How to upload multiple feedback files in zip files

132 Knowledge Base Administrator Thu, Oct 19, 2023 4. Manage submissions and feedback 9035 0

Overview:

This guide will show you how to upload multiple feedback files for each student in a bulk.

What to know:

If you have a small number of students, you can upload feedback file to each student one by one, which will be mentioned at the end of this article.

The steps to upload feedback files for coursework activity is similar.

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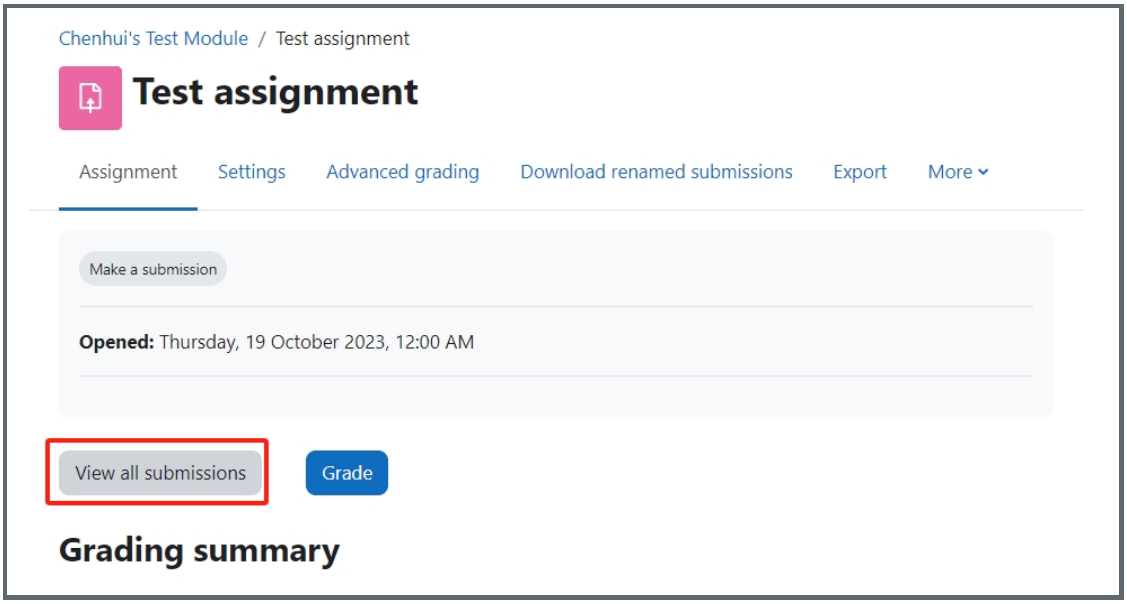
Step 1: Access to view all submission page

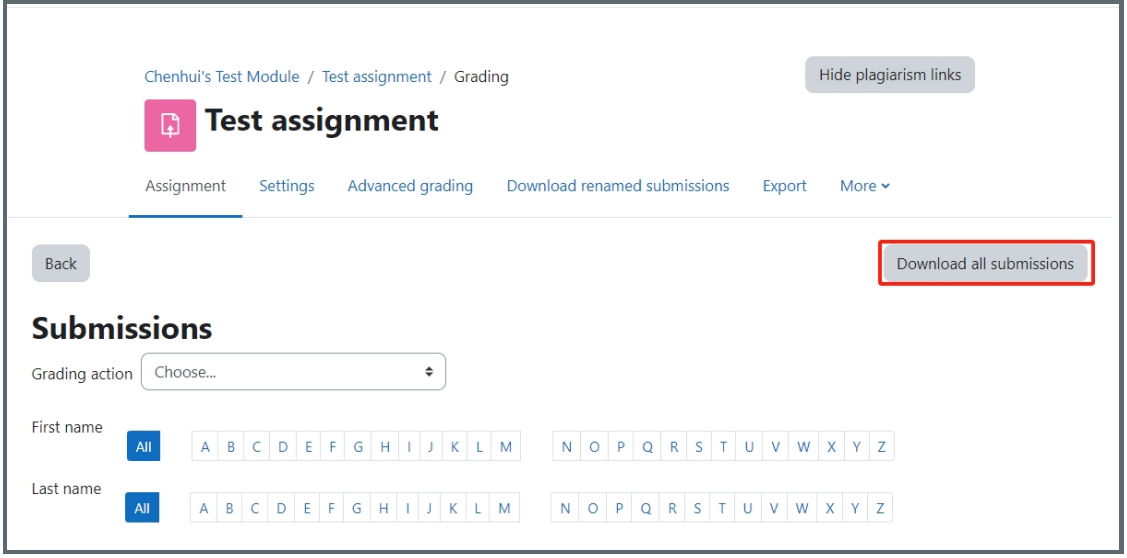
Click into your assignment activity and click "view all submissions".

