

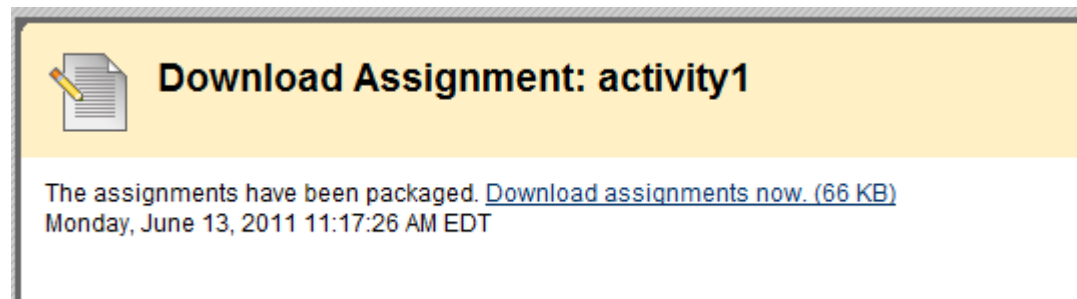
How to Download Student Assignments from the Grade Center?

Batch download (all students at once)

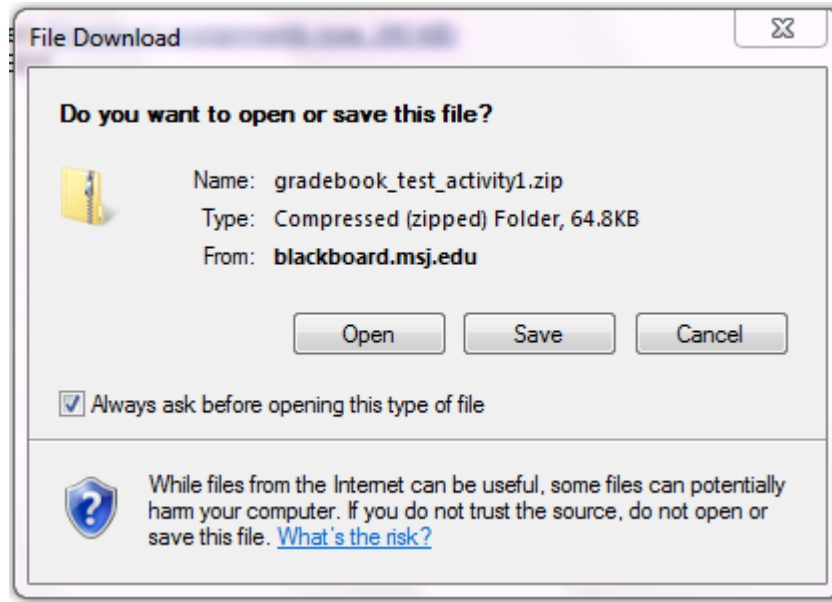
1. Click on "Grade Center" in the blue **Course Management Control Panel** on the bottom left of your Blackboard course window to expand the options
2. Select "Full Grade Center"
3. Find the column you want to grade and click on the chevron to the right of the assignment you are grading. For example if you are grading activity 1 you would click on the chevron to the right of activity 1



4. Click "Assignment File Download"
5. Select "Users"
6. Click "Submit"
7. In the "Download Assignment" window click on the package name to download the folder of assignments.
 - The image below is the "Download Assignment" window for activity1. To download the student assignments you would click on "Download assignments now. (66 KB)"




- You will then be asked to "Open" or "Save" this file containing your student assignments



Note: If students use symbols or characters (eg. #, &, -) in the naming of their assignment, the assignment cannot be batch downloaded. You may want to place (the following) directions for naming files in your syllabus and or with each assignment. (Include the naming convention recommendations here so instructors can just copy and paste and we have consistency)

Individual assignment download

1. Click on "Grade Center" in the blue **Course Management Control Panel** on the bottom left of your Blackboard course window to expand the options
2. Select "Full Grade Center"
3. Find the student assignment you want to download
4. Click on the chevron to the right of  and Select "View Grade Details"
5. Select "View Attempt"
6. Download the student's file in box 2 "Review Current Attempt " as an attached file