

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**.





- 2. Locate the grade column for the assignment for which you want to collect a batch of student submissions.
- 3. Click the chevron $| \forall$ 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**.

Dow	nload	lload Assignme d and view student assignme lick the link to save the file t	ent submissions by selecting one or more usernames and clicking Submit . Selected assi	gnments are packaged as a	
				Cancel	
1. :	Sele	ct Users			
		Name 🛆	Date	Grade	
		Akers, Rocky	Tuesday, August 21, 2012 9:17:03 AM CDT	20.0	
		Ball, Crystal	Wednesday, September 5, 2012 8:53:00 AM CDT	17.0	
		Barr, Candy	Thursday, November 1, 2012 9:14:33 AM CDT	16.0	
		Cade, Barry	Wednesday, September 5, 2012 8:58:22 AM CDT	15.0	
		Hammer, Jack	Wednesday, September 5, 2012 8:58:59 AM CDT	17.0	
N -		Pond, Lilly	Wednesday, July 11, 2012 9:07:13 AM CDT	19.0	
	V	Soares, Dinah	Wednesday, September 5, 2012 8:59:53 AM CDT	Needs Grading	
1		Student, Test		Not Available	
	V	'ader, 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.



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...**).



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:		
Enter name of file to save to		×
🚱 🔍 🗣 🕨 🕨 Libraries 🕨 Documents 🕨 S	tudent files	s 🗸 🛃 Search Student files
Organize 🔻 New folder		1 - 0
🔆 Favorites 💻 Desktop		Documents library Student files Arrange by: Folder -
🐌 Downloads 🔠 Recent Places	E	Name
🛱 Libraries		No items match your search.
 Documents Music Pictures 		
Mideos 🛃		
Computer	•	<
File name: gradebook_XTRA-Jefferson	nville-Trainir	ing-KarenL_Art20and20Expression.zip
Save as type: Compressed (zipped) Fold	er	•
Hide Folders		Save Cancel

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

Mac:

Save As: Where:	gradebook_XTRA-Jeffersonville-Trainir	
or 1 Download	Cancel Save	

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.

ent files 🔸		✓ 4) Search Student file	rs
E-mail Burn New folder			i≡ • □ (
Documents library Student files		Arra	inge by: Folder 🔻
Name	Date modified	Туре	Size
gradebook_XTRA-Jeffersonville-Training-KarenL_Art20and20Expression.zip	6/3/2011 3:29 PM	Compressed (zipped) Folder	128 KB

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



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:		
Student files > gradebook_XTR	A-Jeffersonville-Training-KarenL_Art20and20E	xpression.zip 🔹 🗘
Organize 🔻 Extract all files		
A 🔆 Favorites	Name	Туре
📃 Desktop		
🚺 Downloads	Art20and20Expression_walkin152_a	Microsoft Office Word Document
🖳 Recent Places	ArtzuandzuExpression_waikin104_a	l ext Document
	Art20and20Expression_walkin154_a	Microsoft Office Word Document
Libraries	Art20and20Expression_walkin155_a	Text Document
Documents	Art20and20Expression_walkin155_a	Microsoft Office Word Document

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

Mac:						
		book_XTRA-Jeffersonv	rille-Train	*	٩	n
 DEVICES iDisk Macintosh HD Windows HD SHARED ksopappi01 All PLACES Desktop oukcstudent Applications Documents 	A	About Stacks.pdf gradebookExpress gradebookression. Microsoft User Data		Art20and2 Art20and2 Art20and2 Art20and2 Art20and2 Art20and2 Art20and2 Art20and2 Art20and2 Art20and2	Driton.docx 14-20.txt utline.docx 19-35.txt arned.docx 21-39.txt earned.wps 47-43.txt 201840.pdf 32-09.txt	

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.

ĸ	Assignment Details	*
•	GRADE Last Graded Attempt	/35
J	ATTEMPT 7/3/13 8:35 AM	30 /35
l	SUBMISSION	
=	Case-Study1_Rocky Akers.docx	±
l	COMMENTS Grader Feedback	
l		
	Great job Rocky!	
	Ch Attach Feedback Files	aracter count 16 🏒
	Save as Dr	aft Submit

- 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**.

