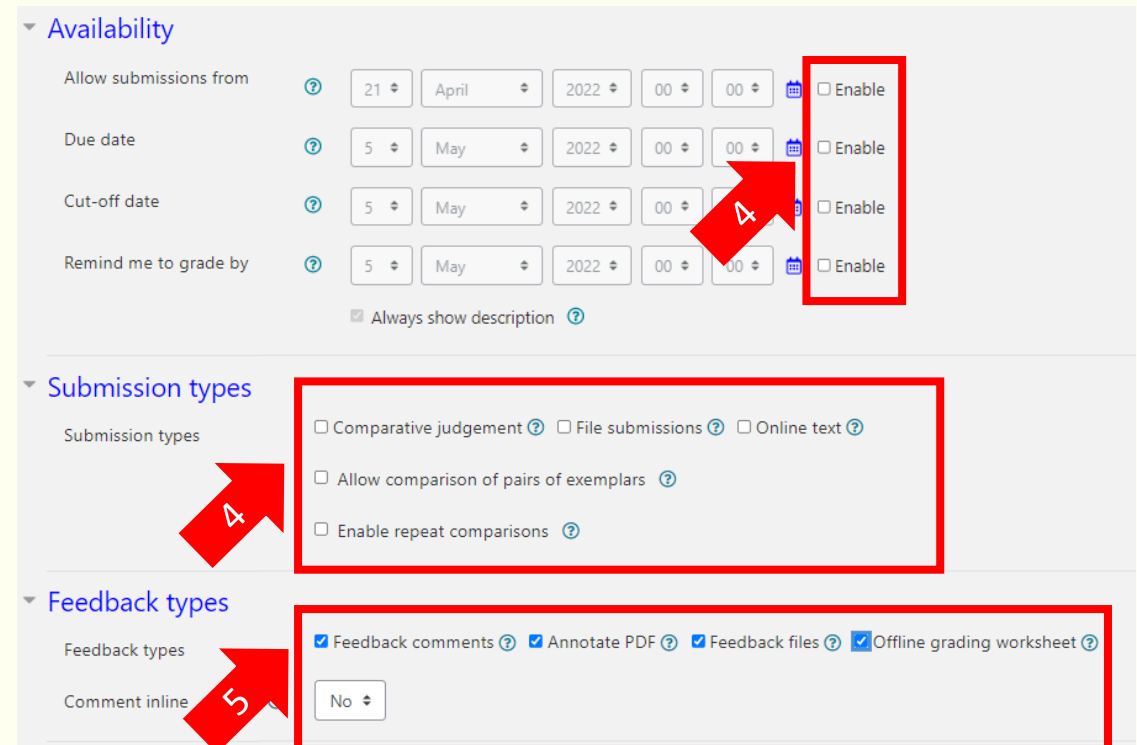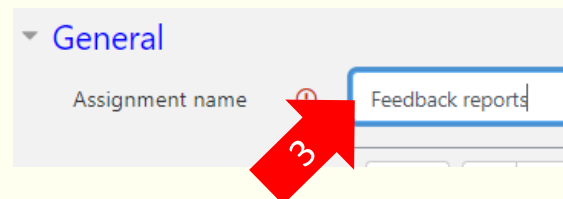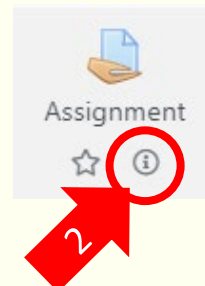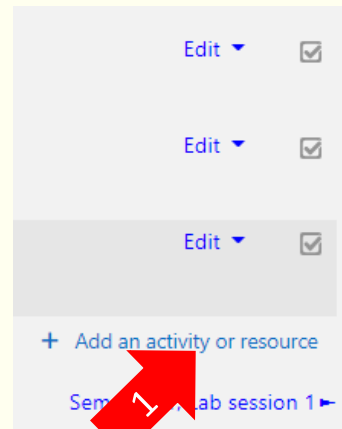# Upload Zip

Step 1: Create an assignment activity on Learn

1. **On the Learn module main page, add a new activity (bottom of page)**

2. **Select 'Assignment'', click on information icon, then 'Add'**

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**

Edit ▼ ☑

Edit ▼ ☑

Edit ▼ ☑

+ Add an activity or resource

Sem... ...ab session 1 ►

Assignment
☆ ⓘ

Availability

Allow submissions from	ⓘ	21	April	2022	00	00	📅	☐ Enable
Due date	ⓘ	5	May	2022	00	00	📅	☐ Enable
Cut-off date	ⓘ	5	May	2022	00	00	📅	☐ Enable
Remind me to grade by	ⓘ	5	May	2022	00	00	📅	☐ Enable

