



Assignments: Publishing & Compiling for Download

You can publish submissions that you would like all students in your course to see.

To publish submissions:

1. In the Assignment Dropbox, from the ActionLinks menu of the assignment, click **Publish Controls**. The Publish Controls pop-up screen appears.
2. Click **Publish**. The submission is copied to the Published tab and made available to the entire class for viewing.



Reviewing Assignments Offline

You can compile student submissions into a zip file, which you can download and view locally. Reviewing offline can save time and is often more convenient.

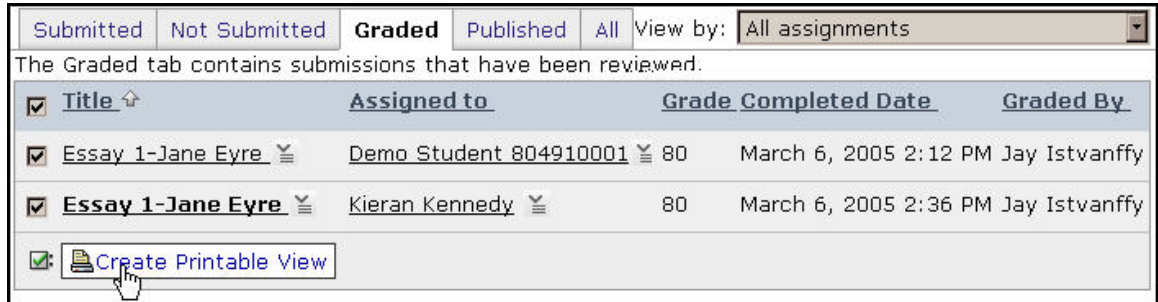
The zip file contains an HTML file for each student, with information about his or her submissions.

If the assignment is a text-with-attachments type and the student attached a file, the HTML file includes a reference to the file and the file itself is included in the zip file.

If the assignment is a website, the HTML file for the submission includes the start page for the site. All of the files that make up the website are also included in the zip file.

To compile submissions:

1. In the Assignment Dropbox, from the Submitted, Graded, Published, or All tab, select the submissions that you want to compile.



2. Click **Create Printable View**. The Compiled Submissions screen appears.
3. Click **Save to File**. The Compiled Submissions screen updates to display a linked file name for the saved file.



4. Click the file name. Your browser's file download dialog box appears.
5. Select where you want to download the compiled submissions to and click **OK**. The compiled submissions are downloaded.

Note: The compiled submissions are also saved to your My Files folder in the File Manager.