

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.

Table of Contents

[Step 1: Access to view all submission page](#)

[Step 2: Download all the submissions](#)

[Step 3: Put the feedback files into each student's folder](#)

[Step 4: Zip the updated folder](#)

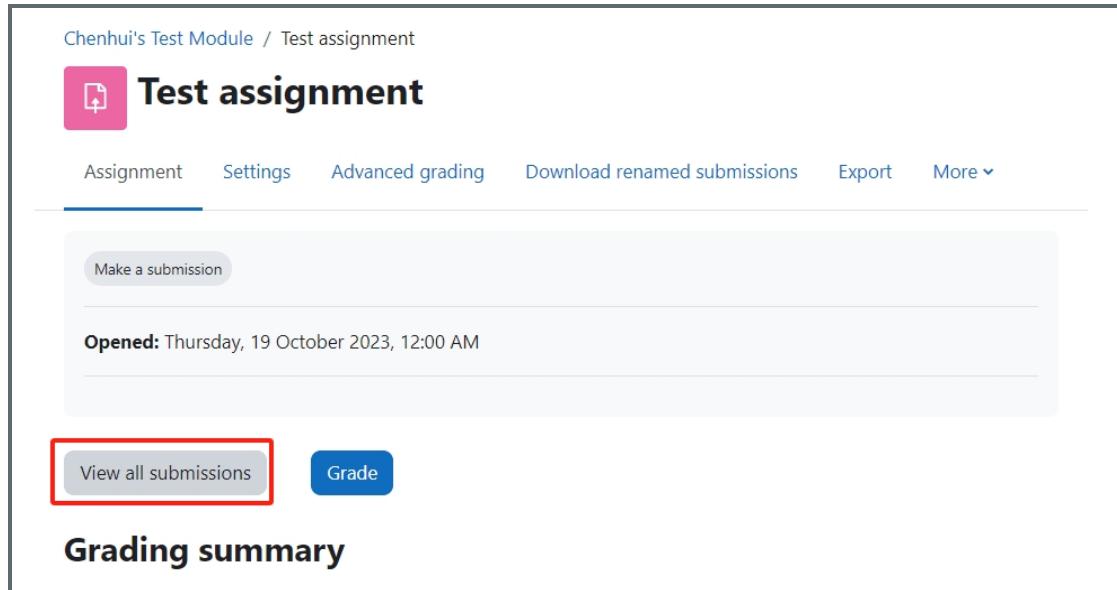
[Step 5: Upload the new zip file](#)

[Step 6: Teacher's view and student's view of the uploaded feedback files](#)

[Step 7: Upload feedback file one by one \(for small number of students\)](#)

Step 1: Access to view all submission page

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



The screenshot shows a 'Test assignment' page. At the top, there is a navigation bar with 'Chenhui's Test Module / Test assignment'. Below the navigation bar, there is a pink icon with a document symbol and the text 'Test assignment'. Underneath the icon, there are several buttons: 'Assignment', 'Settings', 'Advanced grading', 'Download renamed submissions', 'Export', and 'More'. Below these buttons, there is a button labeled 'Make a submission'. Underneath the submission button, there is a text 'Opened: Thursday, 19 October 2023, 12:00 AM'. At the bottom of the page, there are two buttons: 'View all submissions' (which is highlighted with a red box) and 'Grade'. Below these buttons, there is a section titled 'Grading summary'.

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.



Test assignment

[Assignment](#) [Settings](#) [Advanced grading](#) [Download renamed submissions](#) [Export](#) [More](#)[Back](#)[Download all submissions](#)

Submissions

Grading action [Choose...](#)

First name

[All](#)[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#)[N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

Last name

[All](#)[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#)[N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

Chenhuis Test Module-Test assignment-72984			
	Name	Date modified	Type
📁	Sandbox Student 1_146293_assignsubmis...	10/19/2023 2:43 PM	File folder
📁	Sandbox Student 2_146292_assignsubmis...	10/19/2023 2:43 PM	File folder
📁	Sandbox Student 3_146291_assignsubmis...	10/19/2023 2:43 PM	File folder
📁	Sandbox Student 4_146296_assignsubmis...	10/19/2023 2:43 PM	File folder
📁	Sandbox Student 5_146294_assignsubmis...	10/19/2023 2:43 PM	File folder

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

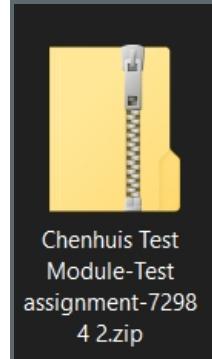
You can put a separate feedback file into each student's folder, or you can provide feedback directly on student's assignment and save the changes.

