

How to Batch Download Student Assignment Files from the Grade Center

Work submitted by students can be downloaded as a batch (group), instead of one-by-one.

1. In the Control Panel, click Grade Center and then click **Full Grade Center**.

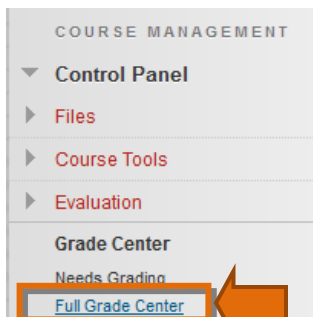



Image 1: The Grade Center sub-menu with the Full Grade Center option highlighted.

2. Locate the grade column for the assignment for which you want to collect a batch of student submissions.
3. Click the chevron  next to the column name.
4. Click **Assignment File Download**.

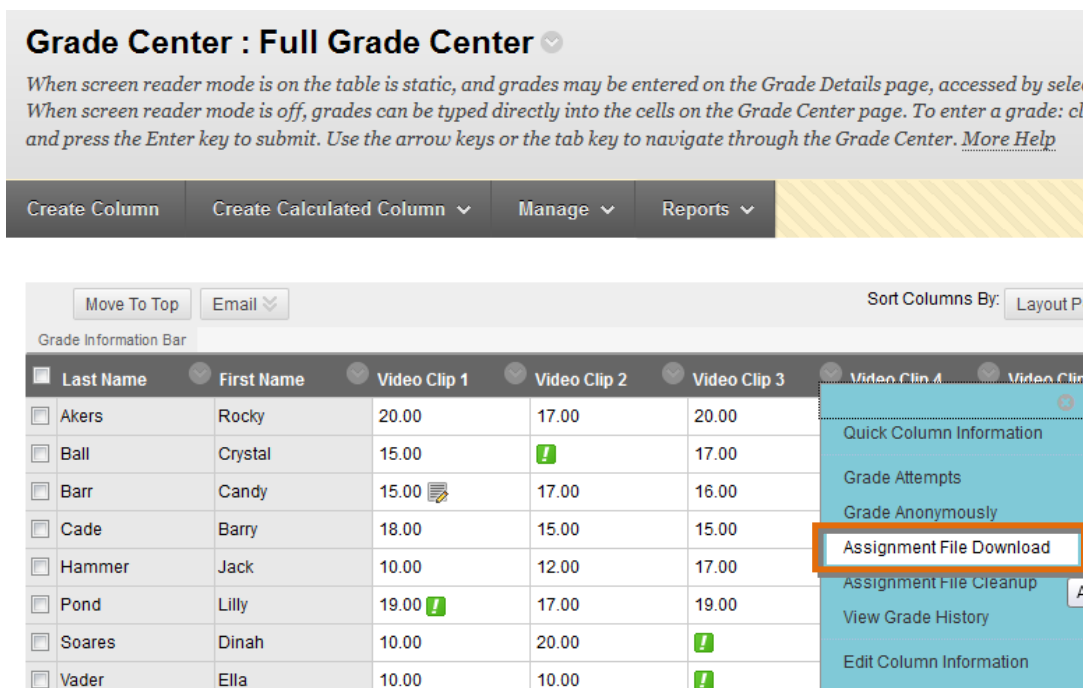


Image 2: The Assignment File Download option highlighted in the drop down menu.

5. Select the names of all students who have a file ready for grading (this is done by clicking the check box next to their names). Then click **Submit**.

Download Assignment: Video Clip 3

Download and view student assignment submissions by selecting one or more usernames and clicking **Submit**. Selected assignments are packaged as a ZIP file. Click the link to save the file to your computer.

Cancel **Submit**

1. Select Users

<input type="checkbox"/>	Name	Date	Grade
<input type="checkbox"/>	Akers, Rocky	Tuesday, August 21, 2012 9:17:03 AM CDT	20.0
<input type="checkbox"/>	Ball, Crystal	Wednesday, September 5, 2012 8:53:00 AM CDT	17.0
<input type="checkbox"/>	Barr, Candy	Thursday, November 1, 2012 9:14:33 AM CDT	16.0
<input type="checkbox"/>	Cade, Barry	Wednesday, September 5, 2012 8:58:22 AM CDT	15.0
<input type="checkbox"/>	Hammer, Jack	Wednesday, September 5, 2012 8:58:59 AM CDT	17.0
<input type="checkbox"/>	Pond, Lilly	Wednesday, July 11, 2012 9:07:13 AM CDT	19.0
<input checked="" type="checkbox"/>	Soares, Dinah	Wednesday, September 5, 2012 8:59:53 AM CDT	Needs Grading
<input type="checkbox"/>	Student, Test		Not Available
<input checked="" type="checkbox"/>	Wader, Ella	Thursday, November 1, 2012 9:38:02 AM CDT	Needs Grading

Image 3: Check marks indicate which students' files will be downloaded.

