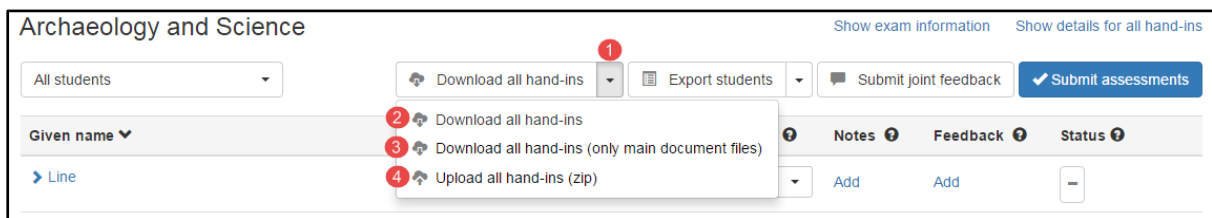


## Download and upload exam papers

If you prefer to mark exam papers in a different program, you can download the exam papers of each group or student. Use the upload function to upload an annotation version if you have used an external annotation tool. It is also possible to download all exam papers submitted for a specific exam at once.

### Download and upload all exam papers



1. Click the arrow next to 'Download all hand-ins' to open a dropdown menu of additional options.
2. Click 'Download all hand-ins' to download all material submitted by the students, including extra material and cover pages.
3. Click 'Download all hand-ins (only main document files)' to download all exam papers, excluding extra material and cover pages.
4. Click 'Upload all hand-ins (zip)' to upload the annotated exam papers.  
Important: The files must have the same name when they are uploaded as they had when they were downloaded.

## Download and upload a single exam paper

The screenshot shows a web interface for managing exam papers. At the top, there are buttons for 'Download all hand-ins', 'Export students', 'Submit joint feedback', and 'Submit assessments'. Below this is a table with columns: 'Given name', 'Hand-in', 'Grade', 'Notes', 'Feedback', and 'Status'. The first row shows a student named 'Ana'. A dropdown menu is open under the 'Hand-in' column, showing several options: 'Read in browser', 'Download (complete hand-in)', 'Coverletter', 'Opgave.pdf (Main document)', 'Tegning.png (Attachment)', and 'Upload (Main document)'. Red numbers 1 through 7 are overlaid on the interface to indicate the steps for downloading and uploading.

1. Click the arrow to the right of 'Download all hand-ins' to open a dropdown menu of additional options.
2. Click 'Read in browser' to open a dropdown menu of additional options.
3. Click 'Read in browser' to download all exam materials, including the cover page and additional material.
4. Click 'Coverletter' to download the cover page only.
5. Click 'Opgave.pdf (Main document)' to download the exam paper only.
6. In the example above, the additional material is a file named 'Tegning.png (Bilag)'. Click the file name to download this extra material only. Each extra file connection to the exam will appear on a separate line and can be downloaded individually.
7. Click 'Upload (Main document)' to upload an copy of the exam paper with any annotations. Please note that the name of the file must be the same as when you downloaded it.