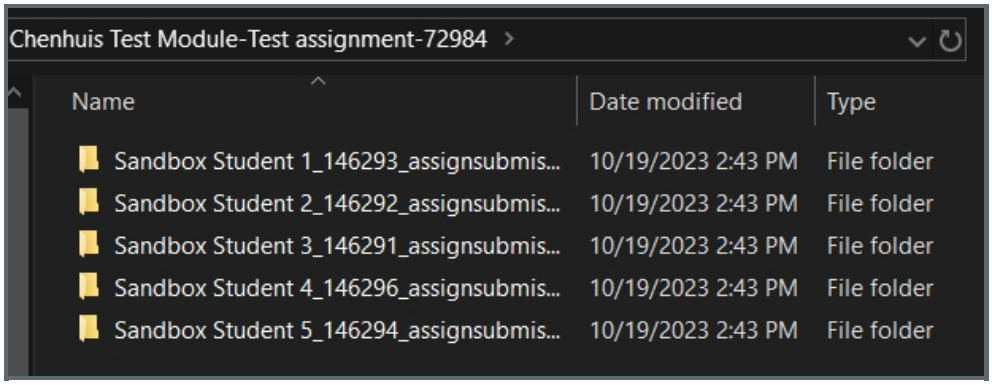


Step 2: Download all the submissions

On the view all submissions page, you will see a button "Download all submissions" on the top.

The system will download a zip file onto your computer. Find the zip file on your computer and unzip the folder.

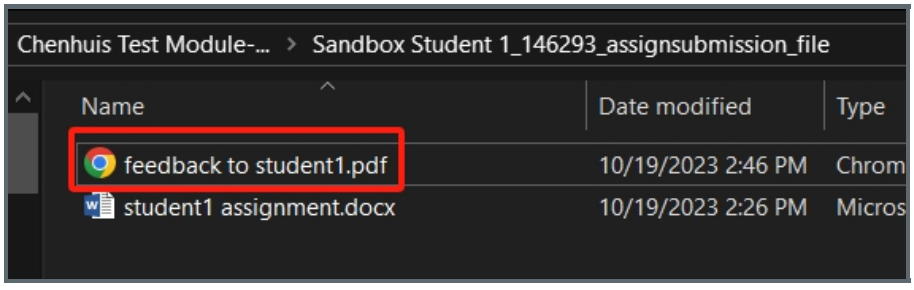




Step 3: Put the feedback files into each student's folder

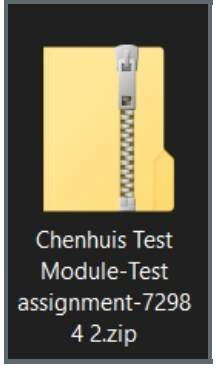
You can put a separate feedback file into each student's folder, or you can provide feedback directly on student's assignment and save the changes.

Please DO NOT change the folder name. Keep the original name and structure when you unzip from the downloaded file. Just open each folder and add feedback files for each student. If you change the folder name or structure, system cannot recognize the files and cannot upload your feedback successfully.