6. A message appears. Right-click the **Download assignments now** link.

Download Assignment: Video Clip 3

The assignments have been packaged. [Download assignments now. \(8 KB\)](#)

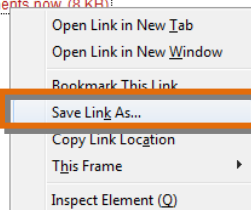
Image 4: The download assignments now message.

7. A drop-down menu appears. Click **Save Link As** to save the compressed (zip) file to your computer (or if using a Mac, right-click and choose **Download Linked File As...**).

PC:

Download Assignment: Video Clip 3

The assignments have been packaged. [Download assignments now. \(8 KB\)](#)



Mac:

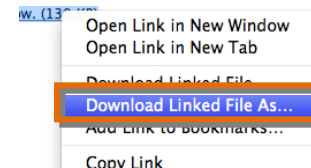


Image 5: The drop-down menu options for a PC and Mac.

8. Choose the location for the compressed (zip) file and click **Save**. Take note of where you save the file so you can return to it later.

PC:

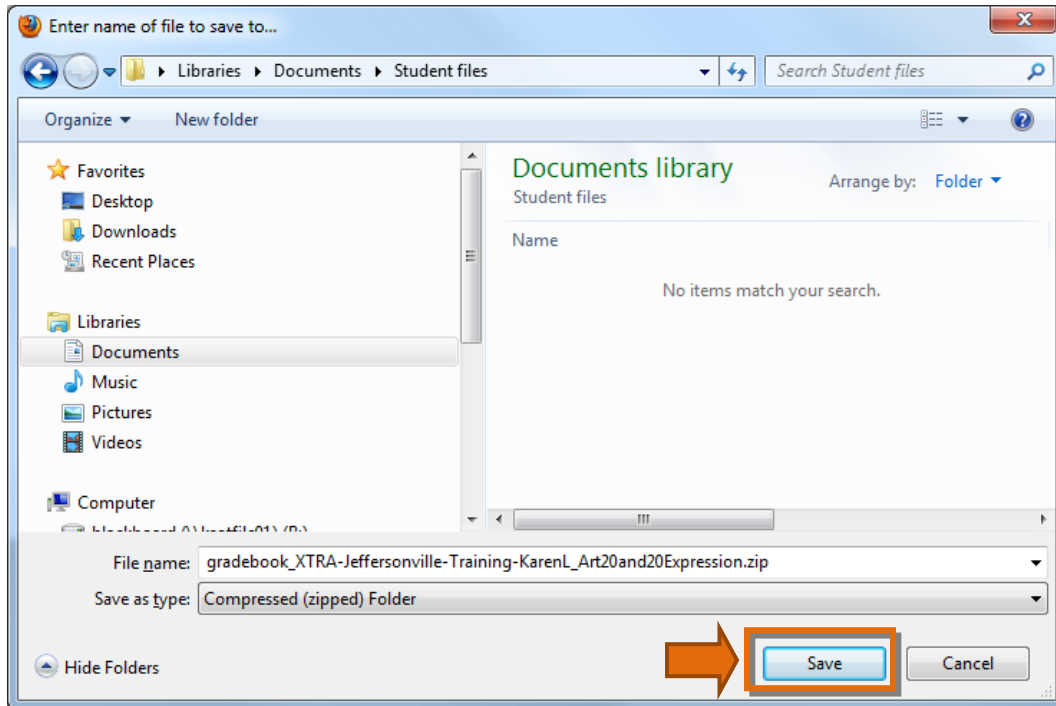


Image 6: The compressed (zip) file being saved to a specific location on a PC computer.

Mac:

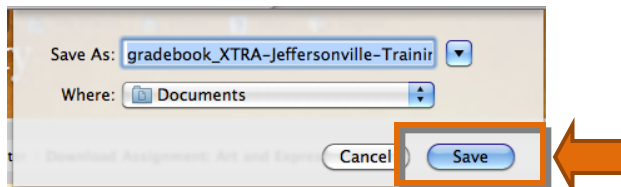


Image 7: The compressed (zip) file being saved to a specific location on a Mac.

