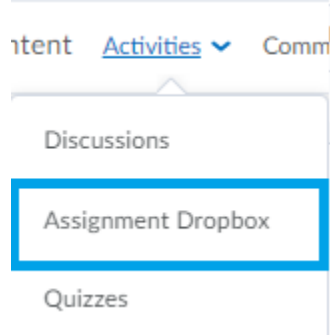


## Downloading Files to Grade and Uploading Documents and Feedback in Bulk

Within your course, select Activities from the navigation bar, and the Assignment Dropbox option.

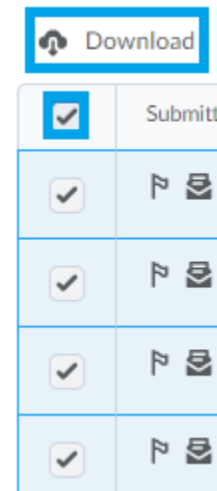


A list of all of your Dropbox folders will be displayed. Click on the assignment you need to grade.

Select the Files tab which will display the files associated with those dropbox submissions.



Select the checkbox at the top to download all files in the dropbox, then click Download. This will create a .zip file of the selected Dropbox files.



Once the file is created, click on the link to download the .zip folder.

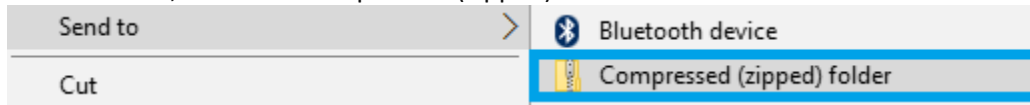


Your file is ready to download.

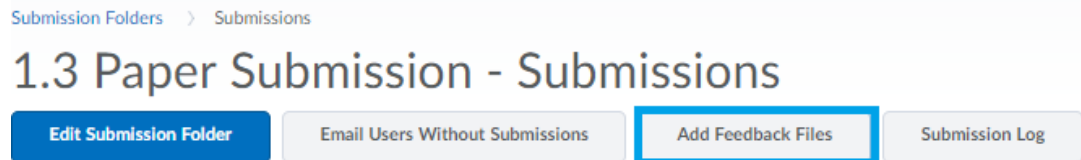
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Once downloaded, open the zip file, extract the files, and grade each assignment.

Once you've graded the assignments and saved the files, right click the folder that contains your files, click 'Send to', and click 'Compressed (zipped) folder'.

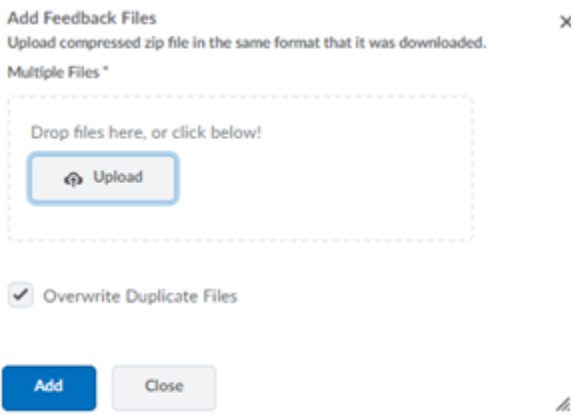


Back in your D2L Brightspace assignment folder, click on the "Add Feedback Files" button.



Click upload, then browse your computer and find the zipped folder with the files you've just graded. Click the Add button at the bottom of the Add Feedback Files window.

The computer will send the files back to the correct students as long as you do not change the file name from what it was when it was downloaded. If you do change the file name, the system will ask you which student each file belongs to.



Once you have sent the files back to the students, go back to the Users Tab.



To give each student a grade and publish the feedback, click on the Evaluate link.

<input type="checkbox"/>	Last Name ▲, First Name	Submission Date	Delete
<input type="checkbox"/>	Student Name		<a href="#">Evaluate</a>

Put a score in the score box, add feedback if you would like, and click the publish button. Repeat the evaluation process for each student.