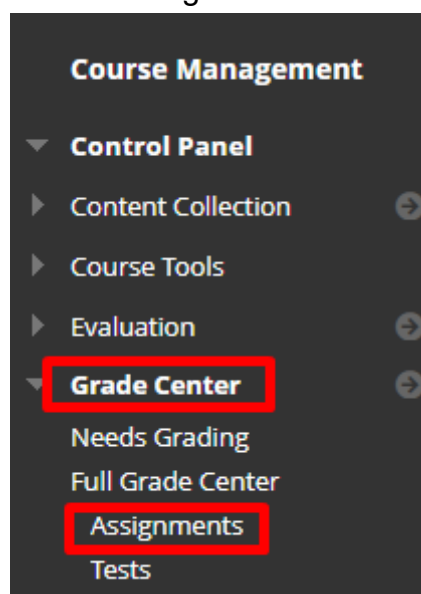


## How to Download Assignment Files

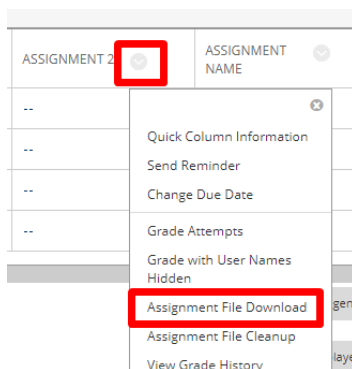
This allows you to download submitted student files to your computer to make for easier marking.



1. Click Grade Centre then click Assignments.



2. Find the Assignment title in the grade centre and click on the arrow next to the assignment name. Click Assignment File Download.

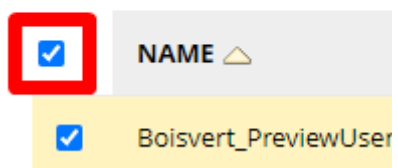


3. Check if all students are appearing. If not press Show All



4. Once all the users are appearing choose Select All Users

#### SELECT USERS

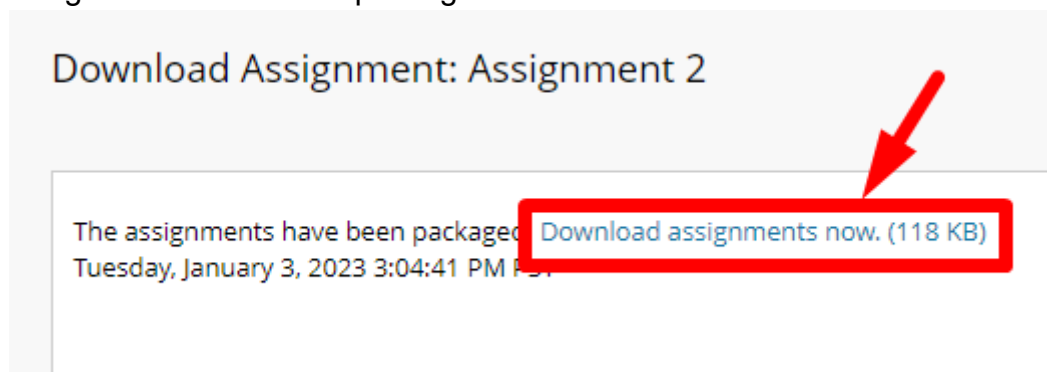


5. Select Last attempt file in order to only get one file for each student. All attempt files will provide you with each submission the student made of their multiple attempts.

