You can download assignment submissions to review them offline instead of reviewing them online in the Grade Center. Choose to download all or only selected submissions as a single .zip file. Unzip (expand) the file to view the contents, where each submission is saved as a separate file.

1. Access the **Full Grade Center**

2. In the **Grade Center**, locate the column for the assignment you want to download. Click the assignment column's **Drop Down Arrow** to access the contextual menu
3. Select Assignment File download
4. On the **download assignment page**, select the student submissions to download, or select the check box in the header bar to choose all available submissions.

5. Click **Submit**.

6. On the next **download assignment page**, click the **download assignments now** link. A pop-up window displays to prompt you for instructions on what to do with the file.

7. In the pop-up window, select **Save File** and click **OK**.
8. Browse to the location where you want to download the file, and then click **Save**

9. To return to the Grade Center, click OK on the **download assignment page**

![Image of Firefox file download dialog]

Having trouble following the instructions in this PDF? Contact the IT Service Center via [Live Chat](#) or by phone at 859-572-6911.