How to download all submissions from a Moodle Assignment dropbox

Moodle Help & Support

Refers to Moodle 3.6 from July 2019 onward

How to: Download all submissions from a Moodle Assignment dropbox

- When students have submitted their work to your assignment dropbox, *and the deadline has passed*, you can download all the submissions together as a single .zip file
- You can use this feature to mark the submissions offline before uploading back into the module for feedback.
- If you wish to share submissions post grading (for example; if the submissions are group posters) you can post the zip back into the module for all students to access.

To download submissions:

1. *When the submission deadline has passed*, navigate to the relevant module and click on the **Moodle Assignment** activity.
2. Select **View all submissions** at the bottom of the *Grading Summary.*

> The student information table will then be loaded for this assignment.

3. On the student information table, your first task should be to Lock Submissions by selecting **All > With ... Lock Submissions > Go.**

- [If there are some students who have not yet submitted or you are expecting late submissions then at some point you will need to reopen the box for those students to allow them to submit.]

Select ☑	User picture —	First name / Surname —	ID number —	Email address —	Department —	Status —	Grade —	Edit	Last modified (submission)	File submissions —
☑		Angelique Bodart	813646	Angelique.Bodart@nottingham.ac.uk		No submission Not marked -	Grade	Edit ▼	-	
☑		Mars Bar	60652	mars@nothington.ac.uk	LRLR	Submitted for grading Not marked -	Grade	Edit ▼	Thursday, 12 September 2019, 10:26 AM	W Example Assignment 12 Septem
☑		Laura Fitch	816140	laura.fitch@nottingham.ac.uk		No submission Not marked -	Grade	Edit ▼	-	
☑		Nicholas Cameron	822480	Nicholas.Cameron2@nottingham.ac.uk		Submitted for grading Not marked -	Grade	Edit ▼	Thursday, 12 September 2019, 10:25 AM	W Example Assignment 12 Septem

With selected...   Lock submissions ⇕   Go

- A popup will appear to make sure you wish to lock the submissions. Click **OK.**
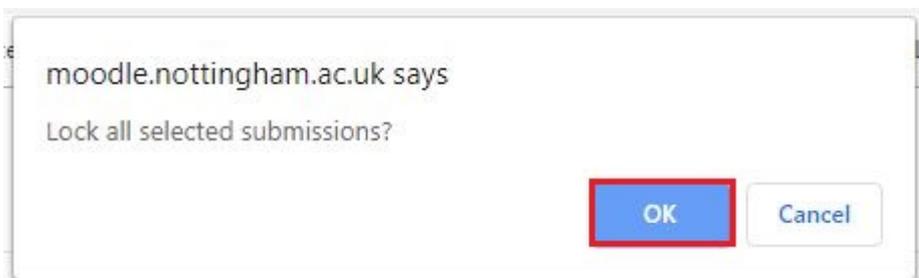
5. Scroll down to Options and make sure that the **Download submissions in folders** checkbox has been ticked.

6. Now, scroll back up to the **Grading action** drop-down menu (top of the page) and select **Download all submissions.**
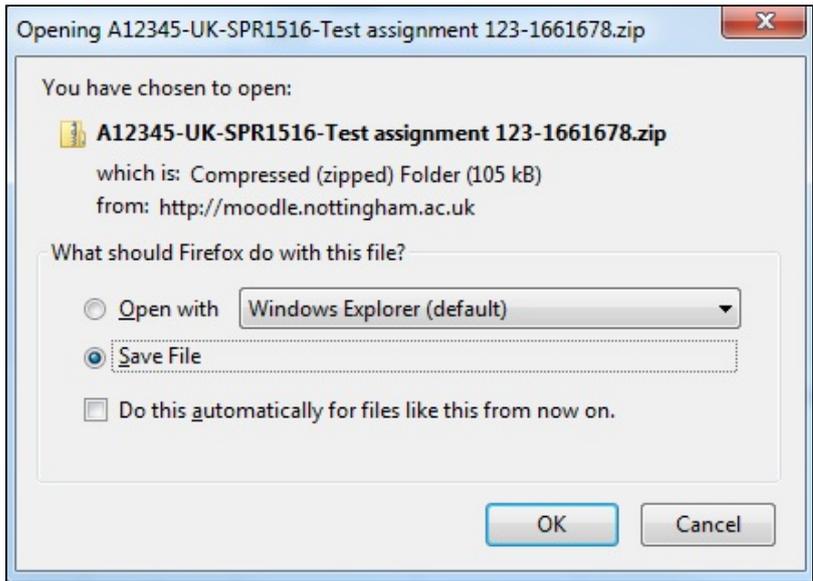
Moodle Assignment EXAMPLE

Grading action   Choose...   ⇕

Separate groups
   Choose...
    Download all submissions
    View gradebook

The .zip file will either be sent directly to your *downloads folder* OR A pop-up window will appear giving you the option to *Open file or Save file.*


Note: The zip will automatically be saved in your Downloads folder on your computer. It will be named the same as your Module short name (see ADMINISTRATION block > Module administration > Edit settings)

This zip file contains a folder for each student. (If anonymous it will show their Moodle student ID—not the same as their SATURN/Campus ID)

