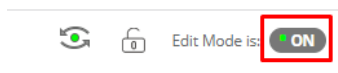


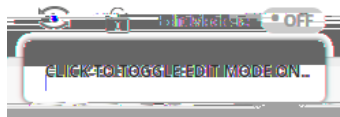
How to Download Assignment Files

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

Edit Mode is ON



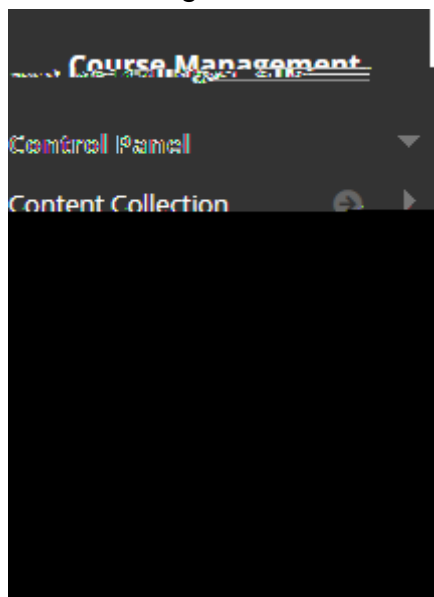
**Make sure edit mode is on
(Top right of screen)
Click to toggle.**



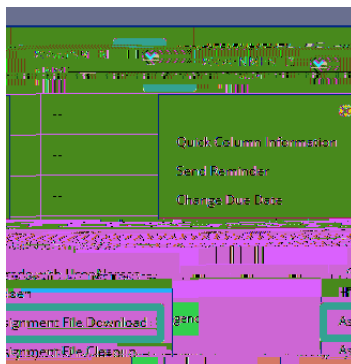
Edit Mode is Off



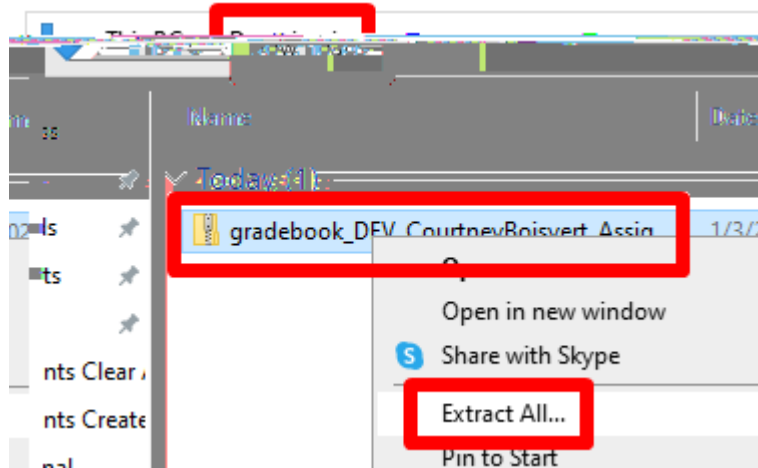
1. Click Grade Centre then click Assignments.



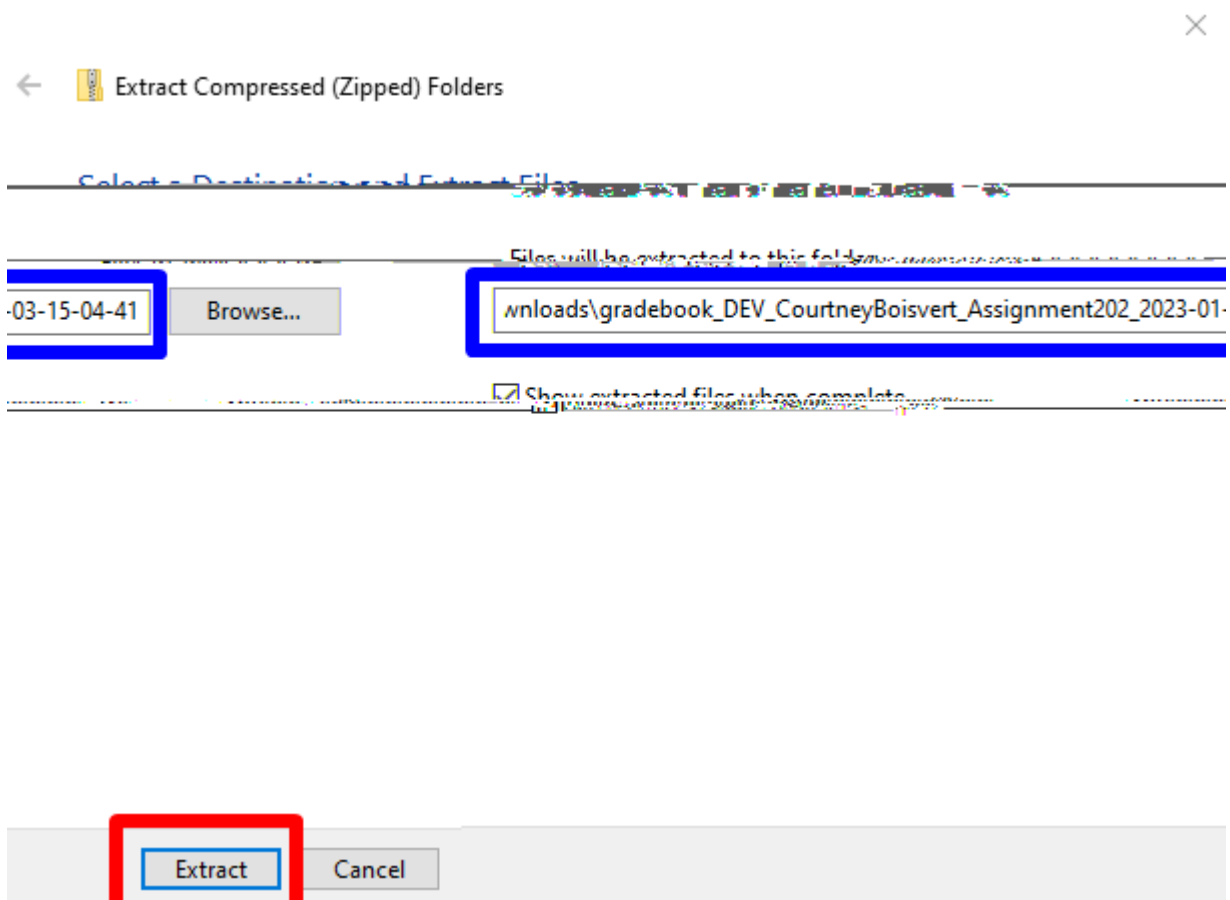
2. Find the Assignment title in the grade centre and click on the arrow next to the assignment name. Click Assignment File Download.



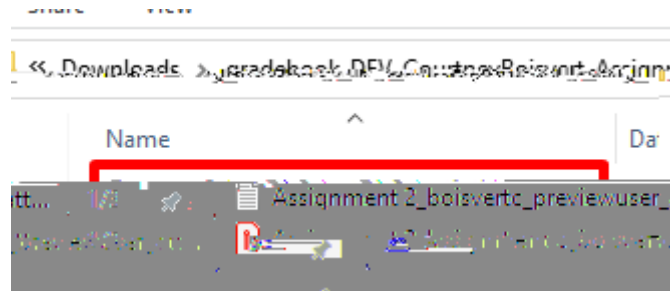
- Open your computers downloads folder and right-click on the downloaded zip file.



- 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 or email us at asktlc@ufv.ca

