

Downloading Trackable Assignments

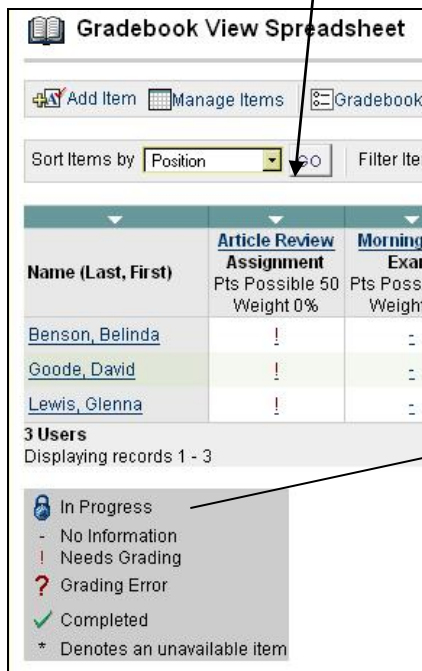
When a student submits work using Blackboard's Assignment feature, his/her file will appear in the Gradebook, where you can access and grade it. Blackboard then allows you to download all student assignments at once or individually and save them.

Part A – Downloading all assignments at once

Step 1: Click the **Gradebook** link in the *Assessment Area* of the Control Panel.



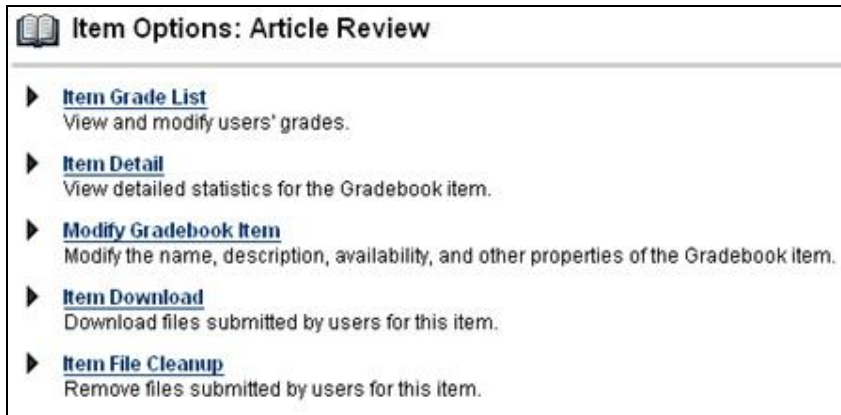
Step 2: Click the linked assignment name.



Notice the legend indicates that submitted assignments needing to be graded will have an exclamation point in the column.

If a student has merely clicked Save while doing the assignment, you will see a padlock until s/he clicks Submit.

Step 3: Click the **Item Download** link.



Continued

Step 4: Select the assignments you want to download.

Download Assignment: Article Review

1 Select Students

Select All | Select Ungraded | Unselect All

	Name	Date	Grade
<input type="checkbox"/>	Lewis, Glenna	Monday, July 7, 2008 3:51:02 PM MDT	Needs Grading
<input type="checkbox"/>	Benson, Belinda	Monday, July 7, 2008 3:52:25 PM MDT	Needs Grading
<input type="checkbox"/>	Goode, David	Monday, July 7, 2008 3:49:45 PM MDT	Needs Grading

Check the box beside the assignment you want to download.

The date and time the student submitted the assignment.

The status

Select All will select all assignments to download. Select Ungraded will select assignments without a grade to download. Unselect All will reverse an earlier selection.

Step 5: Click **Submit**.

Step 6: Click the **Download Assignments Now** link.

Download Assignment: Article Review

The assignments have been packaged. [Download assignments now. \(28 KB\)](#)

Monday, July 7, 2008 4:13:46 PM MDT

Step 7: When presented with a decision to Open or Save the file, choose **Save** and click **OK**.

Step 8: Navigate to where you want to save the files and click **Save**.

Enter name of file to save to...

Save in: Blackboard

Administration Workshop Resources

Anti-Plagiarism

Archived Courses

BbUG

Brazil CoS

Building Blocks

Conference Presentations

Counseling

Elections

Evaluations

Scheduling

Stuff

Surveys

Troubleshooting

Upgrade

File name: Article Review 3

Save as type: PowerArchiver ZIP File

Save

Cancel

Note: Blackboard packages the files in a compressed format called a "zip" file. This file is automatically named the same as the assignment. To change the name, type it in this box before you click Save.