

DOWNLOADING AN ASSIGNMENT




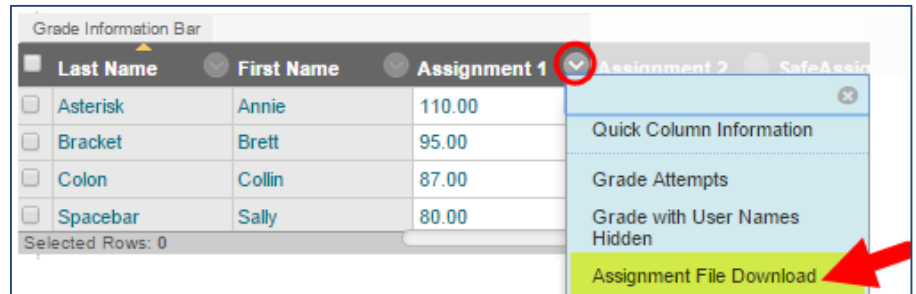
Blackboard Learn

A Blackboard Assignment is a file submission link that connects to your course's Grade Center. A student uses the submission link to send a file to your Grade Center for your review. When your students have submitted documents using an Assignment submission link in the course, you may download their files using these instructions:



1. In your course, scroll down to the **CONTROL PANEL**. Click the **GRADE CENTER** menu to expand it and select **FULL GRADE CENTER**.

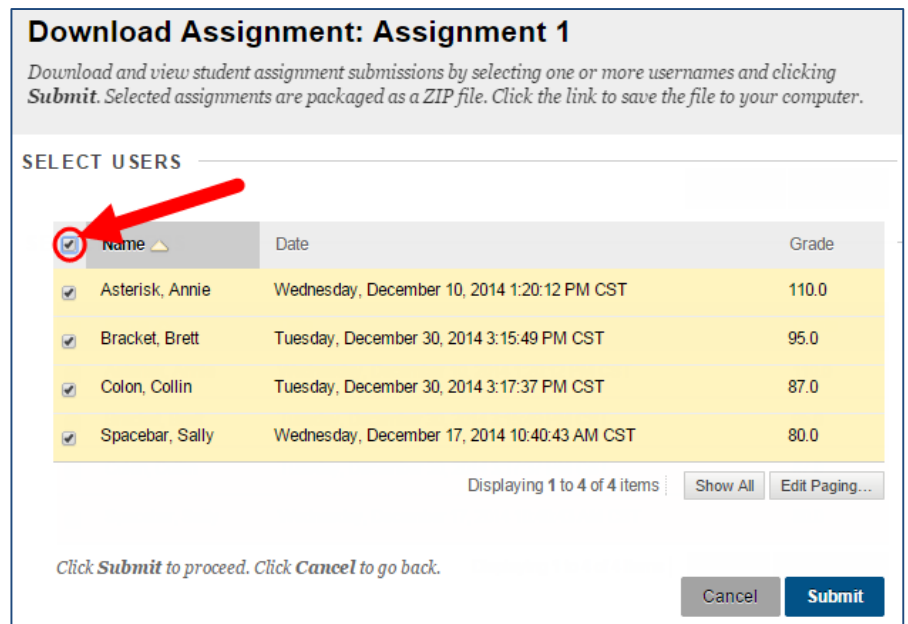
2. Roll your mouse over the column associated with the assignment files you want to download and click on the gray arrow button  that appears. From the context-menu that appears, select **ASSIGNMENT FILE DOWNLOAD**.



Last Name	First Name	Assignment 1	Assignment 2	SafeAssign
Asterisk	Annie	110.00		
Bracket	Brett	95.00		
Colon	Collin	87.00		
Spacebar	Sally	80.00		

3. On the **DOWNLOAD ASSIGNMENT** page, select the files to download by **CHECKING THE CHECK BOXES** to the left of the student names.

Then, click the **SUBMIT** button.



Download Assignment: Assignment 1
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

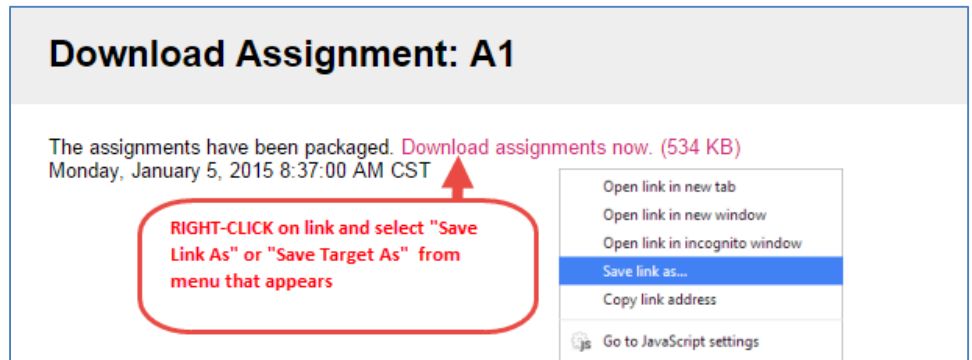
<input checked="" type="checkbox"/>	Name ▲	Date	Grade
<input checked="" type="checkbox"/>	Asterisk, Annie	Wednesday, December 10, 2014 1:20:12 PM CST	110.0
<input checked="" type="checkbox"/>	Bracket, Brett	Tuesday, December 30, 2014 3:15:49 PM CST	95.0
<input checked="" type="checkbox"/>	Colon, Collin	Tuesday, December 30, 2014 3:17:37 PM CST	87.0
<input checked="" type="checkbox"/>	Spacebar, Sally	Wednesday, December 17, 2014 10:40:43 AM CST	80.0

Displaying 1 to 4 of 4 items | Show All | Edit Paging...

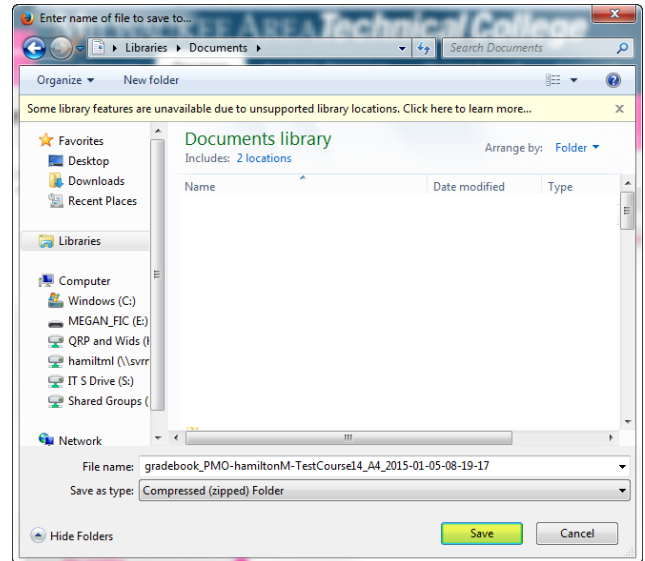
Click Submit to proceed. Click Cancel to go back.

Cancel Submit

4. A **DOWNLOAD LINK** will appear. **RIGHT-CLICK** your mouse on the link to download a compressed zip file. In the context menu that appears, select **SAVE LINK AS** or **SAVE TARGET AS**.



5. In the window that appears, choose a location on your computer or storage media to where you would like to save to file. Then click **SAVE**.



6. When you have downloaded the compressed .zip folder, double-click on it to view its contents. The folder will contain the documents students submitted for the assignment along with submission details (ie. time and date of submission, comments left for instructor).

