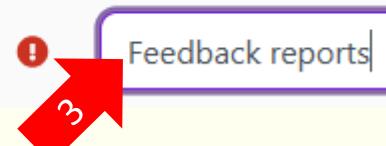
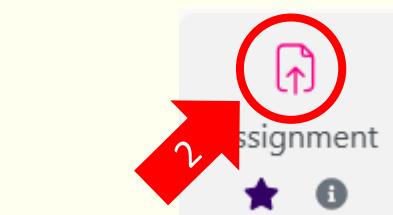
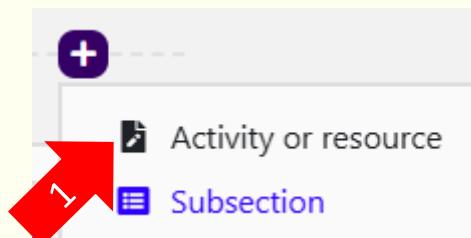


# Upload Zip

## 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



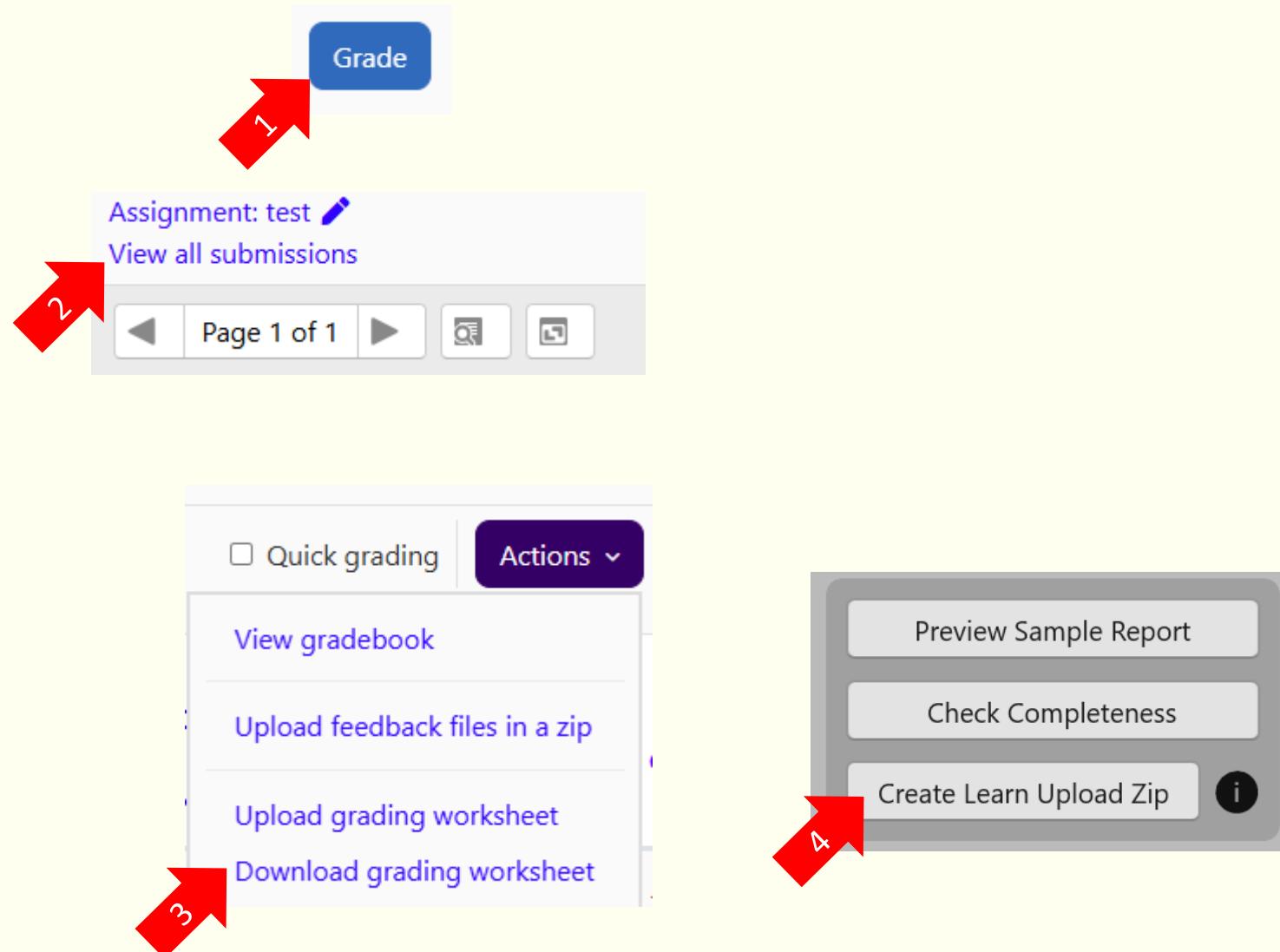
The screenshot shows the assignment configuration interface with several sections and numbered arrows indicating specific settings:

- Availability:** A red box highlights the 'Enable' checkboxes for 'Allow submissions from', 'Due date', 'Cut-off date', and 'Remind me to grade by'. Red arrow '4' points to the 'Enable' checkbox for 'Allow submissions from'.
- Submission types:** A red box highlights the 'File submissions', 'Online text', 'Allow comparison of pairs of exemplars', and 'Enable repeat comparisons' checkboxes. Red arrow '4' points to the 'File submissions' checkbox.
- Feedback types:** A red box highlights the 'Feedback comments', 'Annotate PDF', 'Feedback files', and 'Offline grading worksheet' checkboxes. Red arrow '5' points to the 'Feedback comments' checkbox.
- Grade:** A red box highlights the dropdown menus for 'Anonymous submissions' (set to 'No'), 'Hide grader identity from students' (set to 'No'), and 'Use marking workflow' (set to 'No'). Red arrows '6' point to each of these dropdown menus.
- Restrict access:** A red box highlights the 'Access restrictions' section, specifically the date range selector. Red arrow '7' points to the date range selector.

# Upload Zip

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

1. On Learn, access assignment activity, select 'Grade'
2. In top left corner of the page, select 'View all submissions'
3. Using the 'Action' dropdown menu, choose 'Download grading worksheet'. This saves this spreadsheet as a csv file
4. 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 'Grade'
2. In top left corner of the page, select 'View all submissions'
3. Using the 'Actions' dropdown menu, choose 'Upload feedback files in a zip'
4. 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

