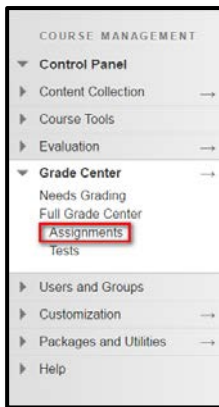


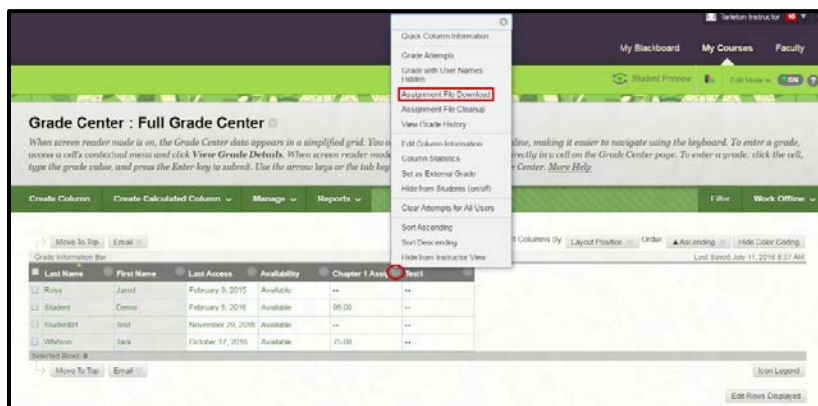
How to Download and Save Blackboard Student Assignments

Instructors that would like to download and save their student submitted assignments can perform the following steps at the end of the semester.

1. Within a Blackboard course, navigate to the Control Panel (left hand navigation) and select **Grade Center** and then **Assignments**



2. From the Grade Center: Assignments, locate the drop down arrow on the right side of each column. Select **Assignment File Download** from the drop down menu.



- From the Download Assignment window, select the check box to indicate All Users (students) and then select **Submit**.

Download Assignment: Chapter 1 Assignment

Download and view student assignment submissions by selecting one or more usernames and clicking **Submit**. Selected assignments are packaged as a ZIP file. Click the link to save the file to your computer.

SELECT USERS

<input checked="" type="checkbox"/> Name	Date	Grade
Ross, Jared		Not Available
<input checked="" type="checkbox"/> Student, Demo	Thursday, September 22, 2011 8:42:09 AM CDT	95.0
Student01, Test		Not Available
User, Demo		Not Available
<input checked="" type="checkbox"/> Whitson, Tara	Wednesday, April 15, 2015 6:43:08 AM CDT	75.0

Displaying 1 to 5 of 5 items

Click **Submit** to proceed. Click **Cancel** to go back.

- From the Download Assignment: “Assignment Title” screen, select the link titled “**Download Assignments now.**” The student submissions for the assignment will be packaged in a ZIP folder format.

Download Assignment: Chapter 1 Assignment

The assignments have been packaged Download assignments now (479 KB)
Friday, December 2, 2016 10:59:49 AM CST

- Upon Download, check your browser download area to open the file to save in a preferred location.

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