# BLACKBOARD

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.

ACADEMIC TECHNOLOGIES

Acadtech@pace.edu
www.pace.edu/digitaltoolkit
914 773-3333 (ITS Help Desk)
914 773-3664 (Office)
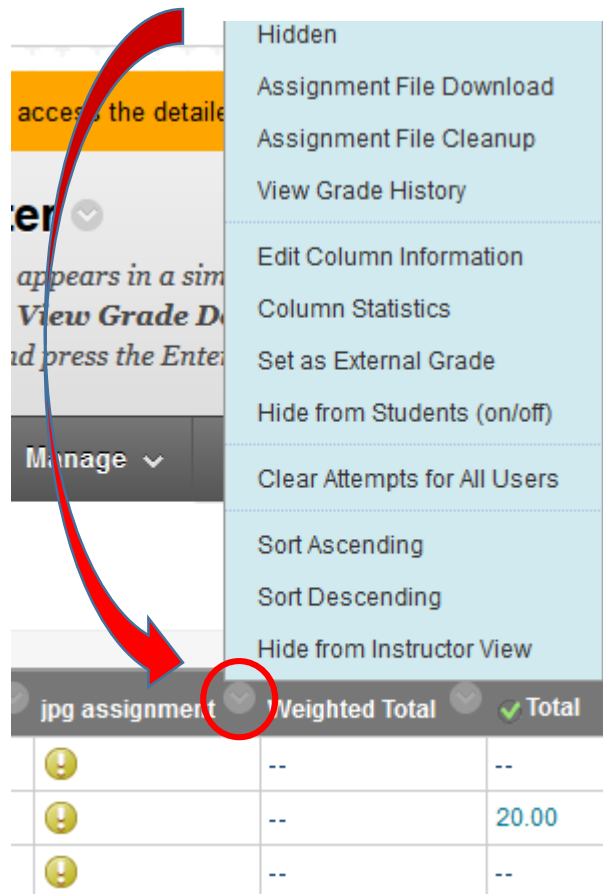
3. Click on **Assignment File Download**.

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**.

SELECT USERS

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

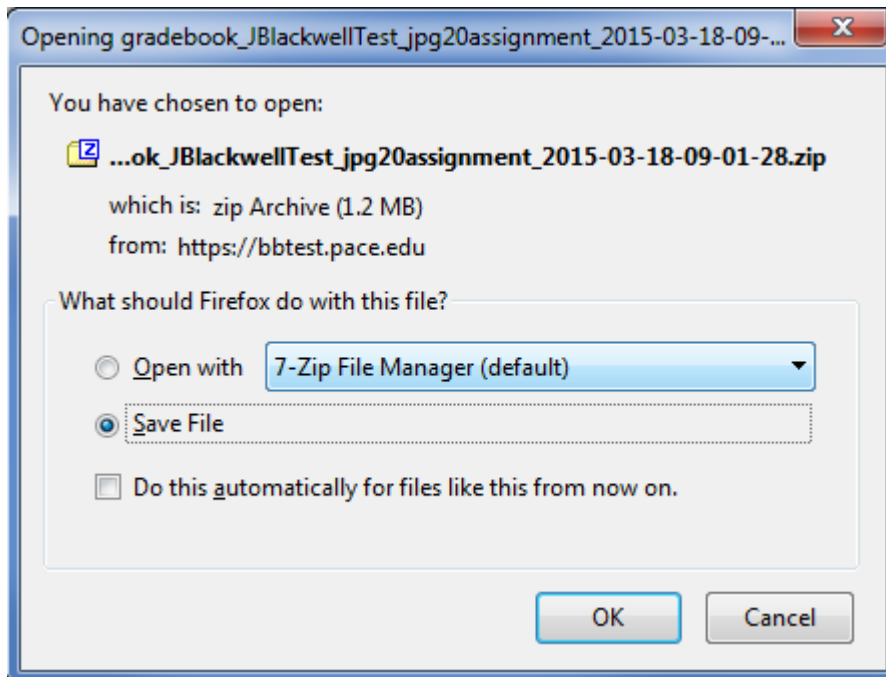5. A message indicates the assignments have been packaged. Click **Download assignments now.**

