

Guide to downloading large files for assessors

If the exam administrator has given students the option of using the 'Large files' upload function, for files larger than 50 MB, downloading files to your computer functions slightly differently than without the use of 'Large files'.

1. Click 'Download all hand-ins':

The screenshot shows the 'Thesis in Nanoscience' interface. At the top, there is a navigation bar with 'My exams / Thesis in Nanoscience'. Below this, the title 'Thesis in Nanoscience' is displayed. To the right of the title are links for 'Show exam information' and 'Show details for all hand-ins'. Below the title is a dropdown menu for 'All students'. In the center, the 'Download all hand-ins' button is highlighted with a red circle. To its right are 'Export students' and 'Submit joint feedback' buttons. On the far right is a 'Submit assessments' button. Below these buttons is a table with columns: 'Given name', 'Hand-in', 'Grade', 'Notes', 'Feedback', and 'Status'. The table contains three rows of student data: 'Aske', 'Bo', and 'Eva'. Each row has a 'Read in browser' button, a grade dropdown, and 'Add' buttons for 'Notes', 'Feedback', and 'Status'.

Result: A message will appear on the screen informing you that processing your files for download may take several minutes.

The screenshot shows a message box titled 'Download all hand-ins'. The text inside the box reads: 'The hand-ins are being packed into a zip-file. This can take several minutes. When the file is ready, you will be able to download it by pressing "Download all hand-ins" again.' Below this text, it says: 'You can continue to use the system while the zip-file is being generated.' At the bottom right of the box is an 'OK' button.

While the system is processing your files, a wheel will be visible to the left of the 'Download all hand-ins' box:



2. When the system has finished processing your files, the wheel will be replaced by a cloud. Click the button again. Now all of the students' papers, front pages and appendices can be downloaded.



To extract the files you will need to download a program that can manage this process. You can download such a program from this site: <http://www.7-zip.org/>