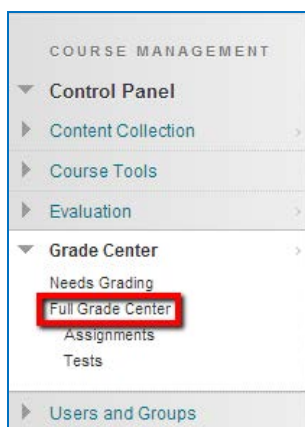


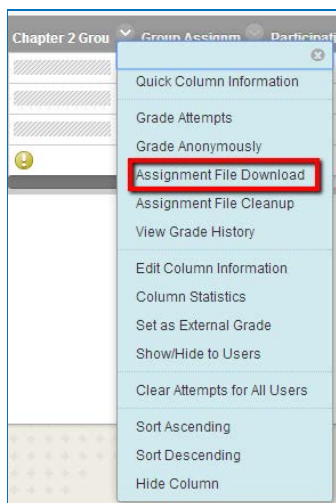
## Downloading Assignments for Manual Grading

Downloading assignment submissions to your computer enables you to review them offline, or print them to add handwritten comments, instead of reviewing them online from the Grade Center.

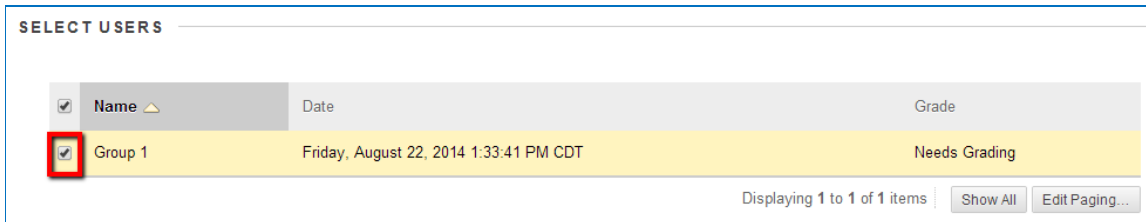
1. Under Control Panel, click **Grade Center**, then **Full Grade Center**.



2. Click the contextual arrow next to column name, and choose **Assignment File Download** from the menu.



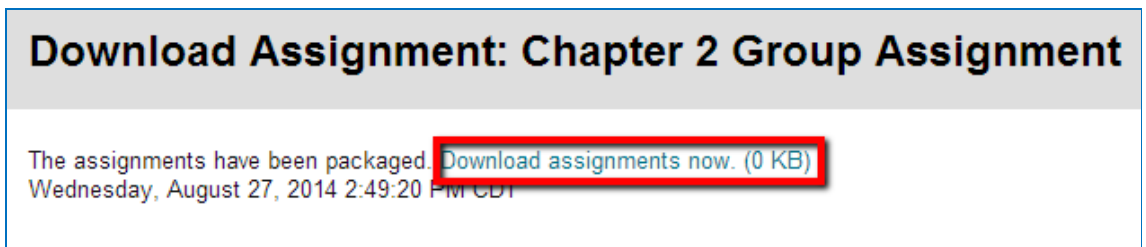
3. Check the checkboxes for the individuals or groups who have submitted the assignment, or the checkbox next to the Name column to select all.



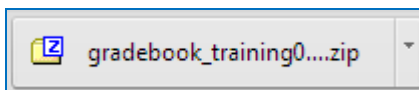
4. Click **Submit** to create the .zip (compressed folder) file.



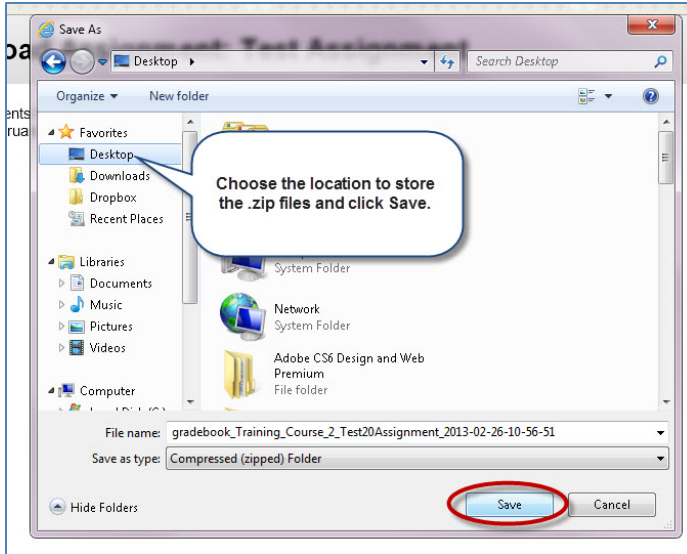
5. Click the **Download assignments now** link.



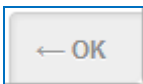
6. If using Microsoft Internet Explorer, click **Save** in the File Download window. With other browsers such as Mozilla Firefox or Google Chrome, the file normally is saved to the Downloads folder. The illustration below is from Chrome.



7. In Internet Explorer, if necessary, choose the location to store the .zip file, and click **Save**.



8. Click **OK** when finished with the download.



The Windows operating system has a utility that makes opening documents from within .zip files easy, just as you would view the contents from a folder. Open the .zip, then open any files you need to view, and proceed from there.