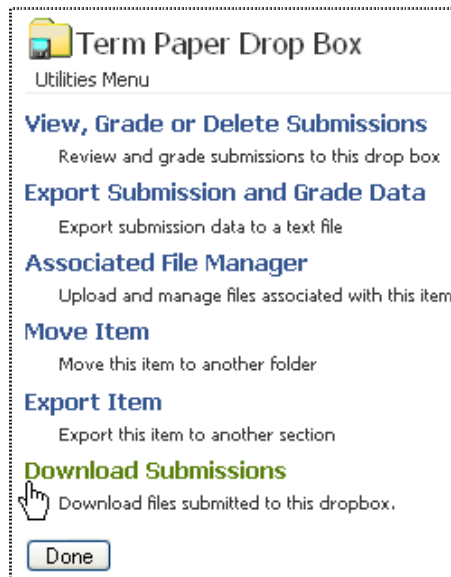


# Download All Submissions in a Dropbox

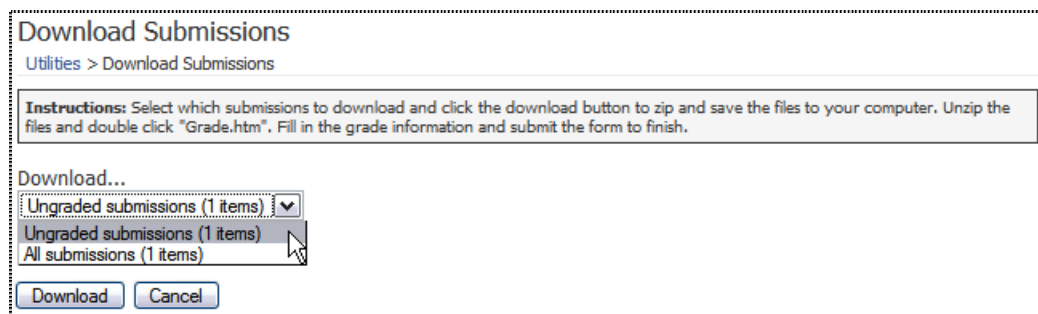
Updated on Oct. 16, 2008

To download all drop box submissions at once:

1. Click on the **Lessons** tab of the course;
2. Click on the title of the drop box;
3. Select the **Utilities** link in the toolbar;
4. Select the **Download Submissions** link.



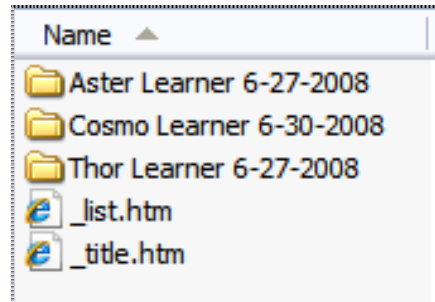
5. From the **Download...** pull-down menu, select whether you wish to download only **Ungraded submissions** or **All submissions**.



6. Click the **Download** button.
7. Depending on your computer's browser and platform, you may be prompted to save the ZIP file, or it may be downloaded to your desktop. You can then open it with an "unzipping" utility. The ZIP file contains a folder for each submission labeled with the name of the student and the submission date.

**Note:** If there are multiple submissions from a student on the same date, the folder names will be numbered in the order submitted.

The unzipped files



- The **\_list.htm** file contains a list of each submitter, date, and submission title.
- The **\_title.htm** file indicates the title of the drop box from which the submissions were downloaded.
- Within the folder for each submission are the files the student submitted and a file named **\_about.htm**. The **\_about.htm** file contains the text the student entered in the drop box **Message** text area.

If you would like to remove the individual folders of student submissions, please check the other handout [LitterboxCleaningTool](http://behrend.psu.edu/faculty/teachingcenter/angel/) posted at <http://behrend.psu.edu/faculty/teachingcenter/angel/>.