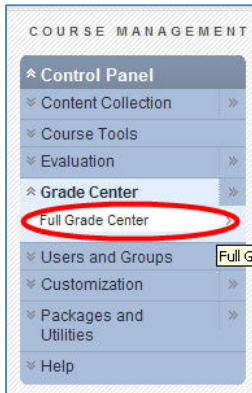


## University of St. Thomas – Blackboard 9 Training

### Downloading Assignments for Manual Grading

Downloading assignment submissions to your computer enables you to review them offline instead of reviewing them online from the Grade Center.

1. Under the Control Panel, click **Grade Center | Full Grade Center**.



2. Click the Contextual Menu Icon next to column name to access the menu.

A screenshot of the Blackboard Grade Center table. The contextual menu icon next to the 'Assignment 1' column header is circled in red.

Last Name	First Name	Username	Quiz Totals	Assignment 1	Final Exam
test4	test4	test4	250.00 (83.33%)	100.00	160.00 (80.00%)
testy	testy	testy	- (-)	-	- (-)

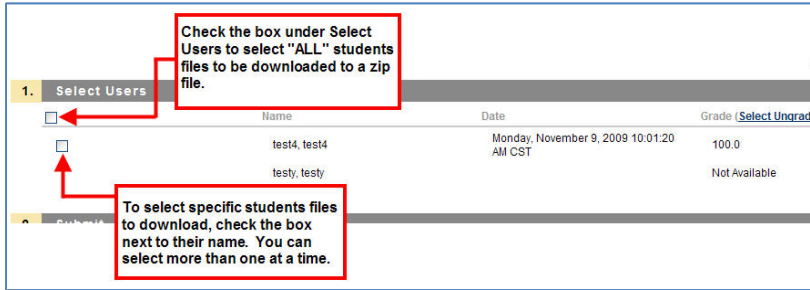
3. Choose Assignment File Download from the list.

A screenshot of the Blackboard Grade Center table with the contextual menu open. The 'Assignment File Download' option is circled in red.

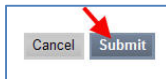
Last Name	First Name	Username	Quiz Totals	Assignment 1	Final Exam
test4	test4	test4	250.00 (83.33%)	100.00	160.00 (80.00%)
testy	testy	testy	- (-)	-	- (-)

- Quick Column Information
- Grade Anonymously
- Grade Attempts
- Edit Column Information
- Column Statistics
- Set as External Grade
- Assignment File Cleanup
- Assignment File Download**
- Show/Hide to Users
- Clear Attempts for All Users
- Sort Ascending
- Sort Descending
- Hide Column

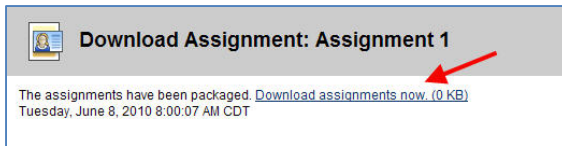
4. There are a couple of options for choosing papers from the list.



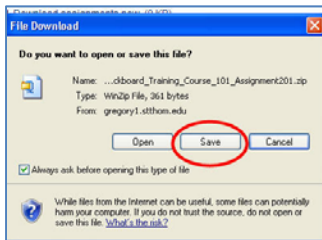
5. Click Submit to create the zip file.



6. Click the Download assignment now link.



7. Click Save in the File Download window.



8. Choose the location to store the .zip files and click Save.



9. Click OK when finished with download.

