

WebAssign. at



## Downloading Grades and Scores

## Navigating to the Download Manager

- From the home page, click 'Tasks' at the top of the page then click 'Download Manager'

Click Here

The screenshot shows the WebAssign interface. At the top, there is a navigation bar with 'Home', 'Assignments', 'Questions', 'Tasks', and 'Grades'. The 'Tasks' menu is open, showing options: 'My Classes Page', 'My Groups', 'Create Course', 'Edit Section Settings', 'Roster', and 'Download Manager'. A red arrow points to the 'Tasks' menu, and another red arrow points to the 'Download Manager' option. Below the navigation bar, there is a 'My Classes' section with a 'Showing:' dropdown set to 'Past' and a list of 'Current Classes' including 'Math 131 Spring 2009, section 200'.

Click Here

- This will redirect your page to the download manager

## Selecting Classes and Sections

- Once in the download manager, you may select or deselect which classes and sections to download from

**Download Manager**

Select/Deselect Course Here

Choose Class [ [Past](#) | Current Classes (1) / Future Classes (4) | [All \(5\)](#) ]

Math 131 Spring 2009, Spring 2009

Select/Deselect Sections Here

<input checked="" type="checkbox"/>	200
<input type="checkbox"/>	503
<input type="checkbox"/>	506
<input type="checkbox"/>	507
<input type="checkbox"/>	510

## Choosing what to Download

- Once you have selected the desired course(s) and section(s), you will need to click on what you want to download (you may only choose one at a time)

**Choose Download**

[Scores >>](#)

[GradeBook >>](#)

[Roster >>](#)

**Click Here**

## Downloading Scores

- In the previous section, if you chose 'Scores', you will be redirected to a page where you choose the details you want shown on your downloaded file from drop down menus and select/deselect boxes
- You can choose between an excel format or text format for the download file (excel is suggested for later modification)

**Math 131 Spring 2009, section 200, Spring 2009**

Download scores for  for   Include faculty with student access (8)

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**Statistics**

Include:  mean  median  standard deviation  min  max

---

**Format**

Sort assignments by:

Include assignment details:  due date  category  assignment id

---

Sort students by:

Include student details:  username  institution  student number  email address

---

File Type:

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**Click Here**

- Be sure to click download after specifying desired details

## Downloading GradeBook

- In the previous section, if you chose 'GradeBook', you will be redirected to a page where you choose the details you want shown on your downloaded file from drop down menus and select/deselect boxes
- You can choose between an excel format or text format for the download file (excel is suggested for later modification)

**Math 131 Spring 2009, section 200, Spring 2009**

Download   Include faculty with student access (0)

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**Statistics**

mean  median  standard deviation  min  max

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**Format**

Sort students by:

Include student details:  username  institution  student number  email address

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File Type:

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**Click Here**

- Be sure to click download after specifying desired details

## Downloading Rosters

- In the previous section, if you chose 'Roster', you will be redirected to a page where you choose the details you want shown on your downloaded file from drop down menus and select/deselect boxes
- You can choose between an excel format or text format for the download file (excel is suggested for later modification)

**Math 131 Spring 2009, section 200, Spring 2009**

Download   Include faculty with student access (8)

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**Format**

Sort students by:

Include student details:  username  institution  student number  email address  nickname

File Type:

 **Click Here**

- Be sure to click download after specifying desired details