

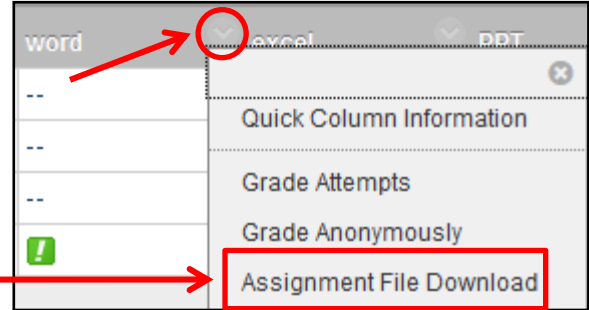
# Downloading HuskyCT Assignments

Two basic options – download all original submissions at once from the Grade Center, or save submissions one at a time. Annotated assignment submissions can only be saved individually.

## Downloading all submitted assignments from the Grade Center

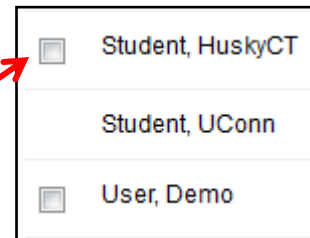
This option can be used to download all submissions at once for a particular assignment, regardless of whether the students submitted files created outside HuskyCT or they typed in the text box.

In the **Grade Center**, click on the **option arrow** to the right of the title for the **assignment column**

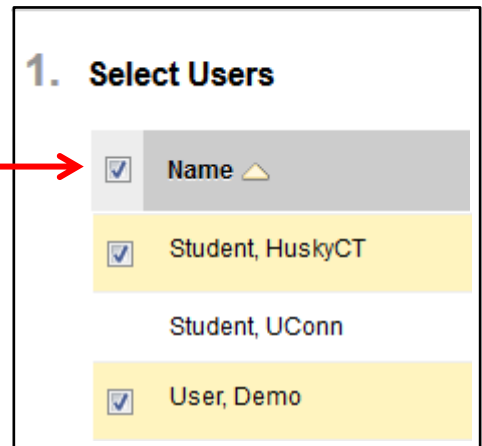


Choose the option **“Assignment File Download”**

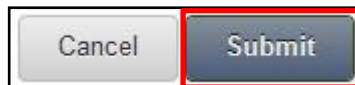
There will be a blank check box next to the name of each student who had submitted their assignment.



Select all by checking the box to the left of **“Name”** at the top or check off individual names in the list.



Click **Submit**



Click **“Download assignments now”** link in confirmation message

The assignments have been packaged. [Download assignments now](#) (415 KB)  
Monday, July 29, 2013 10:24:04 AM EDT

The zip file contains the original documents submitted plus .txt files that contain any student entered comments as well as the content for submissions typed directly into the text box

A screenshot of a file list showing downloaded files. A red arrow points to the first file in the list.

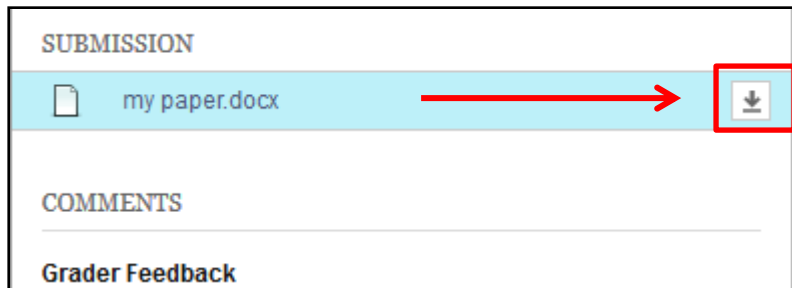
File Name	File Type
word_bb_demo_3834_attempt_2013-05-14-15-36-29.txt	Text Document
word_bb_demo_3834_attempt_2013-05-14-15-36-29_AssignmentSubmit.docx	Microsoft Word Doc...
word_hus91001_attempt_2013-05-17-16-44-49.txt	Text Document
word_hus91001_attempt_2013-05-17-16-44-49_student_paper1.docx	Microsoft Word Doc...

## Downloading original submitted Word, Excel, PPT, PDF files for individual students

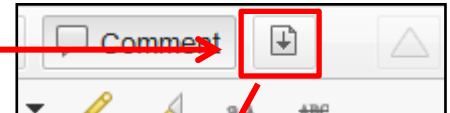
This option is available when the instructor is viewing an individual student's attempt

**Best** to use the option that appears in the **right-hand grading area** of the screen.

**NOTE:** This option will preserve the original file name.

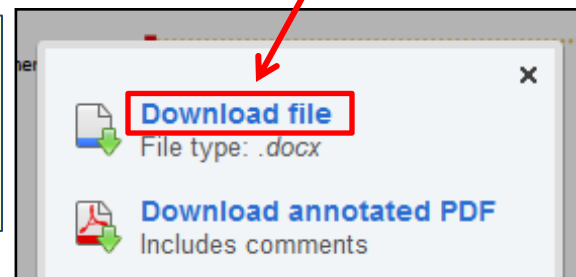


Using the download file icon available next to the Comment button in the left-hand area of the screen results in the download of a file with a generic file name based on document type. This occurs for every assignment and every submission.



### File names given to the submitted files using this option:

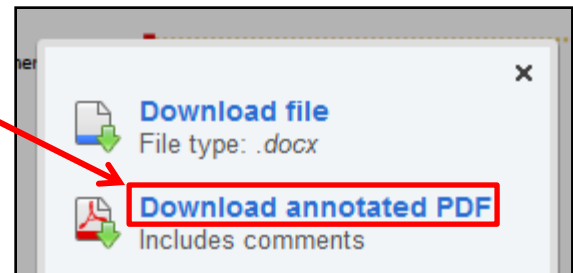
- Each Word file will download as "doc.docx"
- Each Excel file will download as "doc.xlsx"
- Each PowerPoint file will download as "doc.pptx"
- Each PDF file will download as "doc.pdf"



## Downloading annotated files for individual students

This option will only appear when a Word, Excel, PPT, or PDF file has been annotated.

