

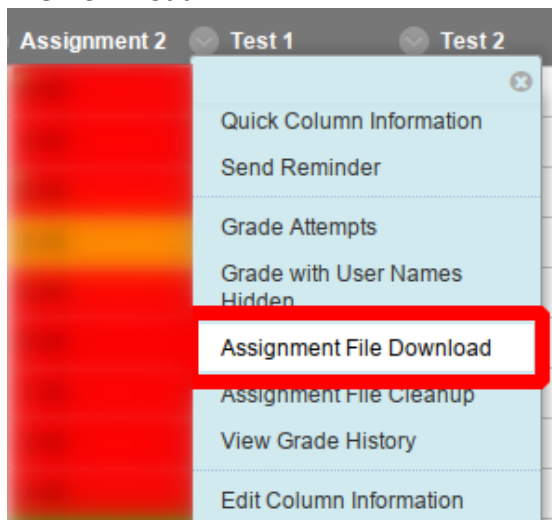


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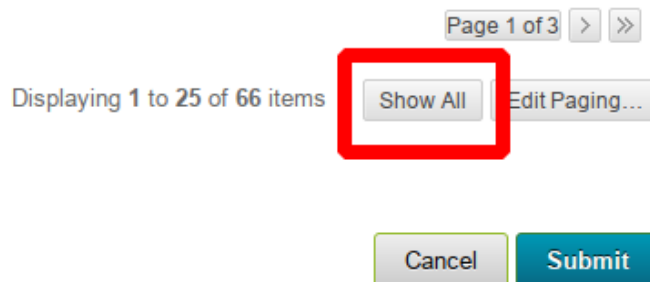
1. Log into Blackboard and select your course. Then navigate to **Control Panel** then **Full Grade Center**.



2. Go to your column and click on the chevron (the down arrow), then click **Assignment File Download**

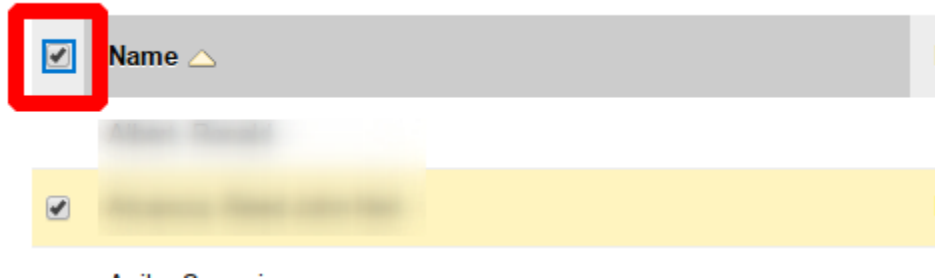


3. Scroll down to the bottom and click **Show All** (if you have multiple pages of students).





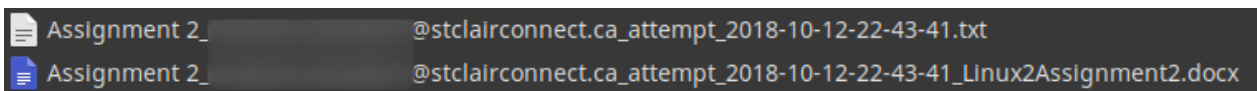
- Then at the top click the **checkbox** in the header and it'll select everyone who submitted an assignment.



- Then click **Submit** at the bottom.
- On the next screen click **Download assignments now (size)**



- In the zip file you'll usually see 2 files a .txt file and a .<file type of your submission> (for example a .docx file)



The .txt file is the comments entered at the submission.
The .docx file in my example above is the actually assignment submitted to me.