

Bulk Assignment Download

1. Navigate to the Control Panel.
2. Open the Full Grade Center by clicking the small arrow to the right, next to Grade Center.
3. Locate and click the chevron for the assignment column you wish to download. Note: This tutorial only applies to paper downloads.
4. Click Assignment File Download.

5. Check the top box to select all users.
6. Once the users have been selected, click Submit.

1. Select Users

| <input type="checkbox"/> | Name ▲ | Date | Grade |
|-------------------------------------|-------------------------|---|---------------|
| <input checked="" type="checkbox"/> | Astudentsview, KathysBb | | Not Available |
| <input type="checkbox"/> | Builder, Bob | Monday, October 29, 2012 3:36:30 PM EDT | Needs Grading |
| <input type="checkbox"/> | Learner, Imma | Monday, October 29, 2012 3:34:34 PM EDT | Needs Grading |
| <input type="checkbox"/> | zztest1, zztest1 | | Not Available |

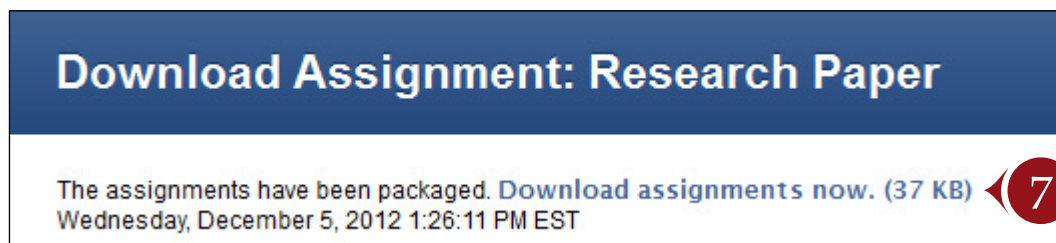
Displaying 1 to 4 of 4 items | [Show All](#) | [Edit Paging...](#)

2. Submit

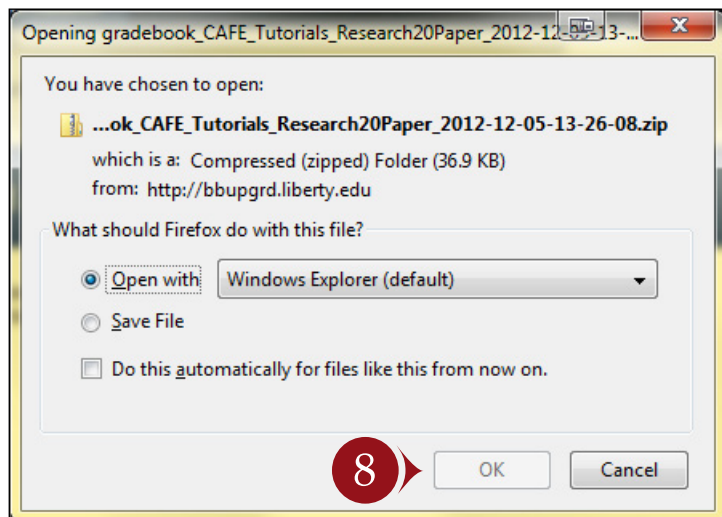
Click Submit to proceed. Click Cancel to quit.

[Cancel](#) [Submit](#)

7. Blackboard will produce a package for you to download. Click on the link.



8. Click OK and open the file when prompted.



9. Click Extract all files. You may now view and grade the assignments.