**NOTE:** Downloading annotated files is only available on a student by student basis. The bulk download option available via the Grade Center is only for original files



**NOTE:** Every annotated file that is downloaded has the same file name, regardless of the type of file originally submitted

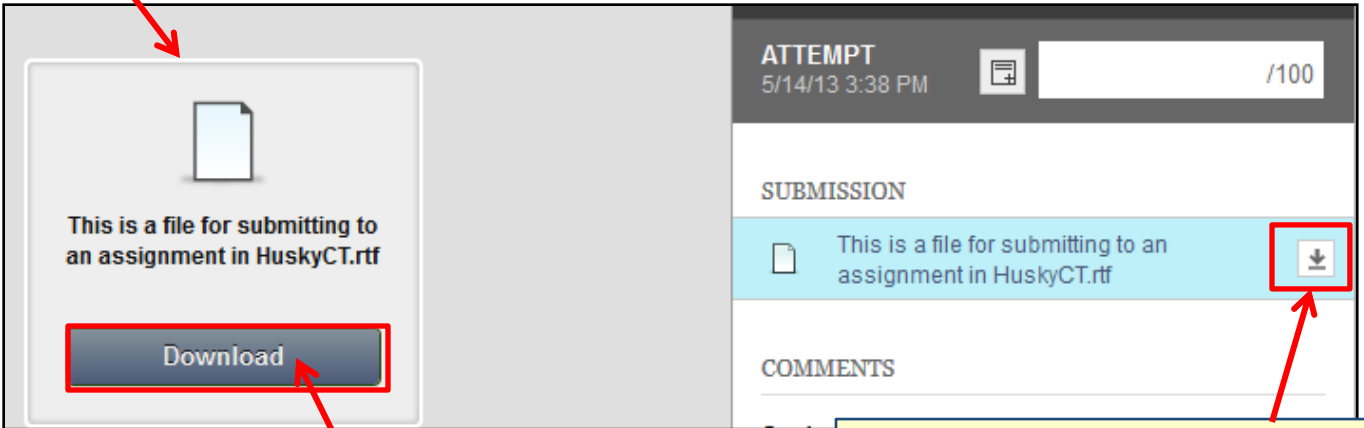
### File names given to the downloaded annotated assignment files:

- Each annotated Word file will download as "doc.pdf"
- Each annotated Excel file will download as "doc.pdf"
- Each annotated PowerPoint file will download as "doc.pdf"
- Each annotated PDF file will download as "doc.pdf"

**NOTE:** Depending on your operating system and browser, these files may not be recognized as PDF files and may not open automatically in the PDF reader

**Downloading submissions of other file types (not Word, PPT, Excel, or PDF)**

A square box like that shown below will appear in the area to the left of the grading panel.



Click on the Download button to obtain the file. The original file name will be retained.

Using this download file option will preserve the original file name as well.

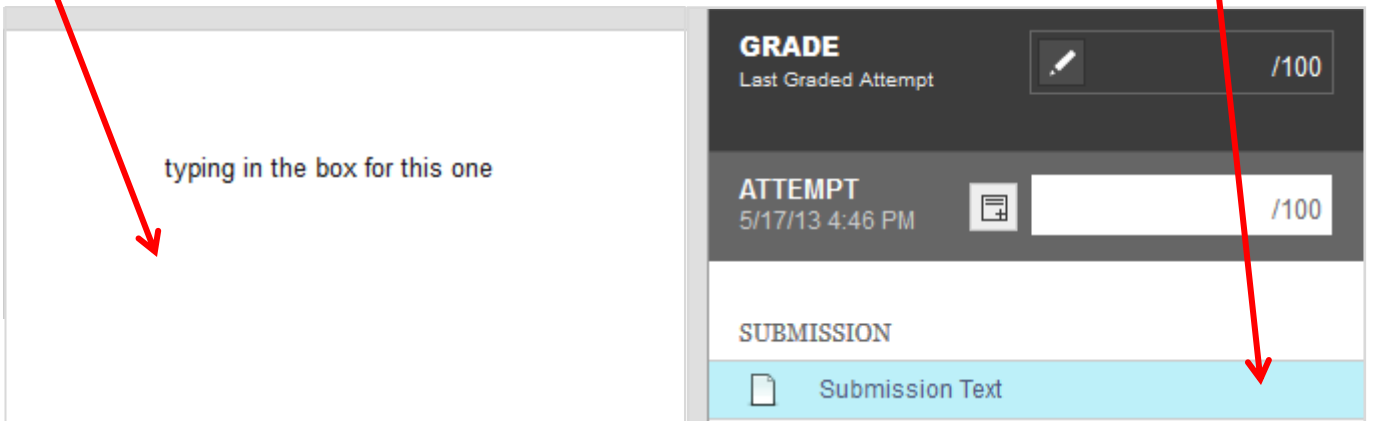
The open and/or save options you get for the file being downloaded will depend on the operating system and browser that you are using.

**Downloading submissions of text box entries (no file uploaded by student)**

There are no file download options within the Assignment Grading Area for responses typed into the textbox available to the students.

**No download button** on the left side

**No download icon** on the right side



**NOTE:** Download text box submissions from the Grade Center column using the option "Assignment File Download". This creates a zip file with a .txt file for each student.

