

## DROPBOX – GRADE SUBMISSIONS OFFLINE

Grade assignment submissions offline so you have the flexibility to evaluate and leave feedback for learners on your time. This tutorial shows how to download and grade learners' submissions offline before providing online feedback.

### Step 1.

Navigate to the **Assignment Submission Folders** page.

### Step 2.

Click on the assignment you want to grade. This will take you to the assignment's submission page.

### Step 3.

On the **assignment's submission page**, the submissions will be located at the bottom of the page. Locate the submission you want to grade and click on the submission.

### Step 4.

Select the files of the submissions you want to grade and click **Download**. This will zip the file of the submissions you have selected for you to download to your computer/device.

### Step 5.

Unzip the file to access the submission files. Since learners can submit their files in a variety of formats, you should inform learners to submit their files in your preferred format to allow you to use your desired software when grading the files.

### Step 6.

Once you are ready to provide your learners with the evaluation, return to the Files folder in Assignments. If you have multiple submission files, upload them as a zip file with the **exact same file names** and **index** file as you downloaded them. This allows the automatic distribution to attach each updated graded files to its respective user who submitted them without having to do them manually.

### Step 7.

For single submission feedback, click on **Evaluate** in the **Assignments** page. This will take you to the Evaluate Submissions page where you can provide the score and feedback file for the student.

### Step 8.

Once ready click on **Publish** to finish your evaluation or click **Save Draft** to save the feedback to continue grading submissions.

You can click on **Previous Student** or **Next Student** to navigate between submissions, this is located on the tab just under the **Evaluate Submission** heading near the top of the page.

**If you still require assistance on the matter, CITL offers support for your online course issues.  
Please contact our Support Centre at <https://citl.mun.ca/support/>**