



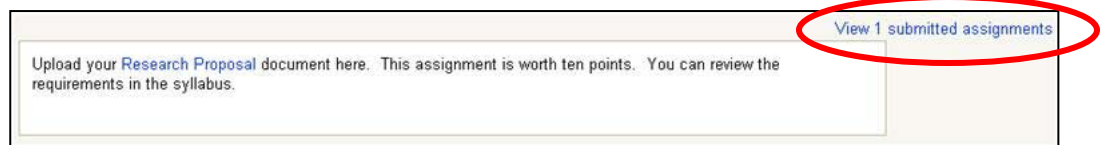
FoxTALE Assignment File Download

George Fox University | georgefox.edu

Downloading an Assignment File

For **Advanced uploading of files** or **Upload a single file** assignments:
The instructor can download a student's file that has been posted in the Assignment.

1. Go to the assignment. Select **View x submitted assignments** (upper right corner of screen):



2. This takes you to the **Submissions** page that displays a roster of all students. If a student has submitted a file, then you will see the file in the **Last modified (Student)** column.

Click the file. Depending on your browser, you will be prompted to open or save the file. Save the file if you will be making electronic comments in the file.

First name / Surname	Grade	Comment	Last modified (Student)	Last modified (Teacher)	Status	Final grade
Bugs Bunny	No grade			Friday, 24 October 2008, 09:01 AM	Update	-
Daffy Duck	8 / 10		Daffy_submission.doc	Tuesday, 5 August 2008, 02:11 PM	Update	8.00
Eric Lopez	No grade				Grade	-



- In the **Status** column, you will see a **Grade** link for a student if you have not entered a grade, or you will see an **Update** link for a student if you have already entered a grade or reviewed the assignment. Click the student's link.

First name / Surname	Grade	Comment	Last modified (Student)	Last modified (Teacher)	Status	Final grade
Bugs Bunny	No grade			Friday, 24 October 2008, 09:01 AM	Update	-
Daffy Duck	8 / 10		Daffy_submission.doc Tuesday, 5 August 2008, 01:51 PM	Tuesday, 5 August 2008, 02:11 PM	Update	8.00
Eric Lopez	No grade				Grade	-

- This takes you to the Assignment processing window for this student. If the window does not appear, check your browser to confirm that it is set to allow pop-ups.

If the assignment is an **Advanced uploading of files** assignment, then you can upload a response file with your comments. (Assignment type **Upload a single file** will not allow you to upload your review file.)

Some applications, such as Word, allow you to insert comments and/or track changes you've made in the student's document. (In Word, go to **Tools > Track Changes** or **Review > Track Changes** to track changes.)

Instructor's name is here.

Grade 8 / 10

Final grade: 8.00

Verdana 3 (12 pt) Normal Lang B I U S x₂ x² [Icons]

Path: body

Send notification emails

Save changes Cancel

Response files: [Browse...]

Upload this file

Daffy Duck
Tuesday, 5 August 2008, 01:51 PM (6 days 23 hours early)

Daffy_submission.doc X
Revert to draft

Enter comments here.

Enter the grade here.

Upload your response file here.

Another way to download the student's file.

Save changes when you are done.