

## How do I download assignments?

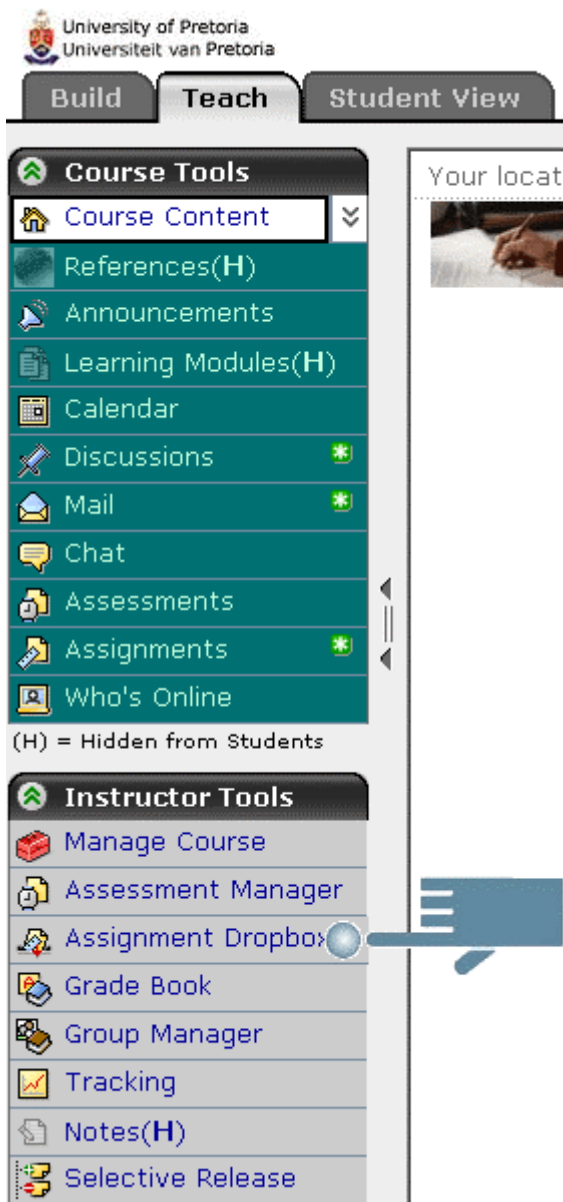
### Step 1

Go to the **Teach Tab**



### Step 2

Under **Instructor tools**, click on **Assignment drop box**, because you will now manage the assignments.



### Step 3

- Different tabs is displayed:
- Submitted – assignments have been submitted by students. Ready to be graded or published.
- Not submitted – assignments assigned to students but not graded yet OR have been submitted but you returned back to student
- Graded displays submissions that were reviewed. Non-gradable assignments can be marked as completed.
- Published – assignments which has been published by student or instructor
- All – all assignments no matter the status.

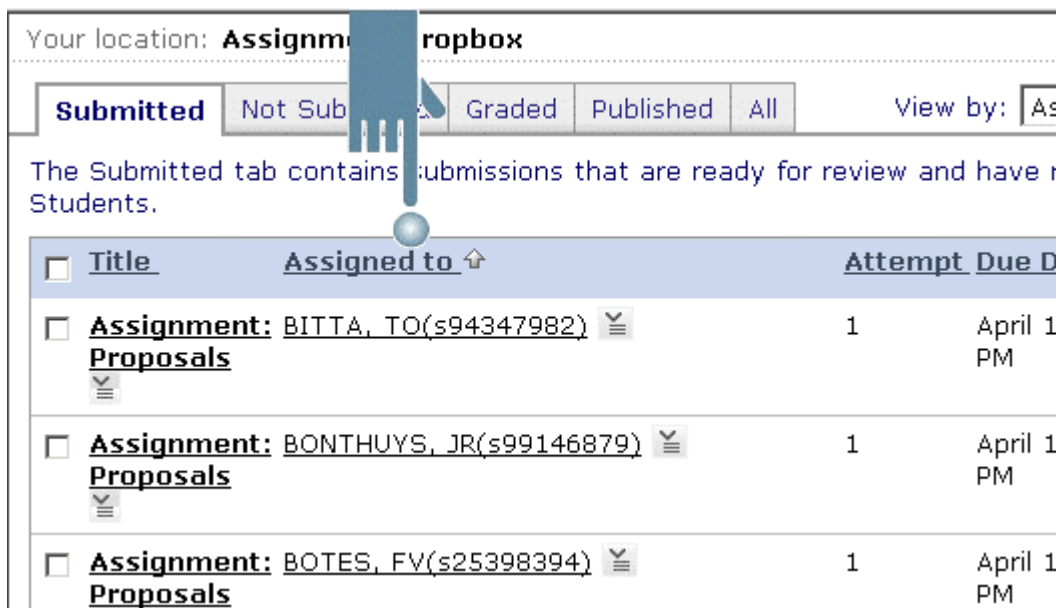


The View by option is extremely important. This option will allow you to select a specific assignment's submissions. Select the Assignment: Proposals option. Click on the green arrow.