9. The compressed (zip) file saves to the designated location. Double-click on the zip file to open it.

PC:

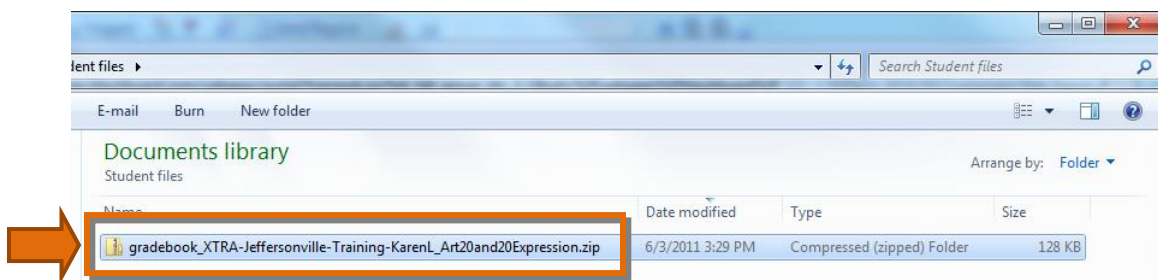


Image 8: The compressed (zip) file saved to the designated location on a PC computer.

Mac:

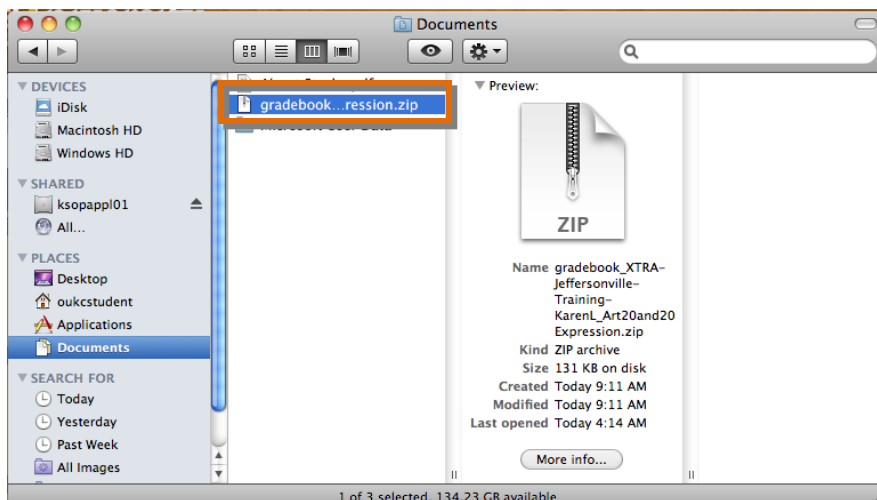


Image 9: The compressed (zip) file saved to the designated location on a Mac.

10. The zip file opens and the student files are available for you to open. *Note:* During the creation of a zip file other files, such as .txt files, are often generated in the process. These extra files are not part of the student's submission and should be ignored.

PC:

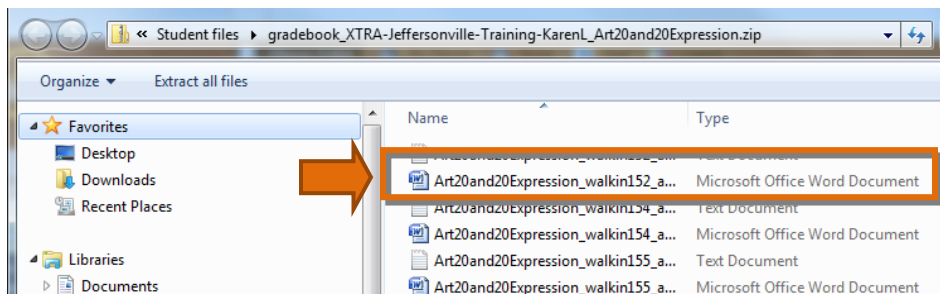


Image 10: A window with a list of files contained within the zip file. A student file is highlighted.

Mac:

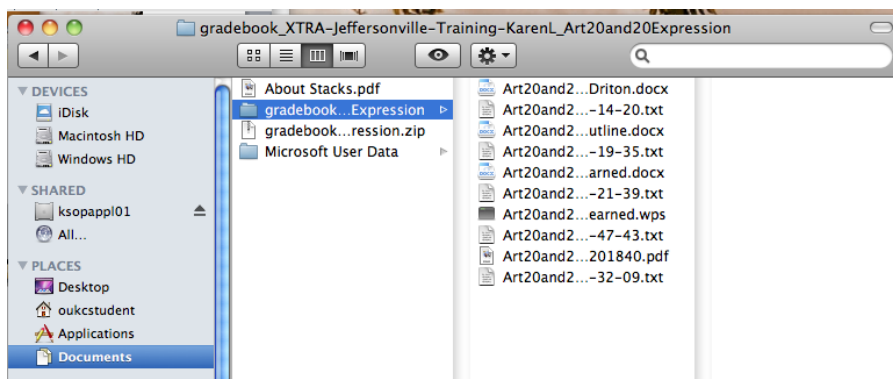
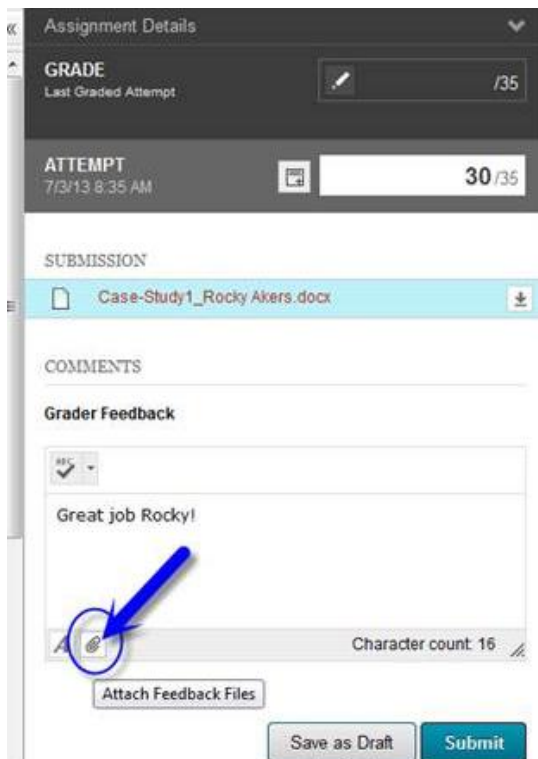


