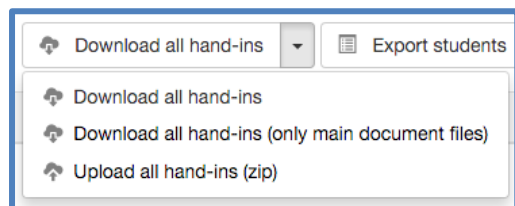




# Download hand-ins to your computer

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## Download all hand-ins

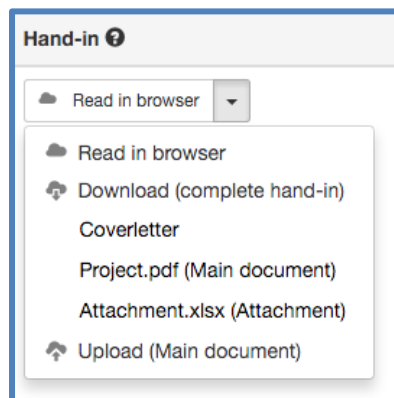


The button **[Download all hand-ins]** gives you the following options:

1. *“Download all hand-ins”* = click here to download all main documents+attachments at once.  
Please note that for larger exams, this can take several minutes, because the documents are being compressed into a .zip-file. As a result, for large exams with many large sized files, the hand-ins will have to be downloaded individually, since downloading all at once may be very slow or simply not possible.
2. *“Download all hand-ins (only main document files)”* = click here to download all main documents (no attachments).  
! **PLEASE NOTE!** If you use one of the above functionalities, the files will not always be downloaded immediately, which will be evident if you open the menu again (“not completed” will be displayed). Once the system is done compressing the files for you, the status will change to “ready for download”, and you have to click again to download the files to your computer.  
! **PLEASE NOTE!** If the exam only has one student or one group, clicking *“Download all hand-ins”* will also generate a .zip-file, even if there is only one document to download.
3. *“Upload all hand-ins (zip)”* = If you download the main documents, and continue to work with these in any third party program (e.g. Adobe or GoodReader), you have the option to upload these personalised “versions” to Digital Exam. Unless you choose differently, uploaded versions are always personal, and cannot be vaccessed by anyone other than you. Choosing this option (*“Upload all hand-ins”*) allows you to upload several main documents at once. Please note, however, that you need to compress the documents in a .zip-file, and that you cannot change the names of the documents; otherwise, Digital Exam will not accept the upload.



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1. *"Read in browser"* = click here to open the hand-in in your browser, where you can use Digital Exam's annotation tools. Please refer to the guide *Annotation tool (Read in browser)* for further details.  
*Generally, it is not recommended to use this functionality when reading and annotating longer hand-ins, since the options for on-screen reading and annotation via Digital Exam are rather simple. Instead, download the hand-ins.*
2. *"Download (complete hand-in)"* = click here to download the entire hand-in (main document+attachments). Please note that the documents will be compressed and download to a .zip-file.  
Under this headline, you'll find all separate documents of the hand-in. There is always *one* Coverletter, generated by Digital Exam, and *one* main document, in addition to any number of attachments. Download each document individually by clicking on its name. Please note that very large attachments can take several minutes to download.
3. *"Upload (Main document)"* = If you downloaded the main document, and used a third party program (e.g. Adobe or GoodReader) to annotate, this gives you the option to upload your "copy" of the main document to Digital Exam. Unless you choose differently, the uploaded copy will only be available to you. Please note that you cannot change the name of the document otherwise, Digital Exam will not accept and upload it.