## BLACKBOARD

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## DOWNLOADING SUBMITTED ASSIGNMENTS FOR ALL STUDENTS IN ONE PROCEDURE

This tutorial demonstrates how to download all of the submitted assignments for all of the students in one procedure.

For assistance, please contact Academic Technologies at 914.773.3664 or acadtech@pace.edu.

- 1. While in your **Blackboard** course, go to the **Full Grade Center**.
- 2. Click on the context (down) arrow next to the assignment name in the Grade Center column.







3. Click on Assignment File Download.

Quick Column Information
Grade Attempts
Grade with User Names Hidden
Assignment File Download
Assignment File Cleanup
View Grade History

4. Check boxes to select single students or the top checkbox to select all students and hit **Submit**.

	Name 🛆	Date
V	Askildsen, Heather	Tuesday, March 17, 2015 2:31:02 PM EDT
	Burke, Megan	Tuesday, March 17, 2015 2:30:24 PM EDT
V	Gregory, Brian	Tuesday, March 17, 2015 2:31:37 PM EDT

5. A message indicates the assignments have been packaged. Click **Download assignments now.** 

Source Jim-Test | Destination JBlackwellTest is Complete. To access the detailed log, click here

## **Download Assignment: jpg assignment**

The assignments have been packaged. Download assignments now. (1251 KB) Tuesday, March 17, 2015 5:01:05 PM EDT





6. Save the zip file to your local machine.

Opening gradebook_JBlackwellTest_jpg20assignment_2015-03-18-09						
You have chosen to open:						
ok_JBlackwellTest_jpg20assignment_2015-03-18-09-01-28.zip						
which is: zip Archive (1.2 MB)						
from: https://bbtest.pace.edu						
What should Firefo	do with this file?					
Open with	Open with 7-Zip File Manager (default)					
Save File						
Do this <u>a</u> utomatically for files like this from now on.						
	OK Cancel					

7. The zip file is now on your local machine...probably in your **Downloads** folder.







8. Use the zip file program of your choice to extract the files. As an example, Z-zip opens the below interface when double-clicking on the zip file. Hold the **Ctrl** key down and click on the student files to select the desired files. Click **Extract**.

C:\Users\JBLACK~1\Ap	pData\Local\Temp\	gradebook_JBlack	wellTest_jpg20assignm	ent_2015-0	03-17-15-17-28.zi	p\		X
<u>File Edit V</u> iew F <u>a</u> vori	tes <u>T</u> ools <u>H</u> elp		/	/				
d) 🗖 🗸 🗤	→ ×	រាំ						
Add Extract Test Co	py Move Delete	Info						
C:\Users\JBLACK~1\AppData\Local\Temp\gradebook_JBlackweltTest_jpg20assignment_2015-03-17-15-17-28.zip\								
Name				Size	Packed Size	Modified	Created	Acce
🔄 jpg assignment_bgrege	ory-s_attempt_2015	-03-17-14-31-37_s2	.jpg	398 428	389 633	2015-03-17 15:17		
jpg assignment_bgrege	ory-s_attempt_2015	-03-17-14-31-37.txt	t	410	249	2015-03-17 15:17		
🔄 jpg assignment_mburk	e-s_attempt_2015-0	3-17-14-30-24_me	jpg	410 511	399 599	2015-03-17 15:17		
jpg assignment_mburk	e-s_attempt_2015-0	3-17-14-30-24.txt		404	248	2015-03-17 15:17		
jpg assignment_haskild	lsen-s_attempt_201	5-03-17-14-31-02_9	s1.jpg	471 777	460 694	2015-03-17 15:17		
jpg assignment_haskild	lsen-s_attempt_201	5-03-17-14-31-02.t	xt	418	252	2015-03-17 15:17		
•								÷.
3 object(s) selected	1 280 716	471 777	2015-03-17 15:17					

 Select the appropriate extraction folder location by accepting the default folder or click the browse button to select a different folder.

Сору
Copy to:
Files: 3 (1 280 716 bytes)
C:\Users\JBLACK~1\AppData\Local\Temp\gradebook_JBlackwellTest_jpg20assignment_2015-03-1 jpg assignment_bgregory-s_attempt_2015-03-17-14-31-37_s2.jpg jpg assignment_mburke-s_attempt_2015-03-17-14-30-24_me.jpg jpg assignment_haskildsen-s_attempt_2015-03-17-14-31-02_s1.jpg
OK Cancel





10. If browsing for a different folder, select the desired folder and click **OK**.



11. The selected folder is now indicated. Click **OK**.







12. The desired student-submitted files are now in your folder. Double-clicking a file will open it. Note that the name of the file indicates the student who submitted the assignment.

		x
Solve Blackboa	rd 🕨 jpgtests 👻 🍫 Search jpgtests	٩
Organize 🔻 🔚 Previ	w 🔻 Share with 🔻 Slide show » 👫 🖛 🗍	0
☆ Favorites	jpg assignment_bgregory-s_attempt_2015-03-17-14-31-37.txt	
📃 Desktop 🗉	jpg assignment_bgregory-s_attempt_2015-03-17-14-31-37_s2.jpg	
🐌 Downloads	jpg assignment_haskildsen-s_attempt_2015-03-17-14-31-02.txt	
Recent Places	🔄 jpg assignment_haskildsen-s_attempt_2015-03-17-14-31-02_s1.jp	g
	jpg assignment_mburke-s_attempt_2015-03-17-14-30-24.txt	
詞 Libraries	🔄 jpg assignment_mburke-s_attempt_2015-03-17-14-30-24_me.jpg	
📑 Documents 🔻		