Step 4: Zip the updated folder

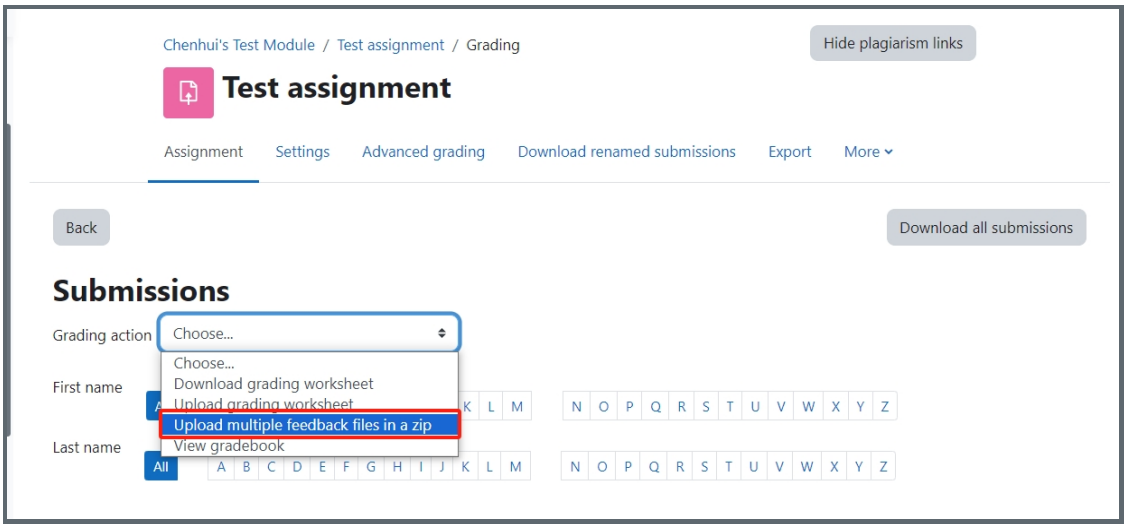
Zip the parent folder which includes all the students' folders with your feedback files. The system will zip and rename the zip file if you have the original zip file in the same directory. Please don't worry about the rename. The parent folder's name doesn't matter. As long as the student's folder name is not changed, should be fine.

