WINTHROP UNIVERSITY | Office of Online Learning
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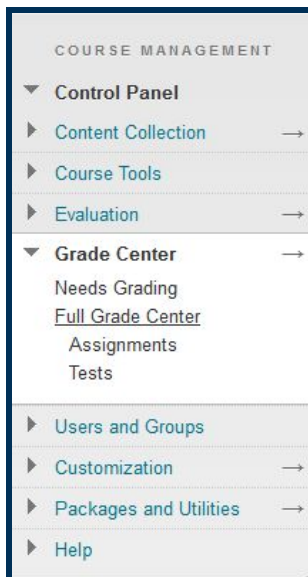# Download Assignment Submissions

Overview

This tutorial will explain how to **Download Assignment Submissions**. Using the Assignment File Download feature in the Blackboard Grade Center, you can download Assignment Submissions in a batch format to review offline or to keep as an archive after grading. This process can save you time and offer flexibility when grading in areas where internet access may be sparse or temporarily unavailable.

Quick Steps

Full Grade Center > Column Options Menu > Assignment File Download > User Checkboxes > Submit > Download Assignments Now

Step 1

To Download Assignment Submissions, you must first access the Full Grade Center. The Full Grade Center can be found in the *Course Management* navigation pane beneath the *Control Panel* section. Click on *Grade Center*, and then click on the "Full Grade Center" option.

Step 2

From the Full Grade Center page, access the Assignment's Column Options menu by clicking on the Column Options arrow that follows the Assignment's title, and then select "Assignment File Download" [1].
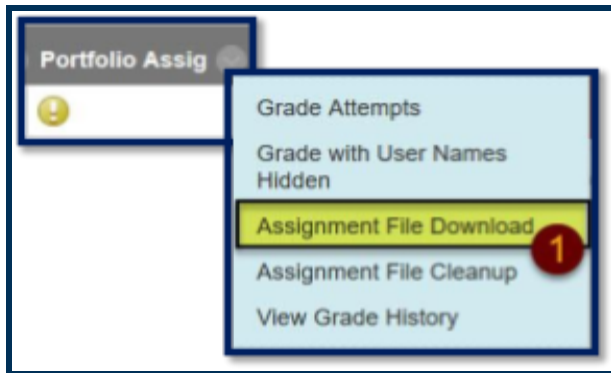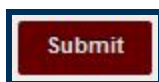
Step 3

From the Download Assignment page, check the checkboxes preceding each student's name to select the student submissions that you want to download. You can also check the top checkbox in the header bar to select all available submissions [2].

Step 4

Click the *Submit* button.

Step 5

On the next Download Assignment page, click the *Download assignments now* link. A pop-up window will display instructions for what to do with the file [3]. Save the file and click the *OK* button to return to the Grade Center.