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.

Chenhuis Test Module-... > Sandbox Student 1_146293_assignsubmission_file			
	Name	Date modified	Type
chrome	feedback to student1.pdf	10/19/2023 2:46 PM	Chrom
word	student1 assignment.docx	10/19/2023 2:26 PM	Micros

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.

A screenshot of the "Test assignment" page. The "Grading action" dropdown menu is open, showing options like "Choose...", "Download grading worksheet", "Upload grading worksheet", and "Upload multiple feedback files in a zip". The "Upload multiple feedback files in a zip" option is highlighted with a red box. Other parts of the page include "Submissions" section, "First name" and "Last name" filters, and "Feedback types" section.

A screenshot of the "Feedback types" section. It shows checkboxes for "Feedback comments", "Annotate PDF", "Offline grading worksheet", and "Feedback files". The "Feedback files" checkbox is selected and highlighted with a red box. Other settings include "Comment inline" and a dropdown menu.



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...](#)

Chenhui's Test Module-Test assignment-72984 2.zip

[Import feedback file\(s\)](#)[Cancel](#)

Test assignment

[Assignment](#)[Settings](#)[Advanced grading](#)[Download renamed submissions](#)[E](#)[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](#)

The screenshot shows a 'Test assignment' page with a pink icon of a document with a plus sign. The page includes a 'Make a submission' button, a status message 'Opened: Thursday, 19 October 2023, 12:00 AM', and a summary of feedback files: 'Users with updated feedback: 5', 'Feedback files updated: 0', and 'Feedback files added: 5'. A 'Continue' button is visible.

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.

The screenshot shows a 'view all submissions' page with search filters for 'First name' and 'Last name' (both set to 'All') and a page number '1'. The table lists three student submissions: '1 assignment.docx', '2 assignment.docx', and '3 assignment.docx', each with a 'Comments (0)' link. To the right, a 'Teacher's view' column shows 'Feedback files' for each student, with three entries for student 1: 'feedback to student1.pdf' (19 October 2023, 3:00 PM), 'feedback to student2.pdf' (19 October 2023, 3:00 PM), and 'feedback to student3.pdf' (19 October 2023, 3:00 PM). A red box highlights the 'Feedback files' section for student 1.

ns	Submission comments	Last modified (grade)	Feedback comments	Annotated PDF	Teacher's view
1 assignment.docx 19 October 2023, 2:26 PM	Comments (0)	-	-	-	<p>Feedback files</p> <p>feedback to student1.pdf 19 October 2023, 3:00 PM</p> <p>feedback to student2.pdf 19 October 2023, 3:00 PM</p> <p>feedback to student3.pdf 19 October 2023, 3:00 PM</p>
2 assignment.docx 19 October 2023, 2:25 PM	Comments (0)	-	-	-	
3 assignment.docx 19 October 2023, 2:27 PM	Comments	-	-	-	

Submission status

Submission status	Submitted for grading	
Grading status	Not graded	
Last modified	Thursday, 19 October 2023, 2:26 PM	
File submissions	 student1 assignment.docx	19 October 2023, 2:26 PM
Submission comments	 Comments (0)	

Student's view

Feedback

Feedback files



19 October 2023, 3:00 PM

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.

Select	User picture	First name / Last name	ID number	Email address	Department	Status	Grade	Edit	Last modified (submission)
<input type="checkbox"/>	 SS	Sandbox Student 1		sdstudent1@invalid.noemail		Submitted for grading	 Grade	 Edit	Thursday, 19 October 2023, 2:26 PM
<input type="checkbox"/>	 SS	Sandbox Student 2		sdstudent2@invalid.noemail		Submitted for grading	 Grade	 Edit	Thursday, 19 October 2023, 2:25 PM

Course: Chenhui's Test Module
Assignment: Test assignment 

Sandbox Student 1
sdstudent1@invalid.noemail

Change user 

1 of 6

This is student 1's assignment
1 poautjpejoapijtjnpeajgp'

Notify student Save changes Save and show next Reset

Files

Maximum size for new files: Unlimited

 feedback to s...

