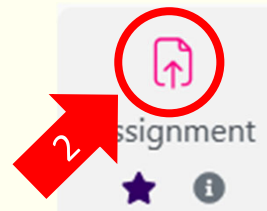
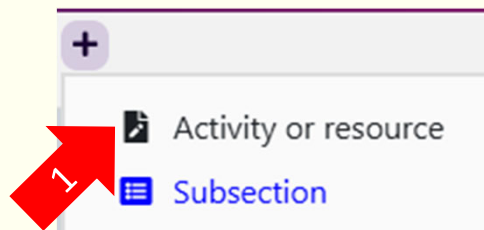


# Upload Zip

## Step 1: Create an assignment activity on Learn

1. On the Learn module main page, add a new activity (in Edit mode)
2. Select 'Assignment'
3. Name the activity
4. Untick all boxes related to Availability and Submission types
5. Tick all boxes related to Feedback types
6. Select No for 'Anonymous submissions' and 'Use marking workflow'
7. Optional: You can restrict access so students will not see the uploaded reports until a specific date



A screenshot of the 'General' tab in the assignment configuration. The 'Assignment name' field is highlighted with a red box and a red arrow pointing to it. The text 'Feedback reports' is entered in the field.

A screenshot of the 'Availability' section in the assignment configuration. The 'Allow submissions from' field is highlighted with a red box and a red arrow pointing to it. The 'Enable' checkbox is checked.

A screenshot of the 'Submission types' and 'Feedback types' sections in the assignment configuration. The 'Submission types' section is highlighted with a red box and a red arrow pointing to it. The 'Feedback types' section is also highlighted with a red box and a red arrow pointing to it. The 'Enable' checkbox for 'Feedback comments' is checked.

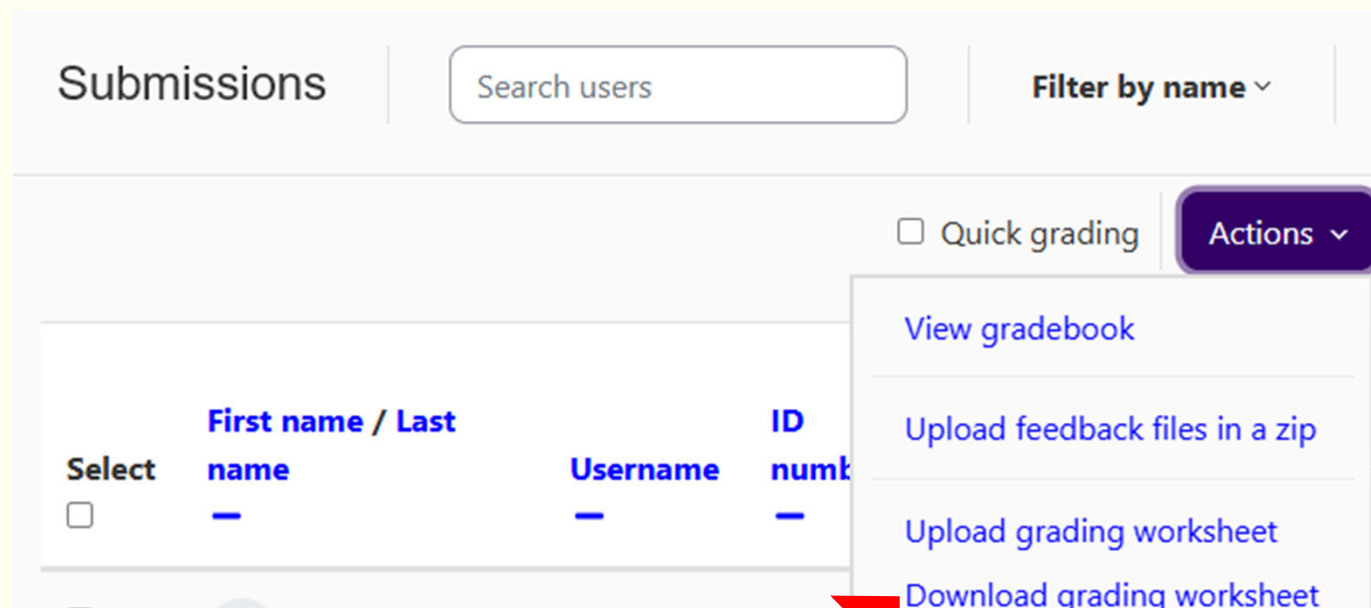
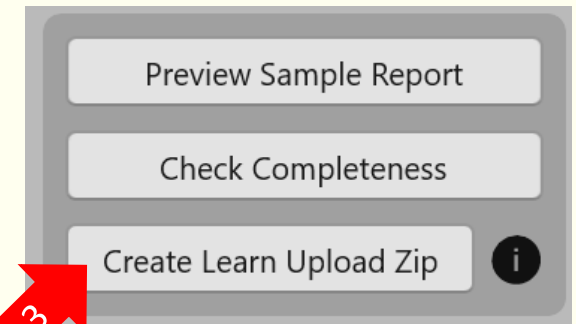
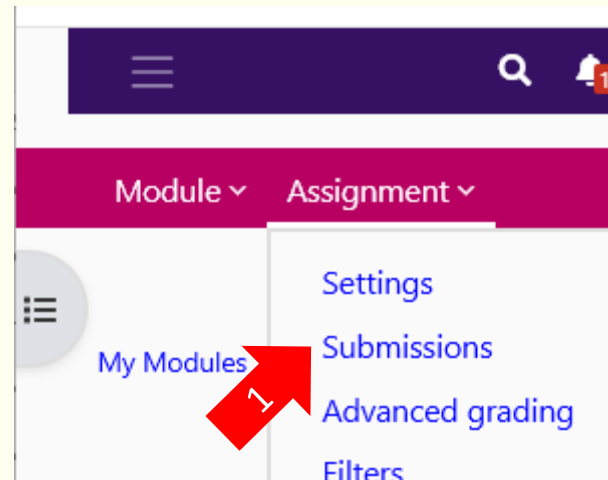
A screenshot of the 'Grade' section in the assignment configuration. The 'Anonymous submissions' field is highlighted with a red box and a red arrow pointing to it. The 'No' option is selected. The 'Hide grader identity from students' field is also highlighted with a red box and a red arrow pointing to it. The 'No' option is selected. The 'Use marking workflow' field is highlighted with a red box and a red arrow pointing to it. The 'No' option is selected.

A screenshot of the 'Restrict access' section in the assignment configuration. The 'Access restrictions' field is highlighted with a red box and a red arrow pointing to it. The 'Date' field is highlighted with a red box and a red arrow pointing to it. The '13' is entered in the date field.

# Upload Zip

## Step 2: Download (blank) grading worksheet from Learn and upload to INDAF

1. On Learn, access assignment activity, select 'Submissions'
2. Using the 'Grading action' dropdown menu, choose 'Download grading worksheet'. This saves this spreadsheet as a csv file in your Downloads folder
3. In INDAF, upload this csv file by pressing the button 'Create Upload Zip'. A Zip file is created that can now be uploaded to Learn



# Upload Zip

## Step 3: Upload the created Zip file to Learn

1. On Learn, access assignment activity, select 'Submissions'
2. Using the 'Grading action' dropdown menu, choose 'Upload feedback files in a zip'
3. Select the file you have downloaded in Step 2 and submit the form. The exam scripts should now be associated with the students in your module as Feedback files, visible in the 'Submissions' area of the Assessment Activity

