

Downloading Assignments

1. Log into Blackboard
2. Click on the appropriate course name
3. Click **Control Panel**
4. Click **Gradebook**
5. Click the name of the assignment in the spreadsheet you want to retrieve student files
6. Click **Item Download**
7. Select **Select All** or **Select Ungraded** or select individual students using the checkboxes

1 Select Students

[Select All](#) | [Select Ungraded](#) | [Unselect All](#)

	Name	Date	Grade
<input type="checkbox"/>	BUstudent, BUstudent	Wednesday, July 26, 2006 12:56:36 PM EDT	Needs Grading

8. Click **Submit**
9. Click **Download assignments now**
Note: The file size is listed.
10. Click **Save** and select the file location (We recommend that you save your file to your network drive or P: drive)
11. Click **Save** to save the file
12. Click **Open** if you want to view them now or **Close** to view later
13. Click **OK** in Blackboard to return to the **Items Options** page
14. Click **OK** to return to the **Gradebook View Spreadsheet**