

# Moodle: Download assignment to grade offline

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Did you know that you can download **Assignment** submissions in bulk for offline grading/feedback, then re-upload the grades, feedback, and (optionally) marked assignments back into Moodle? This feature works with both anonymous grading (blind marking) and non-anonymous grading workflows. This article explains the steps; EAST is happy to help you with the process of offline bulk grading — email [help@brynmawr.edu](mailto:help@brynmawr.edu) or [set up a consultation appointment](#).

You can also mark PDF submissions without downloading them. See [Moodle: Grade assignments with Annotate PDF](#)

**Before you start**, you may need:

- An **Instructor of record**, **Other editing teacher**, or **Non-editing teacher** role in a Moodle course

## Step 1. Enable offline grading

In order to use offline grading, you must **enable it in the Assignment settings before you start grading**. (We recommend doing this before students submit any work.)

1. Click on the **assignment** to open it.
2. Click the **Settings** tab.
3. Scroll down to **Feedback types** and **check all** of the following:
  - **Feedback comments**
  - **Feedback files**
  - **Offline grading worksheet**
4. Under **Grade**, make sure:
  - **Type** is set to **Point** or **Scale** (that is, the item is graded)
  - **Grading Method** is set to **Simple Direct Grading** (the default).
5. Click **Save and Display** to return to the Assignment.

## Step 2. Download your files

When you are ready to begin grading:

1. Click on the **assignment** to open it.
2. Click **View All Submissions**.
3. On the Submissions page,

- Click the **Grading action** drop-down menu, and choose **Download grading worksheet**. This will download a .csv file you will use to enter student grades.
  - Click **Download all submissions** to download a zipped file of student submissions.
4. Find these files where Downloads are saved and move them to another folder if desired.
  5. Unzip the file of student submissions.
    - File submissions will be in the formats student uploaded (.doc, .rtf, .pdf, etc.).
    - Online text submissions will be downloaded as html files.
    - Students are identified by a unique numeric identifier in filenames, folder names, and on the grading worksheet.
    - If anonymous grading ("blind marking") is not enabled their first and last names are also listed.

**Warning:** Do not change the name or location of folders, subfolders, or files.

### 3. Read, grade, and/or annotate work

Click on the students' submission files to open and read them.

To upload grades into the Moodle Gradebook, fill out the grading worksheet :

1. Open the .csv file you downloaded in step 2 in Excel or other spreadsheet editor.
2. Next to each student's unique number/name:
  - Enter a grade in the **Grade** column, using the scale you set for the assignment.
  - In the **Feedback comments** column, type any comments you want to appear next to the grade in the Moodle Gradebook.
3. **Leave all other data untouched.**
4. Save the .csv file.

To provide more detailed feedback through Moodle, do one of the following:

- **Add annotations to the submission files** (for example, using [Word's track changes](#) or [Adobe Reader's commenting](#)). Save the submission files, without changing the filenames or folder structure.
- **Type your feedback in a separate document** and add it to the subfolder for each student.

When you are finished, **zip up the submissions folder** for upload by selecting it, right-clicking and choosing **Send to > Compressed (zipped) folder** (Windows) or **Compress** (Mac) from the contextual menu.

### 4. Upload grading worksheet and files if needed

1. Click on the assignment to open it.
2. Click **View All Submissions**.
3. To upload your grades and summary feedback:
  1. From the **Grading action** drop-down menu, select **Upload grading worksheet**.
  2. Click **Choose a file...** to browse for and upload the grading worksheet to Moodle, or drag the

- .csv file to the arrow and wait for the file name to appear in the box.
3. DON'T check the **Allow updating records that have been modified more recently in Moodle than in the spreadsheet**, unless you want to deliberately override grades you've already entered.
  4. Click **Upload grading worksheet**.
  5. Review the grades and feedback to be imported into the Confirmation window carefully.
  6. When you are satisfied that everything is correct, click **Confirm**, then **Continue**.
4. To upload annotated submissions or feedback files:
1. From the **Grading action** drop-down menu, choose **Upload multiple feedback files in a zip**.
  2. Click **Choose a file...** and upload the zipped assignments file to Moodle, or drag the compressed/zipped file to the arrow and wait for the file name to appear in the box.
  3. Click **Import feedback file(s)**.
  4. Review the info in the Confirmation window for correctness, then click **Confirm** and **Continue**.
5. Check the grades to see that everything looks correct; you may need to enable **Quick grading** at the bottom and/or scroll horizontally to see your feedback files.

**Note:** For assignments without file submissions, see the discussion [upload feedback files without student file submissions](#).

## Questions?

If you have any additional questions or problems, don't hesitate to reach out to the **Help Desk!**

**Phone:** [610-526-7440](tel:610-526-7440) | [Library and Help Desk hours](#)

**Email:** [help@brynmawr.edu](mailto:help@brynmawr.edu) | [Service catalog](#)

**Location:** Canaday Library 1st floor

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