

How do I upload all student submissions for an assignment in the Gradebook?

When you [download all student submissions](#) from the Gradebook, you can re-upload the assignment submissions as a bulk upload in your course.

Please make sure you have not changed the names of the submission files from your bulk download. If the file names are changed, please rename them to match how they appeared in the download. With different file names, Canvas will not be able to recognize the files that should be replaced.

Notes:

- Files must be compressed as a ZIP file for upload. If you are not sure how to create a ZIP file, please contact your administrator or consult your computer's software manual.
- For best results, please upload submission files in their original format. For instance, if you download a Word document as a .doc, do not convert the file to a .docx.

Open Grades

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In Course Navigation, click the **Grades** link.

Open Assignment Menu

Open Assignment

Hover over the assignment column header and click the **Options** icon.

Re-Upload Submissions

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Click the **Re-Upload Submissions** link.

Choose File

Choose File

Click the **Choose File** button.

Open File

Open File

Click the file name to choose the file [1]. Then click the **Open** button [2].

Upload Files

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Click the **Upload Files** button.

View Uploaded Submissions

[View Uploaded Submissions](#)

Canvas will confirm your files have been uploaded and associated with student submissions. If any files were ignored in the upload, those files will also be listed.

Note: Depending on your computer's operating system, your upload may include hidden files with a `._` prefix. Canvas will ignore these types of files, as well as any files that do not match the file name of any students' original submission.

[Content retrieved from <https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-upload-all-student-submissions-for-an-assignment-in-the/ta-p/798>]

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