

# Blackboard Help

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## Download Assignments



A special note from Product Management on COVID-19: The team has been taking several pre-emptive infrastructure measures to help prepare for significantly increased traffic as a growing number of schools move to fully online courses. We will continue to monitor closely and take any additional steps required to provide a seamless service.

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You can download assignment submissions to review them offline. Choose to download all or only selected submissions as a single ZIP file. Unzip or expand the file to view the contents. Each submission is saved as a separate file.

Windows and Mac computers have built-in capabilities to view and extract compressed ZIP file packages. To learn more, see the help available for your computer's operating system.

### Download assignments



➔ Doesn't seem familiar? [Jump to the "Ultra" help about downloading assignments.](#)

1. In the Grade Center, access the assignment column's menu and select *Assignment File Download*.
2. On the *Download Assignment* page, select the student submissions to download -OR- select the check box in the header bar to choose all available submissions.
3. Select *Submit*.

### Download Assignment: Planet Paper

**SELECT USERS**

<input type="checkbox"/>	Name ▲	Date	Grade
<input checked="" type="checkbox"/>	Brown, Tony	Monday, March 22, 2014 1:05:47 PM EDT	Needs Grading
<input checked="" type="checkbox"/>	Cooper, Ashby	Monday, March 22, 2014 1:07:27 PM EDT	Needs Grading
<input checked="" type="checkbox"/>	Durand, Porter	Sunday, March 21, 2014 11:52:10 AM EDT	Needs Grading
<input checked="" type="checkbox"/>	Herrera, Linda	Tuesday, March 23, 2014 9:37:53 AM EDT	Needs Grading
<input checked="" type="checkbox"/>	Johnson, Ryan	Tuesday, March 23, 2014 9:35:16 AM EDT	Needs Grading
<input checked="" type="checkbox"/>	Lopez, Bruce	Monday, March 22, 2014 1:11:19 PM EDT	Needs Grading
<input checked="" type="checkbox"/>	Wagner, Henry	Sunday, March 21, 2014 8:04:11 PM EDT	Needs Grading


### Download Assignment: Planet Paper

The assignments have been packaged. [Download assignments now. \(51 KB\)](#)

4. On the next *Download Assignment* page, select the *Download assignments now* link. A pop-up window displays instructions for what to do with the file.
5. In the pop-up window, select *Save File* and select *OK*.
6. Browse to the location where you want to download the file and select *Save*.
7. To return to the Grade Center, select *OK* on the *Download Assignment* page.

When you use the download function, usernames are included automatically in the file names for easy identification. But, files you download one by one from the *Grade Assignment* page won't include usernames. To avoid confusion, you can specify that students use a detailed file name that includes their last names or their usernames when they submit assignments.

If a student added an attachment, the downloaded ZIP file may contain two files for each student: the attached file and a TXT file produced by the Grade Center. The TXT file contains information about the submission and student comments. Both files have the student's username included in the file name for easy identification.

 *The Assignment File Cleanup function allows you to select students and delete files associated with their submissions. This function is available from the assignment column's menu in the Grade Center.*

## Grade downloaded assignments



After you review submissions offline and assign grades, you can provide grades and comments in the Grade Center. Access the assignment cell's menu and select *View Grade Details*. On the *Grade Details* page, select *Edit Grade*. You can use the *Insert File* function in the editor to add files. Or, select *View Attempt* to see the student's work in the *Submission* and *Comments* sections as you add a grade, comments, and files.

Alternatively, you can type grades directly in the Grade Center cells. If you type a grade for the first attempt for an assignment that you have allowed two attempts for, this grade is called an **override grade**. If you go on to grade the second attempt from the *Grade Assignment* page, the override grade still **supersedes** the second attempt grade you assign. So, consider the ramifications before you assign grades directly in Grade Center cells for assignments.

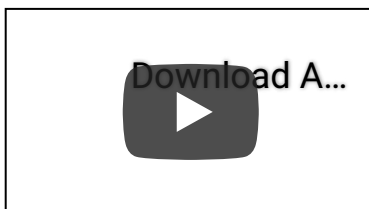
➔ [More on override grades](#)

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## ULTRA: Watch a video about downloading assessment submissions



**Video:** [Download assessment submissions](#) explains how to download assessment submissions and what you can and cannot download in the Ultra course view.



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## ULTRA: Download assessments



➔ Doesn't seem familiar? [Jump to the "Original" help](#) about downloading assignments.

To accelerate your grading process, you can download students' assessment submissions and view them offline. You can download all or only selected submissions as a single ZIP file. Unzip or expand the file to view the contents. Each submission is saved as a separate file with each student's username.



*Your TAs, Facilitators, and Graders are also allowed to download assessment submissions.*

You can download the content and files that students create and attach in the editor for their submissions.

**You can't download content and files attached to assessment questions.** For example, if an assessment has only Essay questions, students' answers aren't downloaded. You also can't download discussions, group work, or anonymous submissions.

