

Moodle: Download assignment to grade offline

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Did you know that you can download **Assignment** submissions in bulk to grade them and then re-upload the graded assignments back into Moodle? This works for with both anonymous grading (blind marking) and non-anonymous grading workflows. This article explains the steps; EAST is happy to help you with the process of offline bulk grading — email help@brynmawr.edu or [set up a consultation appointment](#).

You can also mark PDF submissions without downloading them. See [Moodle: Grade assignments with Annotate PDF](#)

Before you start, you may need:

- An **Instructor of record**, **Other editing teacher**, or **Non-editing teacher** role in a Moodle course

Step 1. Enable offline grading

To use offline grading, you must **enable it** in the Assignment settings **before you start grading**. (For best results, do this before students submit any work.)

1. Click on the **assignment** to open it.
2. Click the **Settings** tab.
3. Scroll down to **Feedback types** and **check all** of the following:
 - **Feedback comments**
 - **Feedback files**
 - **Offline grading worksheet**
4. Under **Grade**, make sure:
 - **Type** is set to **Point** or **Scale** (that is, the item is graded)
 - **Grading Method** is set to **Simple Direct Grading** (the default).
5. Click **Save and Display** to return to the Assignment.

Step 2. Download your files

When you are ready to begin grading:

1. Click on the **assignment** to open it.
2. Click **View All Submissions**.

3. On the **Submissions** page:
 - Click the **Grading action** drop-down menu, and choose **Download grading worksheet**. This will download a .csv file you will use to enter student grades.
 - Click **Download all submissions** to download a zipped file of student submissions.
4. Find the files you've downloaded (they will be in your default downloads folder unless you've chosen another).
5. Unzip the file of student submissions:
 - **File submissions** are downloaded in the formats that students uploaded (.doc, .rtf, .pdf, etc.).
 - **Online text submissions** are downloaded as HTML files.
 - **Students** are always identified by a **unique numeric identifier** in filenames, folder names, and on the grading worksheet.
 - If anonymous grading ("blind marking") is NOT enabled, they are also identified by first and last names.

Warning: Do not change the name or location of folders, subfolders, or files! These need to remain the same in order for Moodle to match everything when you do the upload.

3. Read, grade, and/or annotate work

Click on the **students' submission files** to open and read them.

To upload grades into the Moodle Gradebook, fill out the grading worksheet :

1. Open the **Grading worksheet** (.csv file) you downloaded in step 2 in Excel or other spreadsheet editor.
2. Next to each student's unique number/name:
 - Enter a grade in the **Grade** column, using the points range or scale you chose for the assignment in Moodle.
 - In the **Feedback comments** column, type any comments you want to appear next to the grade in the Moodle Gradebook.
3. **Leave all other data untouched.**
4. Save the .csv file.

To provide more detailed feedback through Moodle, do ONE of the following:

- **Add annotations to the submission files** (for example, using [Word's track changes](#) or [Adobe Reader's commenting](#)). Save the submission files, without changing the filenames or folder structure.
- **Type your feedback in a separate document** and add it to the subfolder for each student.

When you are finished, **zip up the submissions folder** for upload by selecting it, right-clicking and choosing **Send to > Compressed (zipped) folder** (Windows) or **Compress** (Mac) from the contextual menu.

4. Upload grading worksheet and files if needed

1. Click on the assignment to open it.
2. Click **View All Submissions**.
3. To upload your grades and summary feedback:
 1. From the **Grading action** drop-down menu, select **Upload grading worksheet**.
 2. Click **Choose a file...** to browse for and upload the grading worksheet to Moodle, or drag the .csv file to the arrow and wait for the file name to appear in the box.
 3. DON'T check the **Allow updating records that have been modified more recently in Moodle than in the spreadsheet**, unless you want to deliberately override grades you've already entered.
 4. Click **Upload grading worksheet**.
 5. Review the grades and feedback to be imported into the Confirmation window carefully.
 6. When you are satisfied that everything is correct, click **Confirm**, then **Continue**.
4. To upload annotated submissions or feedback files:
 1. From the **Grading action** drop-down menu, choose **Upload multiple feedback files in a zip**.
 2. Click **Choose a file...** and upload the zipped assignments file to Moodle, or drag the compressed/zipped file to the arrow and wait for the file name to appear in the box.
 3. Click **Import feedback file(s)**.
 4. Review the info in the Confirmation window for correctness, then click **Confirm** and **Continue**.
5. Check the grades to see that everything looks correct; you may need to enable **Quick grading** at the bottom and/or scroll horizontally to see your feedback files.

Note: For assignments without file submissions, see the discussion [upload feedback files without student file submissions](#) □.

Questions?

If you have any additional questions or problems, don't hesitate to reach out to the **Help Desk!**

Phone: [610-526-7440](tel:610-526-7440) | [Library and Help Desk hours](#) □

Email: help@brynmawr.edu | [Service catalog](#) □

Location: Canaday Library 1st floor