Image 11: A window with a list of files contained within the zip file. A student file is highlighted.

Important Notes:

- While student assignment files can be *downloaded* in a batch from the grade center, they cannot be *uploaded* back to the Grade Center using a batch process. Uploading must be done individually by student per assignment. Attach your feedback files in the Grader Feedback area of that particular assignment.



- Additional resources for opening different file types, working with the grade center, and using Blackboard are located on the Portal on the Blackboard Info group page. Follow these steps to join the Blackboard Info page:
 - Sign into the Portal.
 - Click on the **OU Life** tab at the top of the page.

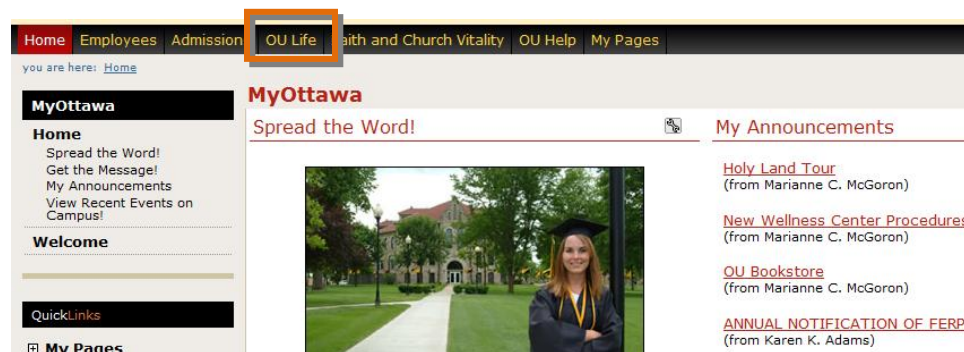


Image 12: The OU Life tab is located at the top of the screen in the middle of the menu bar.

- On the right-hand side of the OU Life page, there is a portlet titled My Groups. Click **Browse Groups**.
- Locate the “Blackboard Info” group located in the “Education and Training” section and click **Join**.

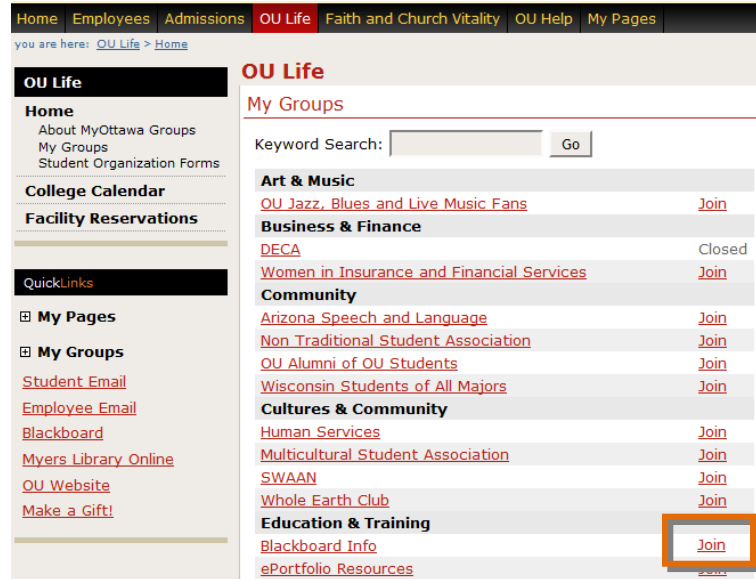


Image 13: The option to join the Blackboard Info user group is located to the right.