

Downloading Samples from Student Submissions

If you wish to download samples from your students' assignments and tests, the following steps may be applied:

- 1. In the Course Management menu, select the 'Full Grade Center' option under 'Grade Center'.
- 2. Select either 'Assignments' or 'Tests'.



3.

(i) Touch/click on the icon next to the grade listed for the student from whom you wish to extract a sample of answers.

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(ii) Select 'View Grade Details' in the drop-down menu.

ade Center : Tests 📀 Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. <u>More Help</u>							
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Move To Top arade Information Bar	Email 💝				Sort Columns By	Layout Position	View Grade Details
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				September 21	, 202 Available	2.00	Attempt 9/21/20 2.00
				September 21	202 Available	3.50	

(iii) Select 'View Attempts' and when document opens, apply Ctrl+P.

l	Column Quiz1 (Test) < >
Current Grade:	2.00 out of 4 points Exempt Grade based on Last Graded Attempt Due: None Calculated Grade 2.00 View Attempts
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4. A printable page will appear. In the 'Destination' drop-down menu, select 'Save as PDF' (see below). Name the file and save it to your computer.

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student's attempt or edit the test. <u>More Help</u>	Pages	HP Photosmart C5 HP DJ 2600 series Save as PDF See more	500 series (Network)
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Best regards,

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