Select the download option from these areas in the gradebook:

- **List view:** Item's *Submissions* page > menu in the header row
- **Grid view:** Item's menu

### Sociological Imagination

Content and Settings Submissions

**6 of 22** SUBMITTED      **5** TO GRADE      **1** TO POST      [Post all grades](#)

Search by student name      Filter: Needs grading      25 items per page

Student	Status	Grade	...
<b>Ashby Cooper</b> Attempted on 7/24/19, 7:02 AM	1 attempt to grade	--	Download all
<b>Chris Casper</b> Attempted on 7/23/19, 9:00 AM	1 attempt to grade	--	...
<b>Hunter Brown</b> Attempted on 7/25/19, 7:45 AM	1 attempt to grade	--	...

### Gradebook

Students      POP QUIZ! What do...      Sociological Imagin...      Group...

22 Students      45 points      0 Graded | 0 Posted      Edit      Post      Question Analysis      **Download All**      Delete

**Oliver Albe**      [Grade Now](#)      [New Submission](#)



**Hunter Brown**      [Grade Now](#)      [New Submission](#)      [New Submission](#)

## Download Assessment Files page

On the *Download Assessment Files* page, select the *Name* or *Date* column header to sort the submissions.

## Download Assessment Files

You can download all or selected students' work as a single ZIP file. You'll receive an email and a course message when the ZIP file is ready to download to your computer.

<input type="checkbox"/>	Name 	Date 
<input type="checkbox"/>	Andy Farrell	No submission
<input checked="" type="checkbox"/>	Ashby Cooper	Attempted on 7/24/19, 7:02 AM
<input checked="" type="checkbox"/>	Bruce Lopez	Attempted on 7/24/19, 8:19 AM
<input checked="" type="checkbox"/>	Chris Casper	Attempted on 7/23/19, 9:00 AM
<input type="checkbox"/>	Duncan Carroll	No submission
<input type="checkbox"/>	Henry Wagner	No submission
<input checked="" type="checkbox"/>	Hunter Brown	Attempted on 7/25/19, 7:45 AM
<input checked="" type="checkbox"/>	Jada Jackson	Attempted on 7/25/19, 8:00 AM

1. Select the check box next to the *Name* column to select all submissions or select submissions individually. If you select all, **only submissions with files and text provided by students in the editor are included in the ZIP file.**

If you allowed multiple attempts, the files for all attempts for each student are included.

2. Select *Create ZIP File* to start the process.
3. In the pop-up box, select *Send*. The file is created in the background and you automatically return to the *Submissions* list page or grid view. The process takes a few moments based on the size of the file.

You receive an email and a course message when the ZIP file is ready to download to your computer. On your course's *Messages* page or in your email, select the *Download now* link.

# Messages

13 New Messages | 13 Messages



**Cathy Chu(You)**

To: Cathy Chu

7 seconds ago, at 8:12 AM



The Sociological Imagination submissions have been packaged. [Download now. \(199 KB\)](#)

If you delete the email and course message with the link to download the file, you have to rerun the download. The ZIP file remains in the system until a routine system cleanup is performed—every 90 days or longer—or until an administrator manually deletes it. Contact your administrator for more information.

## ULTRA: View ZIP file contents



Windows and Mac computers have built-in capabilities to view and extract compressed ZIP file packages. To learn more, see the help available for your computer's operating system.

After you unzip the file, a folder appears with files for each submission. Usernames are included automatically in the file names for easy identification.

	Sociological Imagination_acooper_attempt_2019-07-24-08-02-59_soc_imagination_acooper.docx
	Sociological Imagination_acooper_attempt_2019-07-24-08-02-59.txt
	Sociological Imagination_blopez_attempt_2019-07-26-11-52-06_gender_infographic.jpg
	Sociological Imagination_blopez_attempt_2019-07-26-11-52-06.txt
	Sociological Imagination_ccasper_attempt_2019-07-23-10-00-43_soc_imagination_ccasper.docx
	Sociological Imagination_ccasper_attempt_2019-07-23-10-00-43.txt
	Sociological Imagination_hbrown_attempt_2019-07-25-08-45-04_soc_imag_hbrown.docx
	Sociological Imagination_hbrown_attempt_2019-07-25-08-45-04.txt
	Sociological Imagination_jjackson_attempt_2019-07-25-09-00-42_soc_imagination_jjackson.docx
	Sociological Imagination_jjackson_attempt_2019-07-25-09-00-42.txt
	Sociological Imagination_mgonzales_attempt_2019-07-23-11-51-14_soc_imag_mgonzales.docx
	Sociological Imagination_mgonzales_attempt_2019-07-23-11-51-14.txt
	Sociological Imagination_mwong_attempt_2019-07-23-11-20-01_sociological_imagination_Mei_Wong.docx
	Sociological Imagination_mwong_attempt_2019-07-23-11-20-01.txt

## Files included in the ZIP file

**TXT file:** If a student used the editor to complete the assessment, the submission text appears in a TXT file. You'll also find information about the submission, such as date submitted. **Reminder:** Content and files attached to assessment questions aren't downloaded.

**Submission files:** If the student uploaded one or more files as the submission, they appear together in the list. For example, a student's submission might include a Word doc, an image file, and a slide presentation. **Reminder:** If you allowed multiple attempts, the files for all attempts for each student are included.

**Combination:** A student can provide text and attach files in the editor to complete the submission.

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