Source Jim-Test | Destination JBlackwellTest is Complete. To access the detailed log, click here
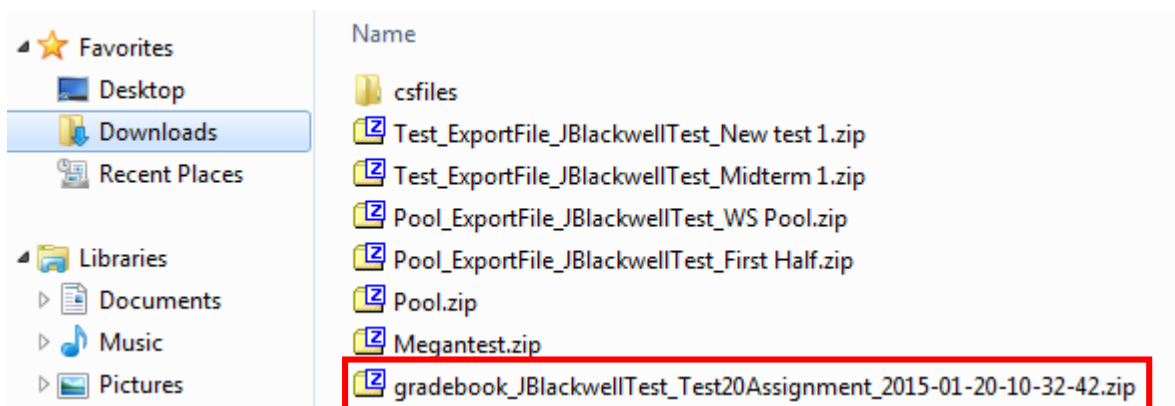
Download Assignment: jpg assignment

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

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6. Save the zip file to your local machine.

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

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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**.
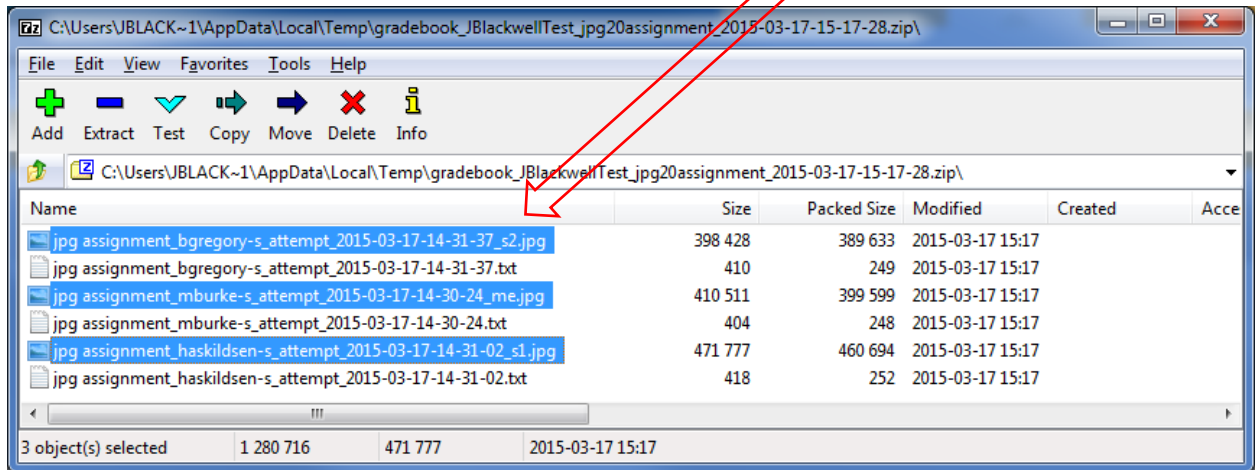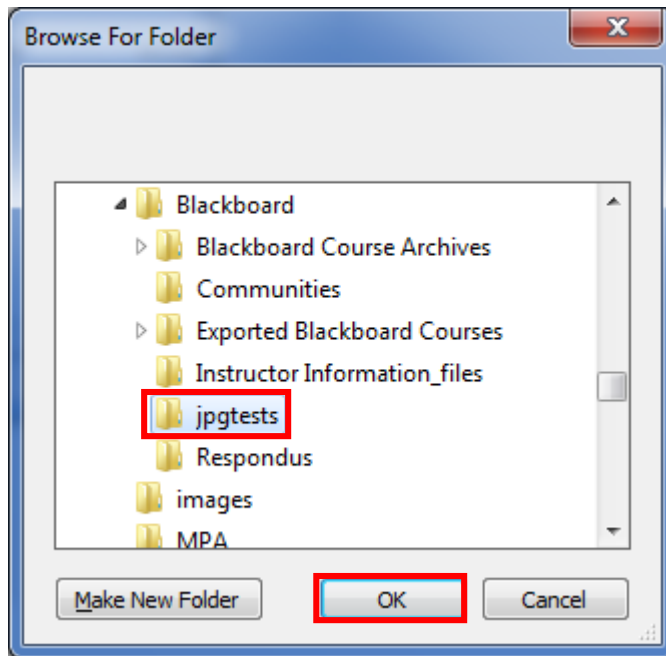