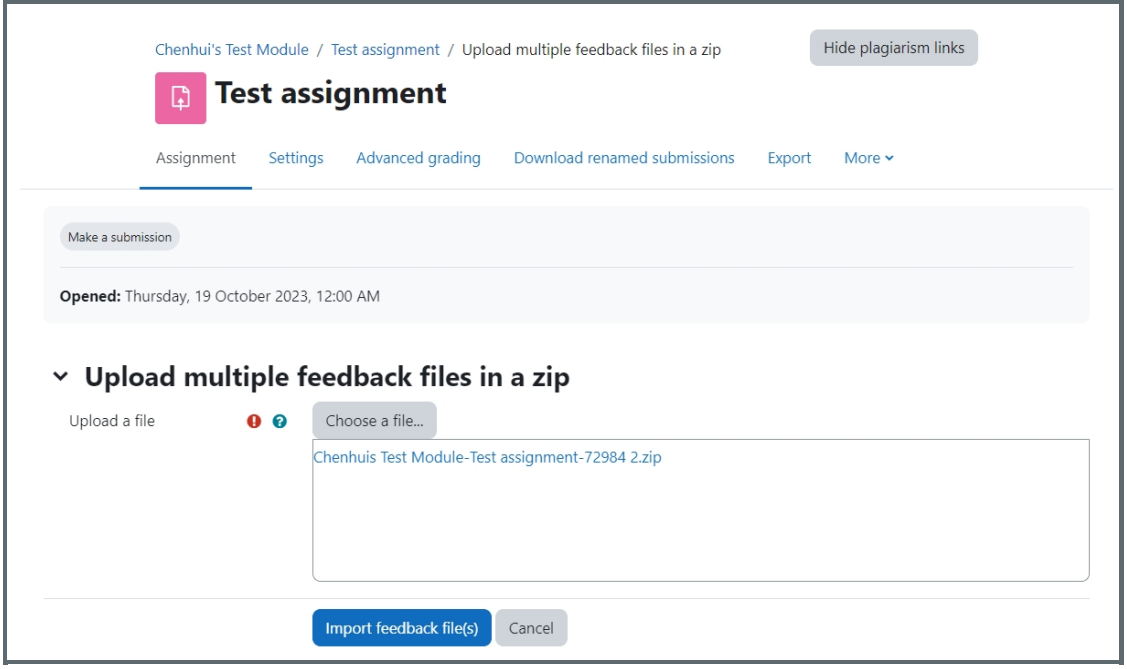


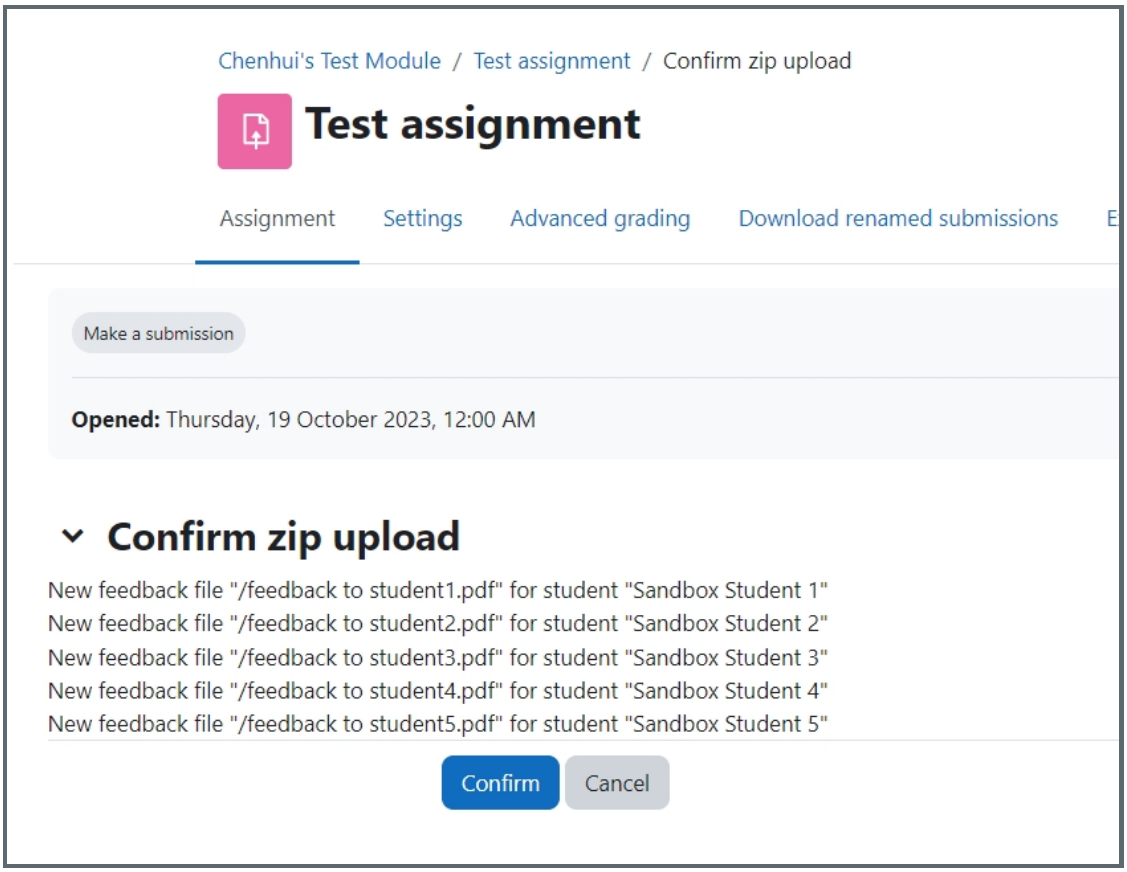
Step 5: Upload the new zip file

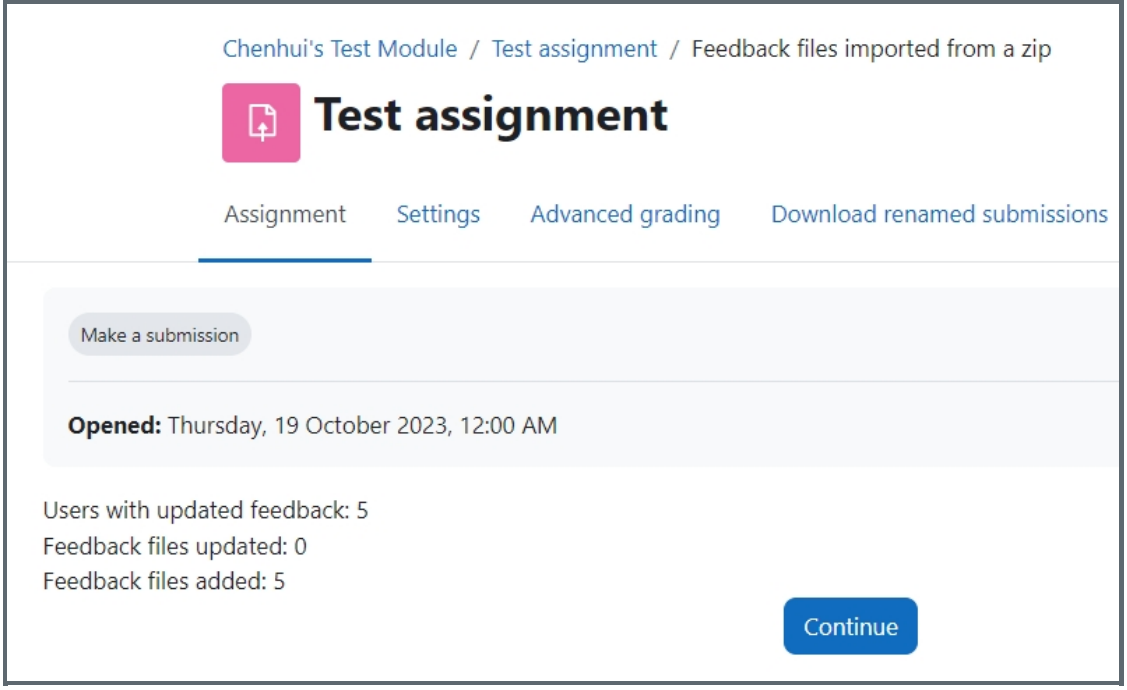
Back to the "View all submissions" page and select "Upload multiple feedback files in a zip" option from the "Grading action" list.

If you cannot see this option, please check your assignment settings to see if you've enabled the option "Feedback files" in the "Feedback types" section. By default it is enabled.




Chenhui's Test Module / Test assignment / Upload multiple feedback files in a zip
Hide plagiarism links
Test assignment
Assignment
Settings
Advanced grading
Download renamed submissions
Export
More
Make a submission
Opened: Thursday, 19 October 2023, 12:00 AM
Upload multiple feedback files in a zip
Upload a file
Choose a file...
Chenhuis Test Module-Test assignment-72984 2.zip
Import feedback file(s)
Cancel

