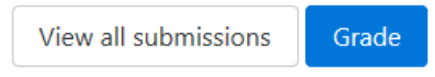# Printing assignment submissions from Moodle

This short guide shows how to download assignment submissions from Moodle and Turnitin assignments, and how to print multiple files at once.
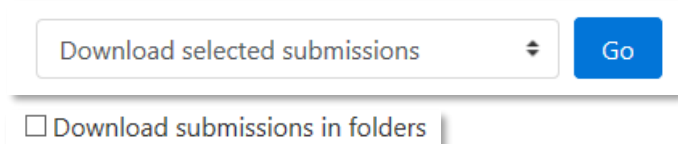
Downloading from Moodle assignments

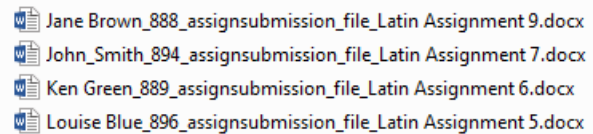1. Click *view all submissions* and click the *select* box which selects all the submissions.

2. Scroll down and select to *download selected submissions*, ensuring that they are not downloaded in folders.
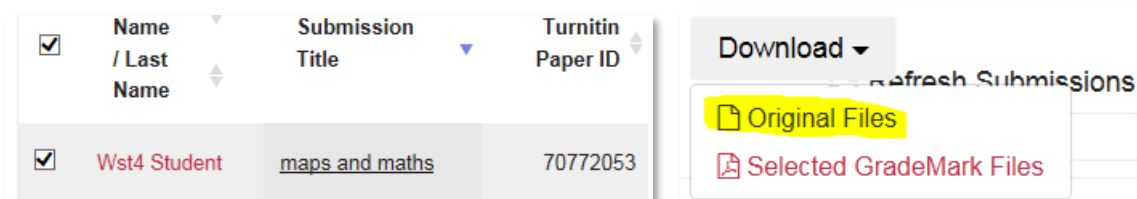

3. Save the 'zipped' file into a folder on your computer and extract all the submitted documents. Each file names includes the student first and last name but not their matriculation number.

- Jane Brown_888_assignsubmission_file_Latin Assignment 9.docx
- John_Smith_894_assignsubmission_file_Latin Assignment 7.docx
- Ken Green_889_assignsubmission_file_Latin Assignment 6.docx
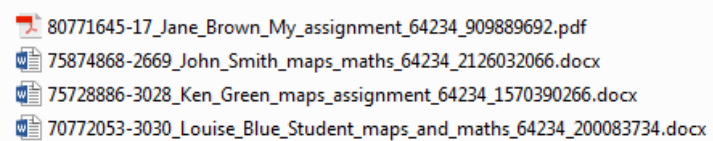- Louise Blue_896_assignsubmission_file_Latin Assignment 5.docx

Downloading from Turnitin assignments

1. Click the *select* box which selects all the submissions and choose *original files* from the download menu.


2. Save the 'zipped' file into a folder on your computer and extract all the submitted documents. Each file name includes the Turnitin paper ID, the student first and last name, but not their matriculation number.

- 80771645-17_Jane_Brown_My_assignment_64234_909889692.pdf
- 75874868-2669_John_Smith_maps_maths_64234_2126032066.docx
- 75728886-3028_Ken_Green_maps_assignment_64234_1570390266.docx
- 70772053-3030_Louise_Blue_Student_maps_and_maths_64234_200083734.docx

Set the printer properties

Ensure that you set the default printer to the *Follow Me Q* by opening the computer *Control Panel* from the *Start* menu and selecting *Devices and Printers*. You can also set the finishing to staples from the printing preferences.
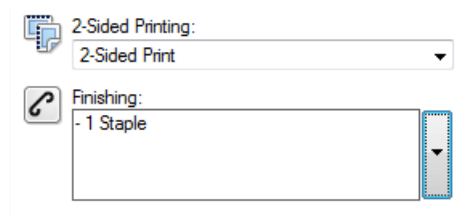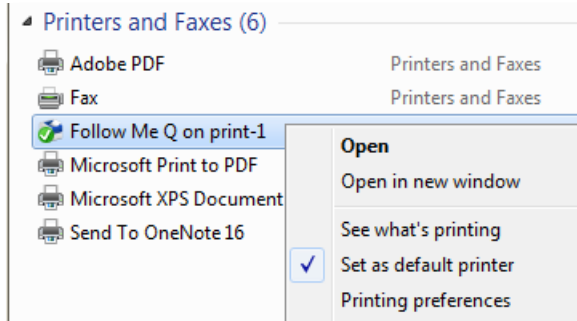
Printing multiple files

Submissions can be printed in multiples of 15 files but only when they are all the same file type, eg. you can select and print 15 Word documents, but not 10 Word documents and five PDF documents. If you do have multiple file types, you can print each type separately. For example, to print the Word files in batches from a folder:

1. Type **.doc* in the search box at the upper right.
2. For 15 files or less press *CTRL+A* to select all of them.
3. For 16 or more files, select 15 of them by clicking the first file and then *SHIFT + click* the last file.
4. Right-click any of the selected file and click *Print*.
5. Repeat steps 3-4 as required.
6. Repeat for additional file types.

If all file types are the same, use the above process from Step 2.