

Topic: Grading Offline

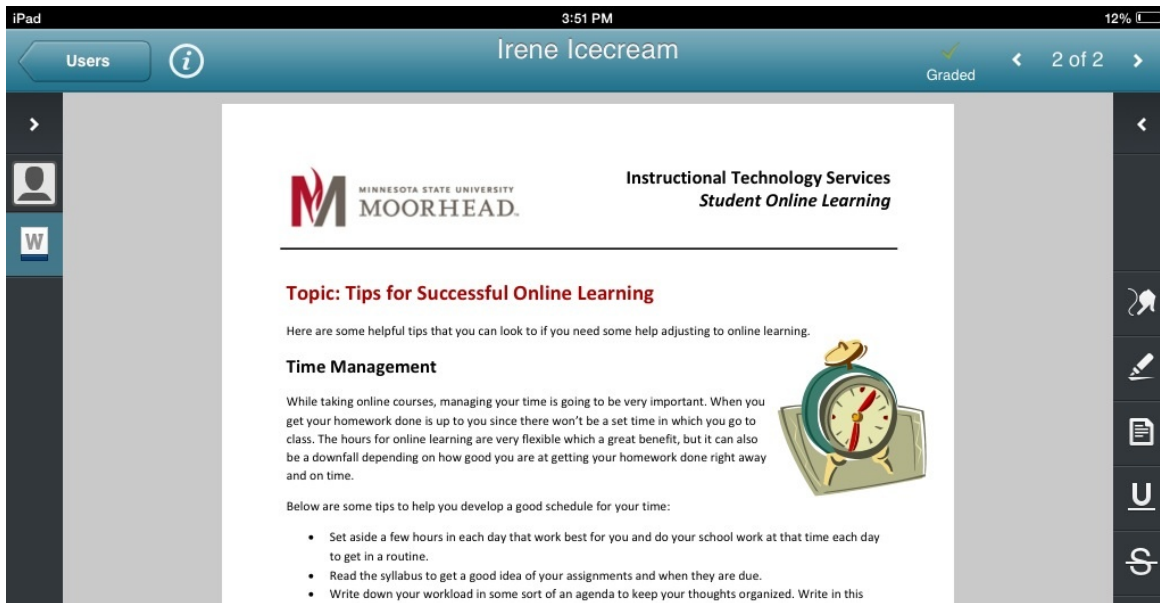
A nice feature in the D2L Brightspace Assignment Grader app is offline grading. This option allows you to download assignments from the Dropbox so you can grade them if you are somewhere without access to Wi-Fi. The only trick to grading offline is to make sure that you stay signed in to the Assignment Grader even while you don't have internet access. **DO NOT** log out of the assignment grader if you plan on grading assignments offline.

1. To download assignments click the down arrow to the right of the name of the folder, the arrow will then turn blue indicating that folder is downloaded.

NOTE: You must download the assignments while you are still connected to the internet.