9. Select the appropriate extraction folder location by accepting the default folder or click the browse button to select a different folder.
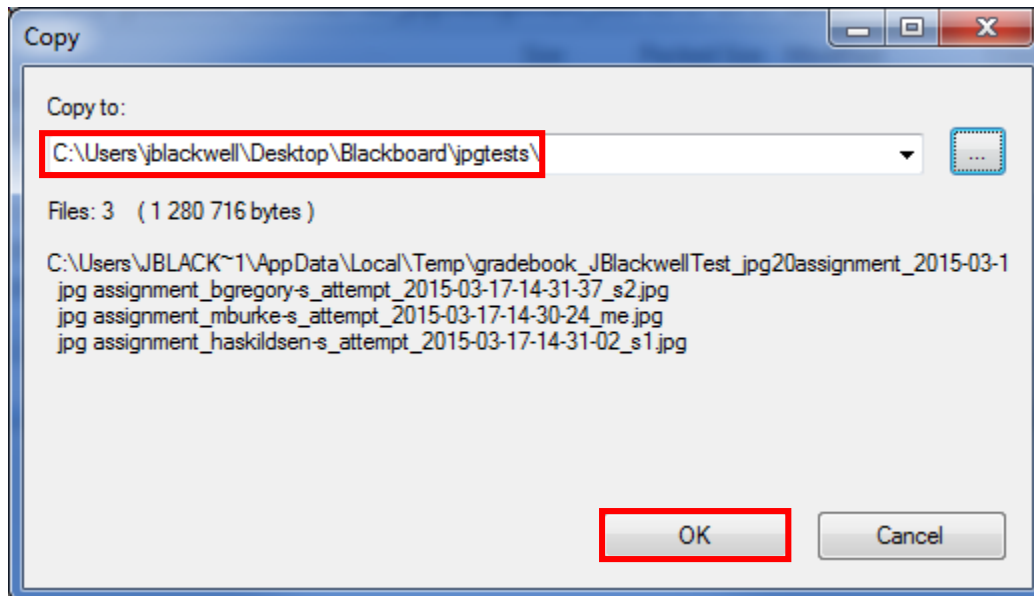
Acadtech@pace.edu
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914 773-3333 (ITS Help Desk)
914 773-3664 (Office)
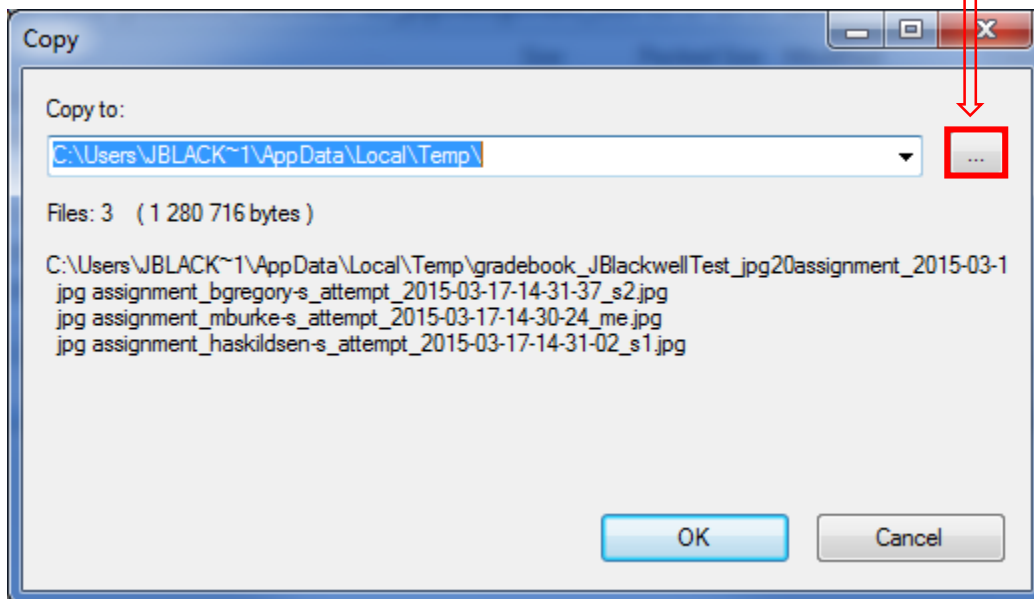
10. If browsing for a different folder, select the desired folder and click **OK**.

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

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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.

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