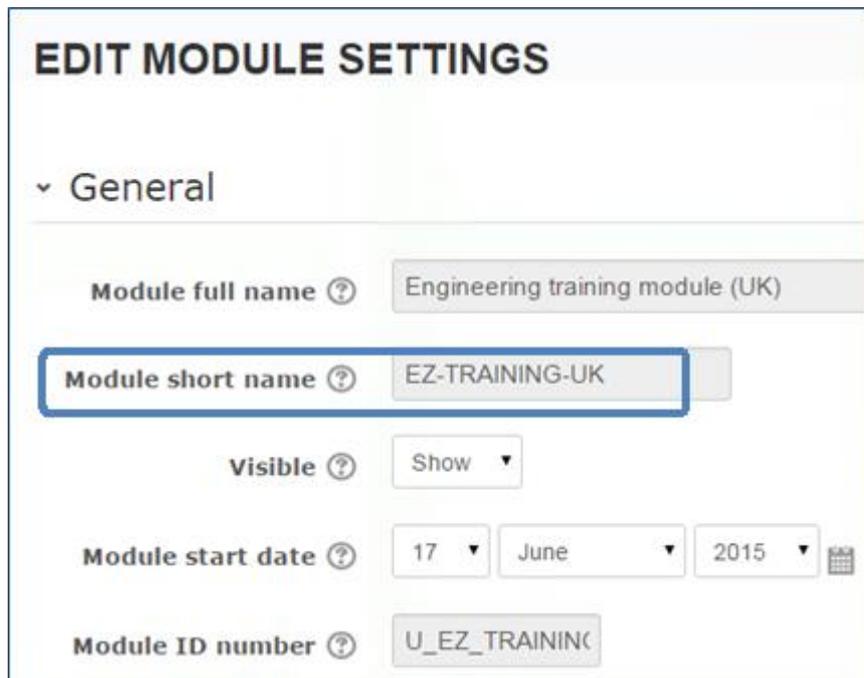The next steps take place outside Moodle, on your computer.
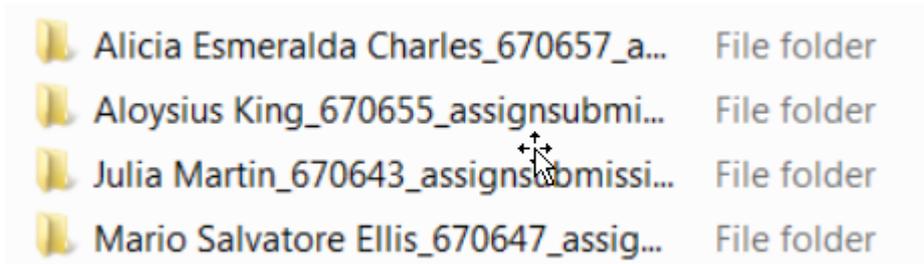
Accessing the downloaded zip
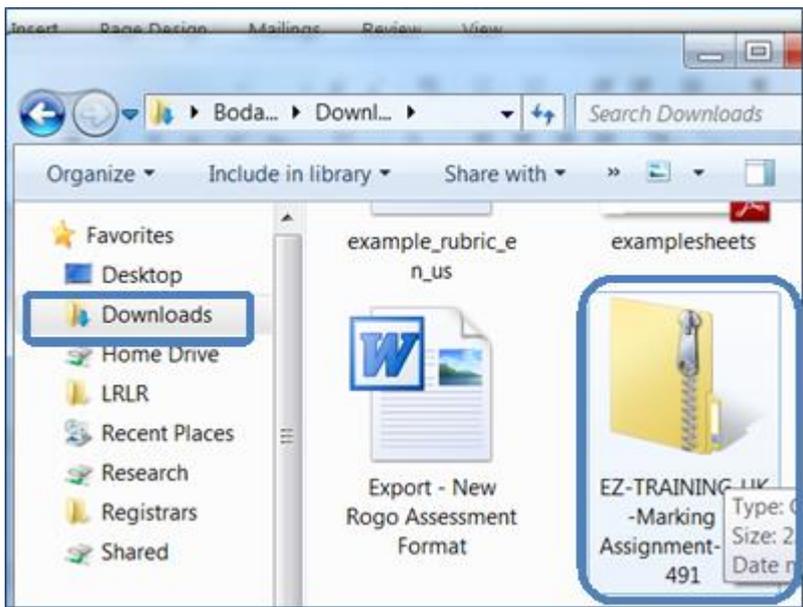
(We recommend this is carried out on a desktop PC or Mac or a Surface Pro rather than an iPad.)

Unzip the folder, extract the files and move them to a new folder that has been named to match the Module short name.

Location of the Module shortname

Similar tutorials

The following other resources are also relevant to this topic:

- Assessment in Moodle
- How to annotate student work in Word for Moodle assignment using a Microsoft Surface Pro
- Moodle Assignment: Marking and uploading feedback/marks in bulk
- How to create a rubric for an Moodle assignment
- Marking using Rubrics in Assignments
- Why might you need Groupings in Moodle?
- Using Marking Workflow and Marking Allocation in Moodle Assignment
- How to download all submissions from a Moodle Assignment dropbox
- How to provide feedback individually in Moodle assignment
- How to create a non-numeric grading scale
- How to give feedback privately to students
- How to enable group submissions in a Moodle assignment
- How to grade using a rubric with a letter as the grade
- How to set up weighted grades in grade book