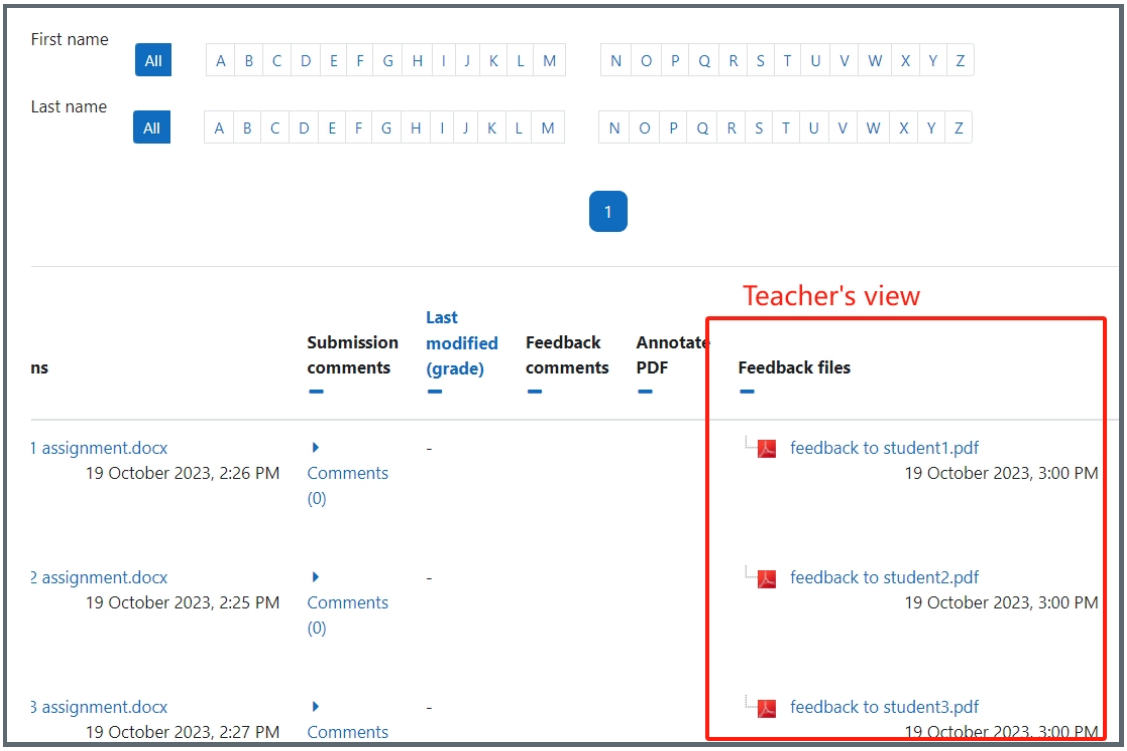

Chenhui's Test Module / Test assignment / Confirm zip upload
Test assignment
Assignment
Settings
Advanced grading
Download renamed submissions
Make a submission
Opened: Thursday, 19 October 2023, 12:00 AM
Confirm zip upload
New feedback file "/feedback to student1.pdf" for student "Sandbox Student 1"
New feedback file "/feedback to student2.pdf" for student "Sandbox Student 2"
New feedback file "/feedback to student3.pdf" for student "Sandbox Student 3"
New feedback file "/feedback to student4.pdf" for student "Sandbox Student 4"
New feedback file "/feedback to student5.pdf" for student "Sandbox Student 5"
Confirm
Cancel

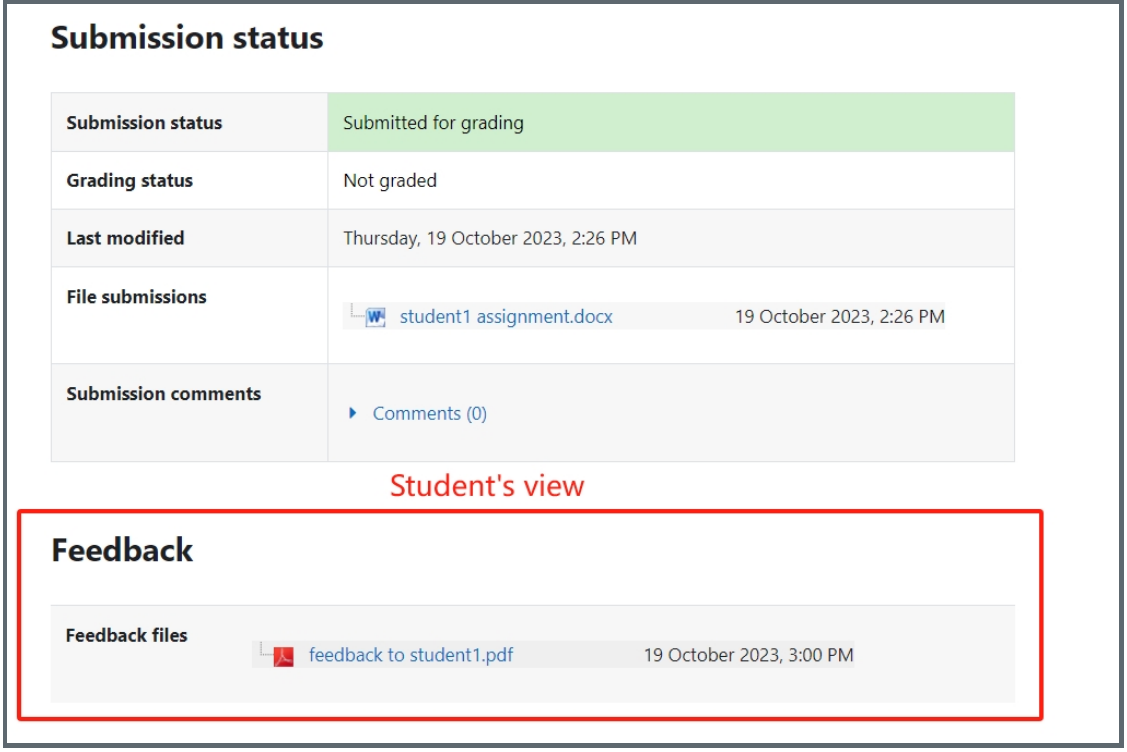


Step 6: Teacher's view and student's view of the uploaded feedback files

Teachers can see all the uploaded feedback files on the "view all submissions" page. The page is very long, teachers will need to scroll the horizon scrolling bar to see this on the right side.