☑ Always show description ⓘ

Submission types

Submission types
☐ Comparative judgement ⓘ ☐ File submissions ⓘ ☐ Online text ⓘ

☐ Allow comparison of pairs of exemplars ⓘ

☐ Enable repeat comparisons ⓘ

Feedback types

Feedback types
☑ Feedback comments ⓘ ☑ Annotate PDF ⓘ ☑ Feedback files ⓘ ☑ Offline grading worksheet ⓘ

Comment inline   No

Grade

Anonymous submissions		No
Hide grader identity from students	ⓘ	No
Use marking workflow		No

General

Assignment name ⚠   Feedback reports

Restrict access

Access restrictions

Student must match the following

Date from 14 July 2022 00 : 00 ✕

Add restriction...

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

1. **On Learn, access assignment activity, 'View all 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**
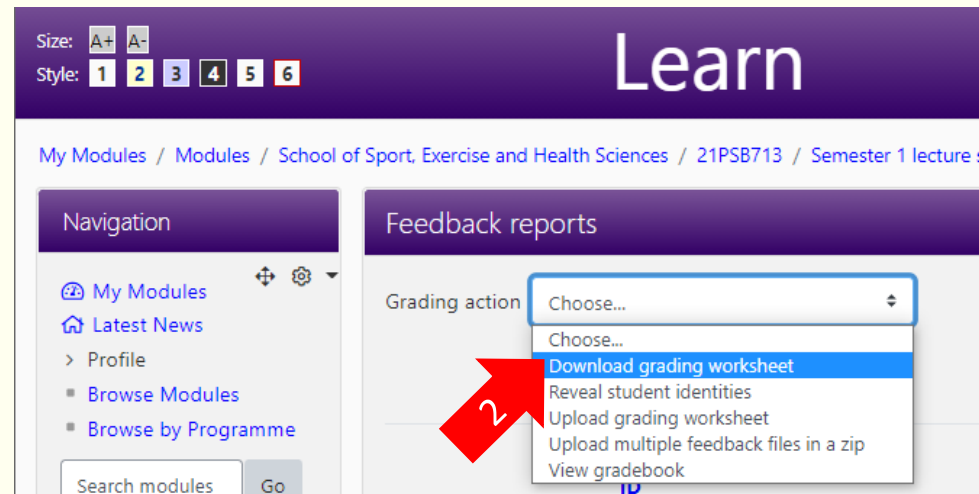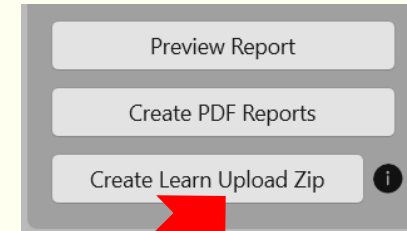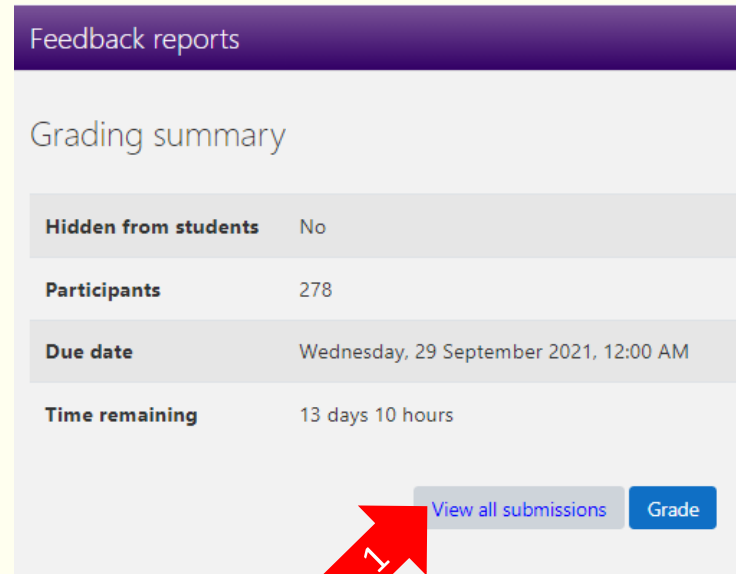
Upload Zip

Step 3: Upload the created Zip file to Learn

1. On Learn, access assignment activity, 'View all submissions'

2. Using the 'Grading action' dropdown menu, choose 'Upload multiple feedback files in a zip'

3. Select the Zip file you have downloaded in Step 2 and submit the form ('Import feedback file(s)'. The exam scripts should now be associated with the students in your module as Feedback files, visible in the 'View all submissions' area of the Assessment Activity