QuickLinks Women in Insurance and Financial Services Join © My Pages Arizona Speech and Language Join © My Groups Non Traditional Student Association Join © My Groups OU Alumni of OU Students Join Student Email Wisconsin Students of All Majors Join Blackboard Human Services Join Myers Library Online SWAAN Join OU Website Whole Earth Club Join Blackboard Info Join Join			
OU Life My Groups About MyOttawa Groups My Groups Student Organization Forms Go College Calendar OU Jazz, Blues and Live Music Fans Facility Reservations DECA QuickLinks Community Image: My Groups Join QuickLinks Community Image: My Groups Join Student Email Non Traditional Student Association Image: Student Email Wisconsin Students of All Majors Image: Student Groups Join Cultures & Community Join My Groups Join Student Email Wisconsin Students of All Majors Join Myters Library Online SWAAN Join OU Website Whole Earth Club Join Make a Gift! Education & Training Join	Home Employees Admissio	ns OU Life Faith and Church Vitality OU Help My Pages	
OU Life My Groups About MyOttawa Groups My Groups Student Organization Forms Go College Calendar OU Jazz, Blues and Live Music Fans Facility Reservations DECA QuickLinks Observations @ My Groups DECA QuickLinks Community @ My Groups Join Student Email Wisconsin Student Association Blackboard Multicultural Student Association Myers Library Online SWAN OU Website Whole Earth Club Blackboard Info Join Myers Library Online Blackboard Info OU Website Whole Earth Club	you are here: <u>OU Life</u> > <u>Home</u>		
Home About MyOttawa Groups My Groups Student Organization Forms My Groups Keyword Search: Go College Calendar Facility Reservations Art & Music OU Jazz, Blues and Live Music Fans Join Business & Finance DECA Close QuickLinks DECA Close QuickLinks Arizona Speech and Language Join B My Pages Arizona Speech and Language Join B My Groups Non Traditional Student Association Join Student Email Wisconsin Students of All Majors Join Blackboard Human Services Join Myers Library Online SWAN Join OU website Wohe Earth Club Join Make a Gift1 Education & Training Join	OU Life	OU Life	
My Groups Student Organization Forms Keyword Search: Go College Calendar OU Jazz, Blues and Live Music Fans Join Facility Reservations Business & Finance DECA QuickLinks DECA Colose QuickLinks Arizona Speech and Language Join B My Pages Arizona Speech and Language Join Student Email Wisconsin Students of All Majors Join Blackboard Human Services Join My Website Multicultural Student Association Join OU Website Wincle Earth Club Join Blackboard Info Join Student Association Join OU Website Whole Earth Club Join Join		My Groups	
College Calendar OU Jazz, Blues and Live Music Fans Join Facility Reservations Business & Finance DECA QuickLinks DECA Close QuickLinks Community Join Image: My Pages Arizona Speech and Language Join Image: My Groups OU Alumni of OU Student Association Join Student Email Wisconsin Students of All Majors Join Employee Email Cultures & Community Ulticultural Student Association Join Myers Library Online SWAAN Join Join OU Website Whole Earth Club Join Join Blackboard Info Join Pottfolio Join	My Groups	Keyword Search: Go	
Facility Reservations OU Jazz, Blues and Live Music Fans Join Business & Finance DECA Close QuickLinks DECA Close QuickLinks Arizona Speech and Language Join B My Pages Arizona Speech and Language Join B My Groups Non Traditional Student Association Join OU Jazz, Blues and Live Music Fans Join Join Community Image: Community Image: Community Blackboard Wisconsin Students of All Majors Join Myers Library Online SWAAN Join OU Website Whole Earth Club Join Blackboard Info Join Join Outschild Inservation Join Join	College Calendar		
Business & Finance DECA Close Women in Insurance and Financial Services Join Community Arizona Speech and Language Join My Groups Arizona Speech and Language Join OU Alumni of OU Students Join Student Email Wisconsin Students of All Majors Join Enployee Email Cultures & Community U Blackboard Human Services Join OU Website SWAN Join Make a Gift1 Education & Training Join Blackboard Info Join Join		OU Jazz, Blues and Live Music Fans	<u>Join</u>
