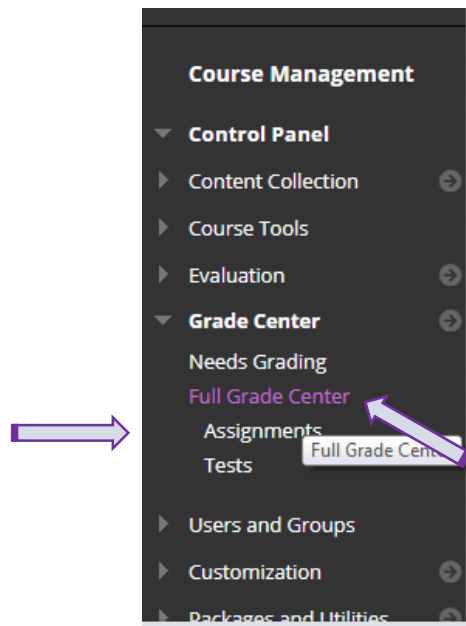




## Downloading Samples from Student Submissions

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.

Grade Center : Tests

*The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. [More Help](#)*

Create Column   Create Calculated Column   Manage   Reports   Filter   Work Offline

Grade Information Bar   Last Saved: September 21, 2020 11:41 AM

	LAST NAME	FIRST NAME	USERNAME	STUDENT ID	LAST ACCESS	AVAILABILITY	QUIZ1	QUIZ2
<input type="checkbox"/>					September 21, 2020	Available	2.00	<input type="checkbox"/>
<input type="checkbox"/>			a		September 21, 2020	Available	3.50	--

Click for more options

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

Grade Center : Tests

Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. [More Help](#)

Grade Column Create Calculated Column Manage Reports Filter Work Offline

Move To Top Email Sort Columns By: Layout Position

Grade Information Bar Last Saved:

LAST NAME	FIRST NAME	USERNAME	STUDENT ID	LAST ACCESS	AVAILABILITY	QUIZ1
				September 21, 202	Available	2.00
				September 21 202	Available	3.50

View Grade Details  
Quick Comment  
View Grade Details  
Exempt Grade  
Attempt 9/21/20 2.00

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

Column Quiz1 (Test)

**Current Grade:** 2.00 out of 4 points Exempt

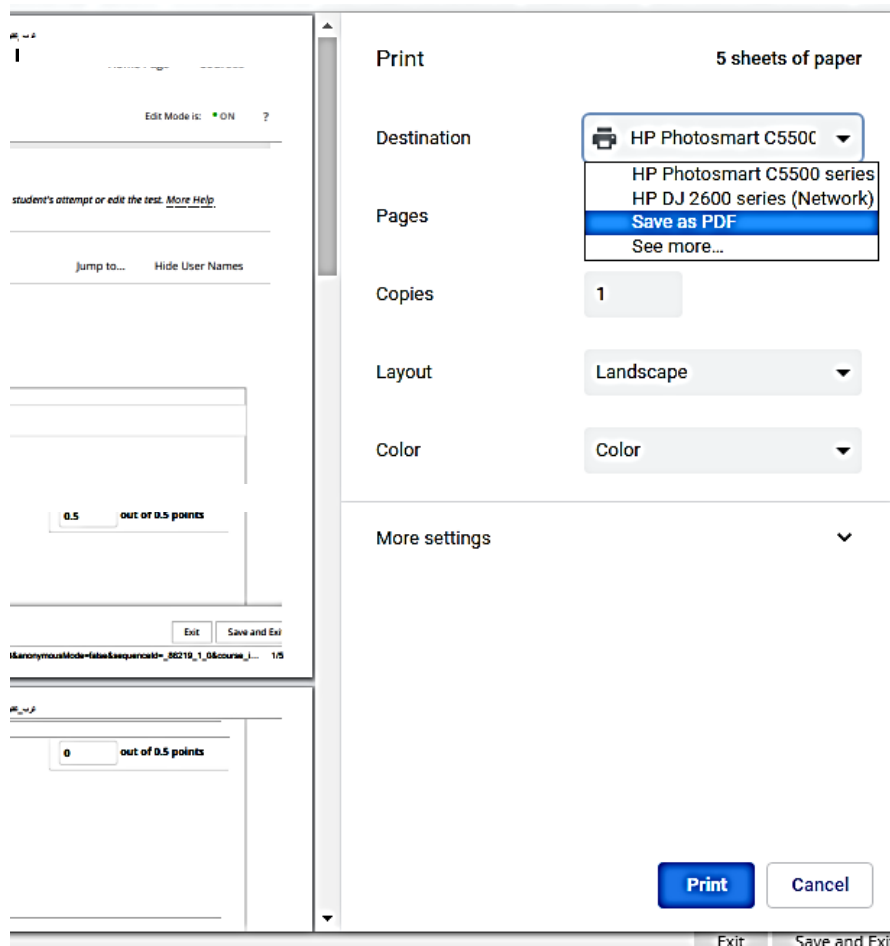
Grade based on Last Graded Attempt

Due: None

Calculated Grade 2.00

View Attempts

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.



Best regards,

The E-Learning Unit  
College of Languages and Translation  
Prepared by: Dr. Iman M. Oraif