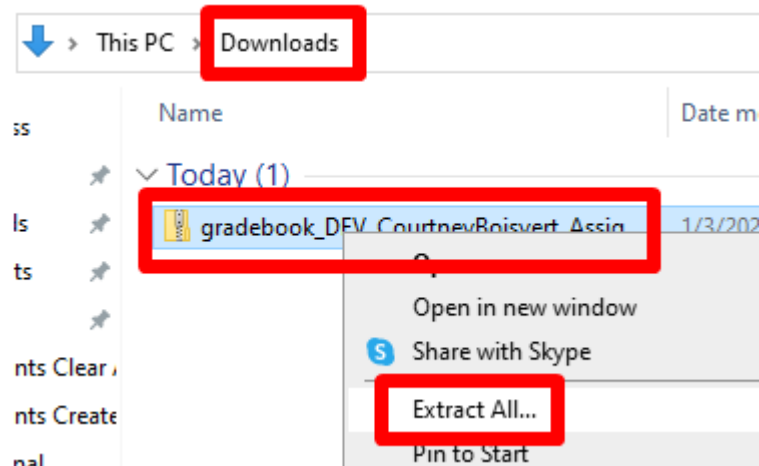
#### SELECT FILES



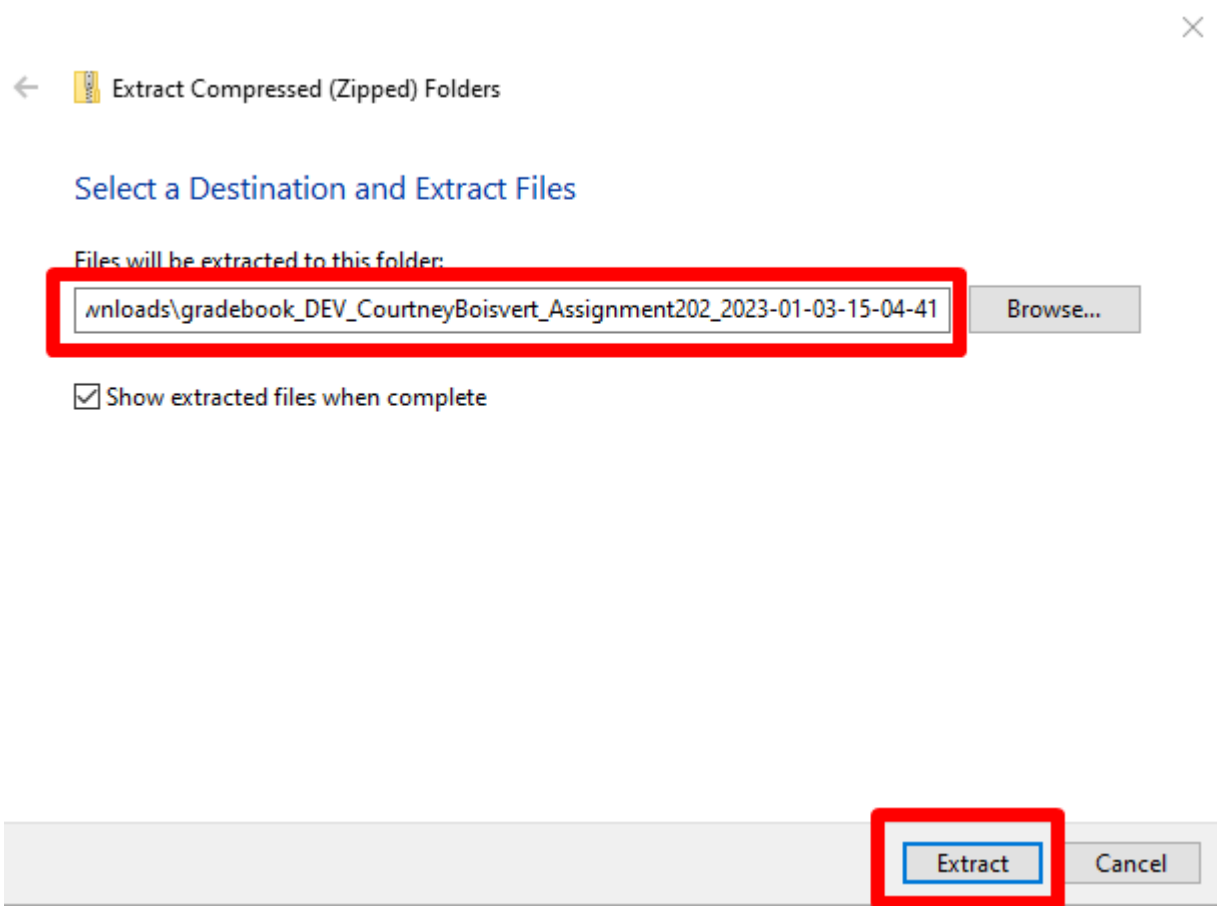
6. Press Submit.
7. The screen will proceed to a Download Assignment window saying the assignments have been packaged. Click Download now



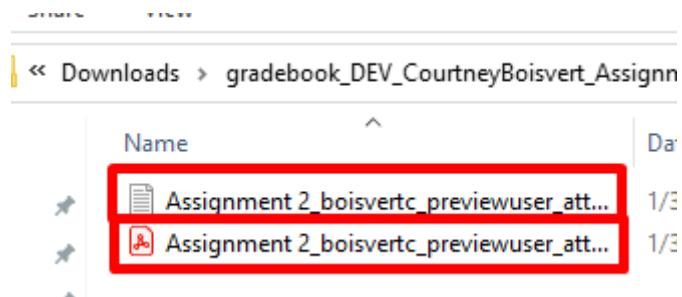
8. Open your computers downloads folder and right-click on the downloaded zip file.



9. Choose an appropriate location to save the extracted files to and click Extract.



10. Go to the location you just chose and choose the new **unzipped** folder.
11. You will see two files, one txt file that contains the submission information and a second other file of any format that the student has submitted for the assignment.



Interested in more educational tools? Check out our How-To Guides at: [www.ufv.ca/myclass/faculty-centre/faculty-tutorials](http://www.ufv.ca/myclass/faculty-centre/faculty-tutorials) or email us at [asktlc@ufv.ca](mailto:asktlc@ufv.ca)