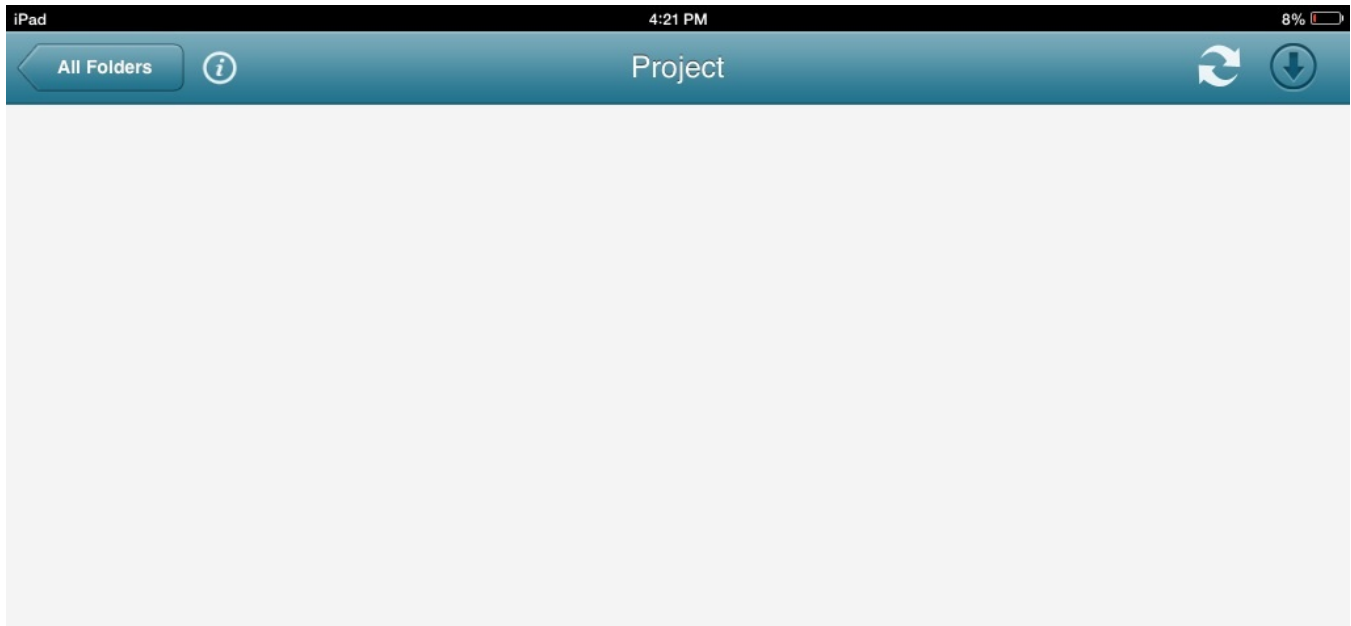


2. Click on the assignment that you have downloaded and it will appear just as it would if you were still online.

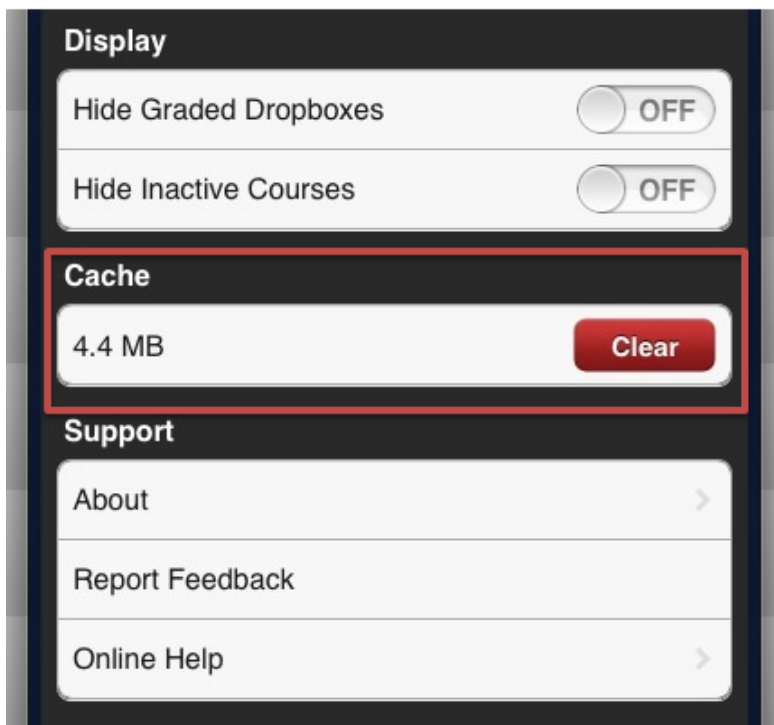


You can see that you still have all of the same grading capabilities that you would have if you were grading the assignment online.

It is very important that you do indeed download the assignments while you still have internet access because if you don't, when you click on the document to grade it, it will show up blank like below.



When you download items they go into the **cache**. The cache is space on your iPad Hard Drive where downloaded documents are saved for offline grading. While there isn't a documented storage limit on the cache, if you are ever having trouble downloading documents, clearing your cache may be a solution to this problem.



For More Information

Please contact the Office of Online & Extended Learning at support@mnstate.edu or 218.477.2603 if you have questions about this material.