Save student submissions

Use this option if you want to save copies of submitted assignments as files that you can open on your computer.

We recommend that you do not delete/change content in your Blackboard course while retrieving material, so that the final archive contains all course content.

- 1. Log in to Blackboard at <u>https://myuni-blackboard.adelaide.edu.au/</u> and open your Blackboard course.
- 2. Go to Course Management > Control Panel and click the V next to Grade Centre
- 3. Click Full Grade Centre.
- 4. Locate the column for the assignment, click on the small down arrow in the column header for the assignment and select **Assignment File Download**. Note: If Assignment File Download does not appear there are no submitted assignments for that item.



5. To select all submissions, scroll down and click on **Show All**. Then check the box at the top next to 'Name'. Alternatively, select only the submissions you wish to download by placing checks in the boxes. Click **Submit**.

Download Assignment: Poster Assignment (10%)		
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
1. Select Users		
_		Page 1 of 3 3
🕢 Name 🛆	Date	Grade
		Not Available (Override Grade: 7.0)
		Not Available (Override Grade: 9.0)
		Not Available
		Not Available (Override Grade: 9.0)
2	Tuesday, 20 October 2015 09:11:15 oldock ACDT	8.5
2	Tuesday, 20 October 2015 11:19:18 o'clock ACDT	9.5
×	Friday, 23 October 2015 14:36:16 o'clock ACDT	9.0
10 M 10		Not Available (Override Grade: 9.0)
		Not Available (Override Grade: 7.0)
		Not Available
	Sunday, 8 November 2015 17:50:32 o'clock ACDT	7.0
*	Tuesday, 20 October 2015 12:35:34 o'clock ACDT	8.5

6. Click on the link **Download assignments now**.

Download Assignment: Poster Assignment (10%) The assignments have been packaged Download assignments now. (43523 KB) Thursday, 1 June 2017 12:07:51 o'clock Acts 1 7. A zip file will be created in the **Downloads** folder.



- 8. Save the zip file to a location where you can find it for future use. Working documents may be held in a shared network folder. All final versions of course accreditation material should be stored in HPE Content Manager.
- 9. The zip file contains a copy of the file(s) submitted by students and a text document that contains data about the submission when it was submitted, who it was submitted by and any submission text or comments associated with the submission.
 Name

1000	
Poster Assignment (10%)_	_attempt_2015-10-20-12-35-34.txt
🔁 Poster Assignment (10%)_	_attempt_2015-10-20-12-35-34_AI Poster_Bpdf
😰 Poster Assignment (10%)_	attempt_2015-10-20-12-35-34_AI Poster_Bpptx
Poster Assignment (10%)_	_attempt_2015-10-21-13-52-20.txt
🕵 Poster Assignment (10%)_	_attempt_2015-10-21-13-52-20_poster.png
Poster Assignment (10%)_	attempt_2015-10-20-12-46-57.txt
📔 Poster Assignment (10%)_	_attempt_2015-10-20-12-46-57_Engagement and Listenership of Community Radio.jpg
Poster Assignment (10%)_	_attempt_2015-10-20-23-42-51.txt
😰 Poster Assignment (10%)_	_attempt_2015-10-20-23-42-51_Presentation1.pptx
Poster Assignment (10%)_	_attempt_2015-10-20-11-19-18.txt
Poster Assignment (10%)_	attempt_2015-10-20-11-19-18_Recently Arrived Elderly Refugees in Adelaide ARA Poster.docx
Poster Assignment (10%)_	_attempt_2015-10-23-14-36-16.txt
🔃 Poster Assignment (10%)_	_attempt_2015-10-23-14-36-16_Poster2.pptx
Poster Assignment (10%)_	_attempt_2015-10-20-20-57-50.txt
🗾 Poster Assignment (10%)_	_attempt_2015-10-20-20-57-50_Posterpdf
Poster Assignment (10%)	_attempt_2015-10-19-11-40-34.txt
🗾 Poster Assignment (10%)_	_attempt_2015-10-19-11-40-34pdf
Poster Assignment (10%)_	_attempt_2015-10-23-12-02-50.txt
📄 Poster Assignment (10%)_	_attempt_2015-10-23-12-02-50_Volunteer Toursim Poster .docx
Poster Assignment (10%)_	_attempt_2015-11-08-17-50-32.txt
🗾 Poster Assignment (10%)_	attempt_2015-11-08-17-50-32_The Helpmann Academy as a case study on the role and 28BDC25A1C46AAED33BC353BA2CBB22D.pdf
Poster Assignment (10%)_	_attempt_2015-10-19-10-08.txt
🔁 Poster Assignment (10%)_	_attempt_2015-10-19-10-08_Poster Design 2.pdf

10. Extract files and use as needed.