### Step 4

Sort the submissions according to the surnames of the students, by clicking on the **Assigned to** option.



A screenshot of the 'Assignment Dropbox' interface. The 'Submitted' tab is selected. Below the tabs, there is a text box that says 'The Submitted tab contains submissions that are ready for review and have r Students.' Below this is a table with columns: 'Title', 'Assigned to', 'Attempt', and 'Due D'. The 'Assigned to' column header is highlighted in blue and has a small upward-pointing arrow next to it. A blue hand icon is pointing to the 'Assigned to' header. The table contains three rows of assignment data:

<input type="checkbox"/>	Title	Assigned to	Attempt	Due D
<input type="checkbox"/>	<b>Assignment: BITTA, TO(s94347982)</b> <b>Proposals</b>		1	April 1 PM
<input type="checkbox"/>	<b>Assignment: BONTHUYS, JR(s99146879)</b> <b>Proposals</b>		1	April 1 PM
<input type="checkbox"/>	<b>Assignment: BOTES, FV(s25398394)</b> <b>Proposals</b>		1	April 1 PM

Unfortunately WebCT does not save that setting for you, so next time you logon to WebCT you would have to do the above steps again ☹

### Step 5

Scroll to the student name that you want to download the assignment of. Select the action link next to the assignment name:

<input type="checkbox"/>	Title	Assigned to	Attempts
<input type="checkbox"/>	<b>Assignment: BITTA, TO(s94347982)</b> <b>Proposals</b>		1
<input type="checkbox"/>	 Review Submission		1
<input type="checkbox"/>	 Publish Controls		
<input type="checkbox"/>	<b>Assignment: BOTES, FV(s25398394)</b> <b>Prnnnsals</b>		1

Select the **Review Submissions** option. This will display that specific student's submission.

Your location: **Assignment Dropbox**

**Assignment Submission: Assignment: Proposals TO BITTA(s94347982)**

**Instructions:**

Please submit the draft research proposal here. To save the attached file, right click and choose "Save Target As". To save the attached file if you clicked on the link, press F12 on your keyboard to save the MS Word file to your computer.

**Attachments:**

[Research proposal - template.doc](#)

**Due Date**

April 10, 2006 12:00 PM

**Type:**

Work individually

**Grading Criteria:**

out of 100

**Status:**

Submitted on April 10, 2006 11:00 AM (Attempt #1)

**Submission:**

**Student Attachments:**

[Research proposal - TB.doc](#) TO BITTA - April 10, 2006 11:00 AM

**Grader/Reviewer Comments:**

Add Attachments

**\*Save Options:**

- Return to Student(s) for further editing
- Save for further review and editing
- Return graded submission to Student(s) with the following grade:  out of 100

Save

Cancel

Save the **Student Attachments** as follows:

Right click on the link, e.g. [Research proposal – TB.doc](#). Choose **Save Target As**.

or

If you clicked on the link, press the **F12** button on the keyboard to save the MS Word file to your computer.

**Step 6**

After you made comments to the student, either type those comments in the Grader/Reviewer Comments box **OR** Add Attachments which contains your comments.

Submission:

**Student Attachments:**

[Research proposal - TB.doc](#) TO BITTA - April 10, 2006 11:00 AM

Grader/Reviewer Comments:

**\*Save Options:**

- Return to Student(s) for further editing
- Save for further review and editing

**Step 7**

The Save options allow you to:

- Return to Student(s) for further editing – to reset student's try OR take back & edit
- Save for further review and editing – for assessor to review further at later stage, but comments will be saved.
- Mark as completed and return to Student(s) – select this option to grade assignment and include a grade

**\*Save Options:**

- Return to Student(s) for further editing
- Save for further review and editing
- Return graded submission to Student(s) with the following grade:  out of 100

**Step 8**

**SAVE!!!** After you selected any of the Save options, please select the Save button otherwise your comments and attachments will be lost.