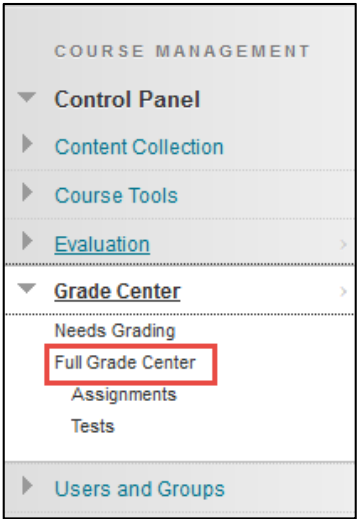


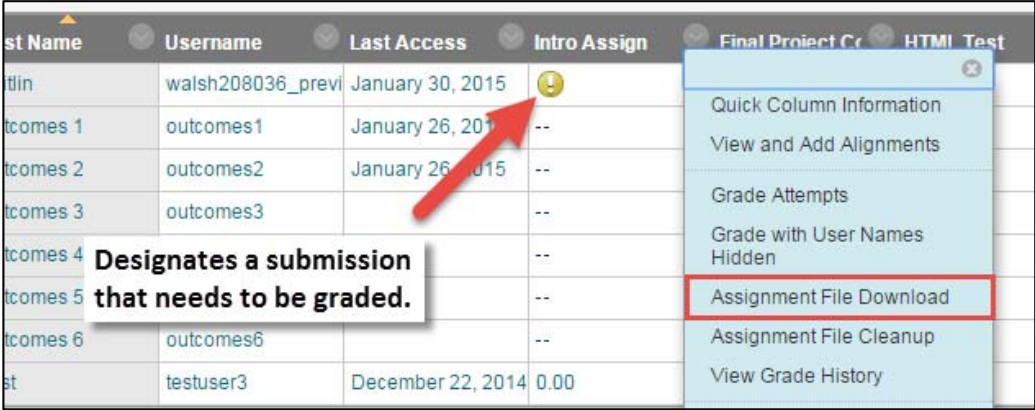
Downloading Assignment Submissions

After you have created an assignment in Blackboard and students have submitted their work, you may wish to download the files to your computer. Having a copy saved to your computer will allow you the ability to add comments in your word processing software and then upload back to Blackboard.

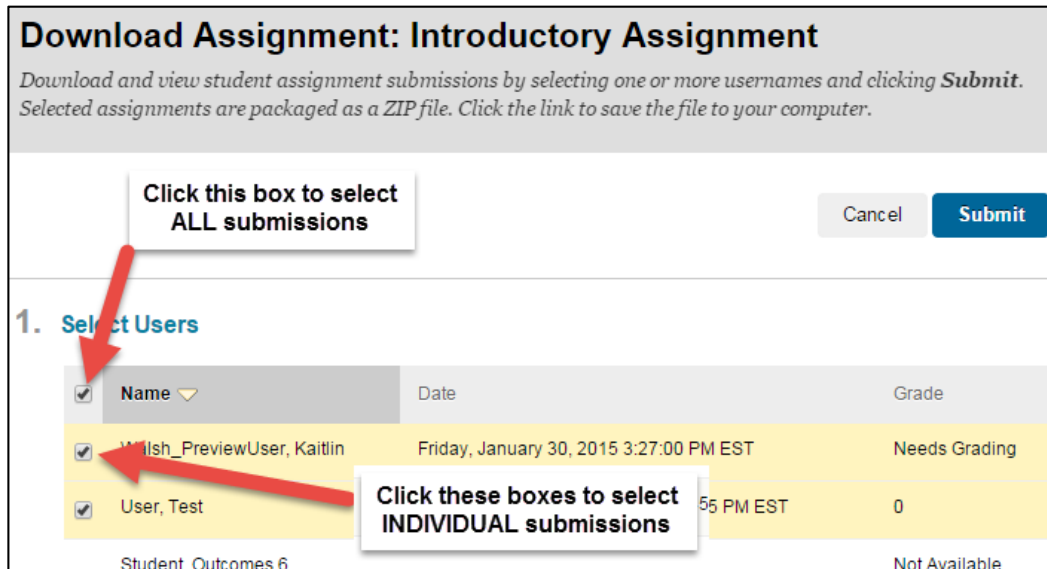
1. Login into Blackboard and select your course.
2. Locate the Control Panel and click to expand the Grade Center button. Select Full Grade Center.



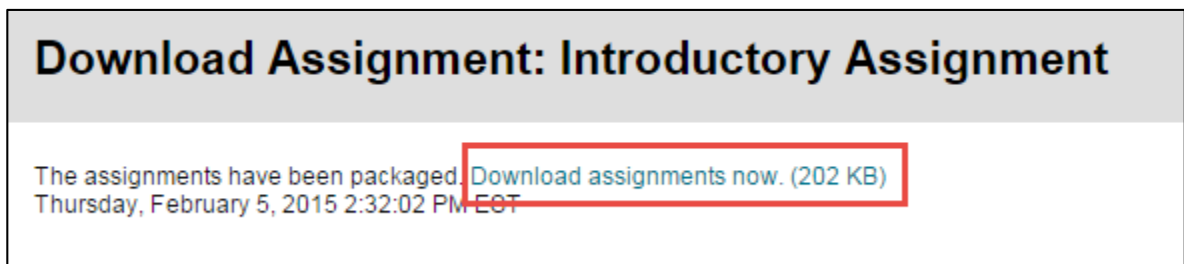
3. Once in the Grade Center find the column associated with the assignment. Click the chevron / down arrows to show the contextual options for the column. Select **Assignment File Download** from the menu.



4. On the next page you can select all of the submissions or you can choose individual students' submissions. With selections made click Submit.



5. A new page will load. Click the link to **Download assignments now**.



6. Depending on your browser you will be presented with slightly different options. Each browser does allow the chance to **save** to a selected location on your computer; this is preferred over **opening** the download.
7. When the download completes you should navigate to the location where you selected to save the package. Open the folder to see the submissions. Student IDs are included in the file name for quick reference. Each student should have a file and a text document. The **file is primary** submission and the **text is secondary** and is comprised of any notes s/he added to the submission as a comment.