QuickLinks Join QuickLinks Community Image: My Pages Arizona Speech and Language Join Image: My Groups Non Traditional Student Association Join Student Email Wisconsin Students of All Majors Join Employee Email Cultures & Community Image: Page Student Student Association Myers Library Online SWAAN Join OU website Whole Earth Club Join Blackboard Human Services Join OU website SWAAN Join Blackboard Info Join Join Our besite Whole Earth Club Join Blackboard Info Join Join	Facility Reservations	Business & Finance	
Qucklinks Community My Pages Arizona Speech and Language Join My Groups Non Traditional Student Association Join OU Alumni of OU Students Join Student Email Wisconsin Students of All Majors Join Employee Email Cultures & Community Image: Swaan Student Association Join Myers Library Online SWAAN Join Join Make a Gift1 Education & Training Join Join		DECA	Closed
E My Pages Community Arizona Speech and Language Join Image: My Groups Non Traditional Student Association Join OU Alumni of OU Students Join Student Email Wisconsin Students of All Majors Join Employee Email Cultures & Community Human Services Join Myers Library Online SWAAN Join Join Make a Gift! Education & Training Blackboard Info Join	QuickLinka	Women in Insurance and Financial Services	<u>Join</u>
E My Groups Non Traditional Student Association Join Student Email OU Alumni of OU Students Join Student Email Wisconsin Students of All Majors Join Employee Email Cultures & Community Join Blackboard Human Services Join Myers Library Online Multicultural Student Association Join OU Website Whole Earth Club Join Make a Gift! Education & Training Join Plackboard Info Join	QUICKEIIIRS	Community	
Image: Student Small OU Alumni of OU Students Join Student Email Wisconsin Students of All Majors Join Employee Email Cultures & Community Image: Small Majors Join Blackboard Human Services Join Join Myers Library Online Multicultural Student Association Join OU Website Whole Earth Club Join Make a Gift! Education & Training Join Blackboard Info Join Outhers of the Measures Join	🗄 My Pages	Arizona Speech and Language	<u>Join</u>
Student Email OU Alumni of OU Students Join Student Email Wisconsin Students of All Majors Join Employee Email Cultures & Community Join Blackboard Human Services Join Myers Library Online Multicultural Student Association Join OU Website Whole Earth Club Join Make a Gift! Education & Training Join Blackboard Info Join		Non Traditional Student Association	<u>Join</u>
Employee Email Cultures & Community Join Blackboard Human Services Join Myers Library Online Multicultural Student Association Join OU Website SWAAN Join Make a Gift! Education & Training Blackboard Info Blackboard Blackboard Join	m My Groups	OU Alumni of OU Students	Join
Blackboard Human Services Join Myers Library Online Multicultural Student Association Join OU Website SWAAN Join Make a Gift! Whole Earth Club Join Education & Training Blackboard Info Join Poteficitie Reserved Join	Student Email	Wisconsin Students of All Majors	<u>Join</u>
Myers Library Online Multicultural Student Association Join OU Website SWAAN Join Make a Gift! Whole Earth Club Join Education & Training Blackboard Info Join Poteficity Reservers Join Join	Employee Email	Cultures & Community	
OU Website SWAAN Join Make a Gift! Education & Training Blackboard Info Join	Blackboard	Human Services	<u>Join</u>
OU Website SWAAN Join Make a Gift! Whole Earth Club Join Education & Training Blackboard Info Join Blackboard Info Join	Myers Library Online	Multicultural Student Association	<u>Join</u>
Make a Gift! Whole Earth Club Join Education & Training Blackboard Info Join Blackboard Info Join		SWAAN	Join
Education & Training Blackboard Info Dontfile Reserved		Whole Earth Club	<u>Join</u>
-Destfalia Deservices	Make a GIL!	Education & Training	
ePortfolio Resources		Blackboard Info	<u>Join</u>
		ePortfolio Resources	<u></u>

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