Student can see the feedback files on their submit page, the feedback files are at the bottom of the page, might need to scroll down a little bit to see it.



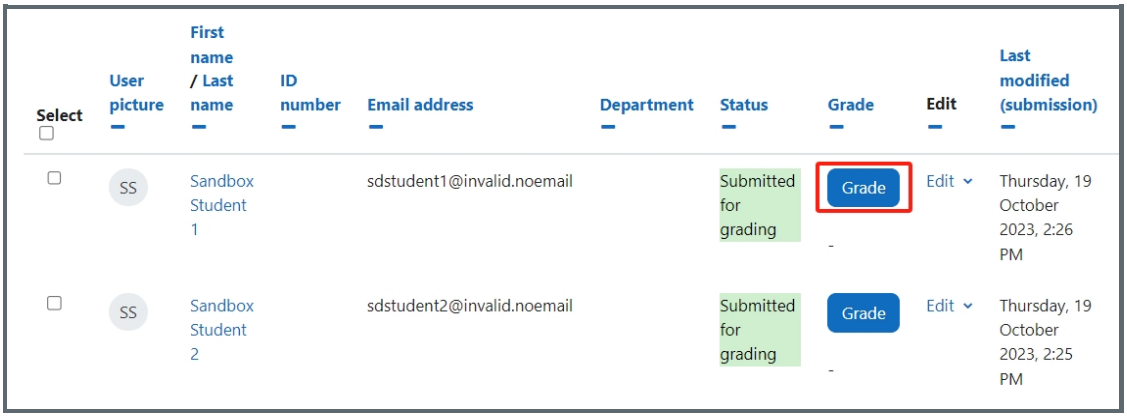


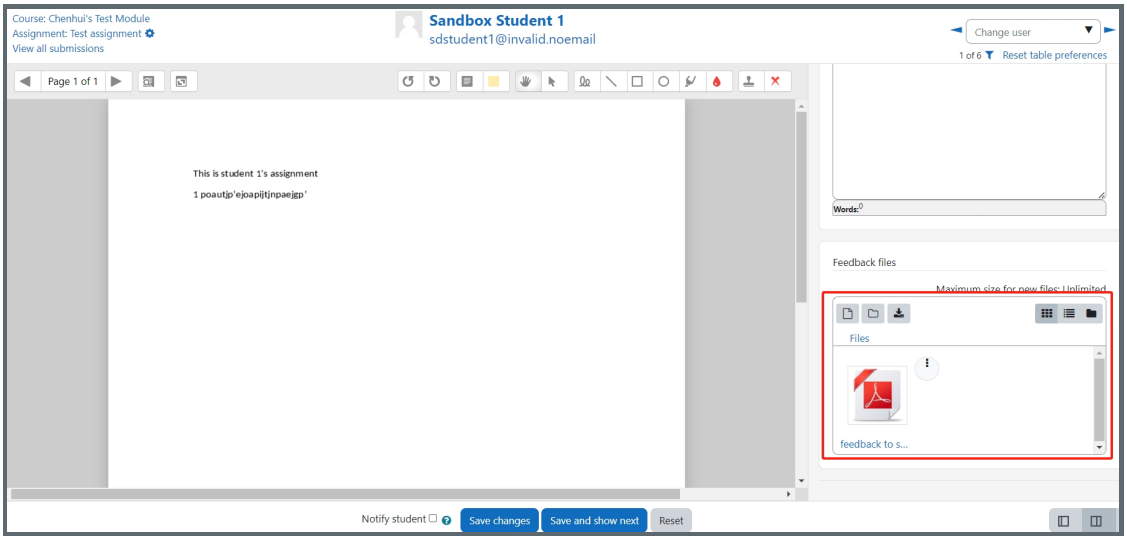
Step 7: Upload feedback file one by one (for small number of students)

If you have a small number of students, you can also upload feedback files one by one on the grade page.

As the below screenshot shows, on the "view all submissions" page, you can click "grade" and access to the grade page for this student.

And then, on the right-hand side, please scroll down to the bottom of the page, you can find the "Files" box.





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