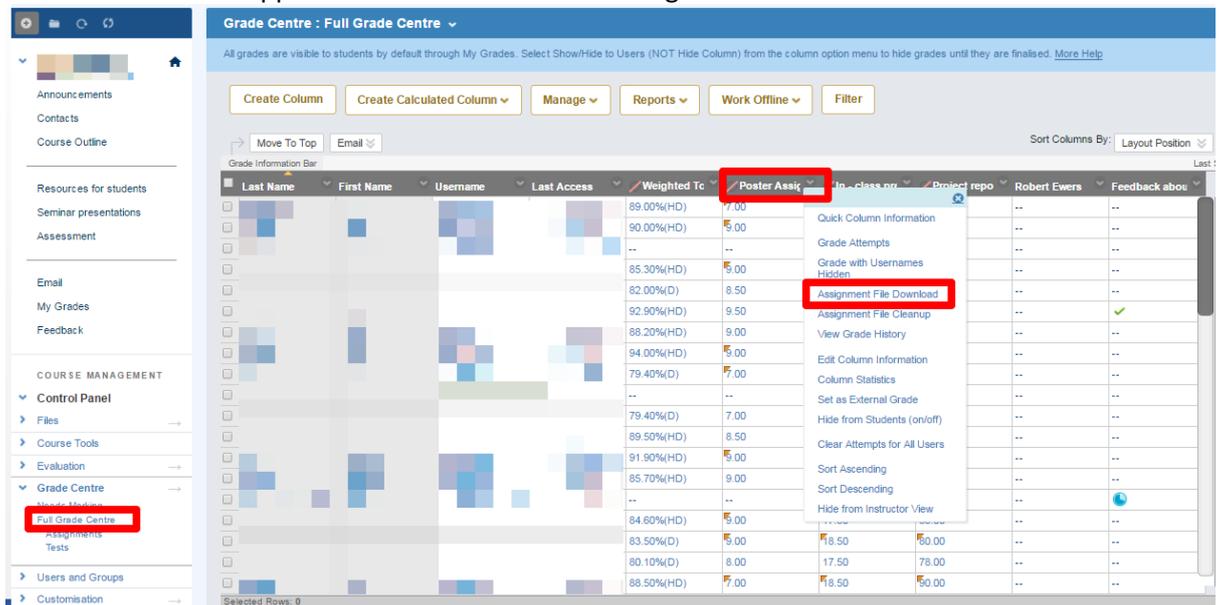


# Save student submissions

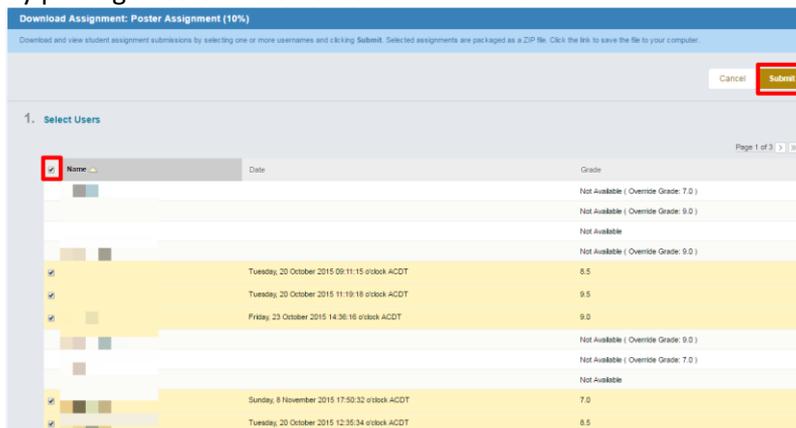
Use this option if you want to save copies of submitted assignments as files that you can open on your computer.

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 <https://myuni-blackboard.adelaide.edu.au/> and open your Blackboard course.
2. Go to **Course Management > Control Panel** and click the **∨** 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.



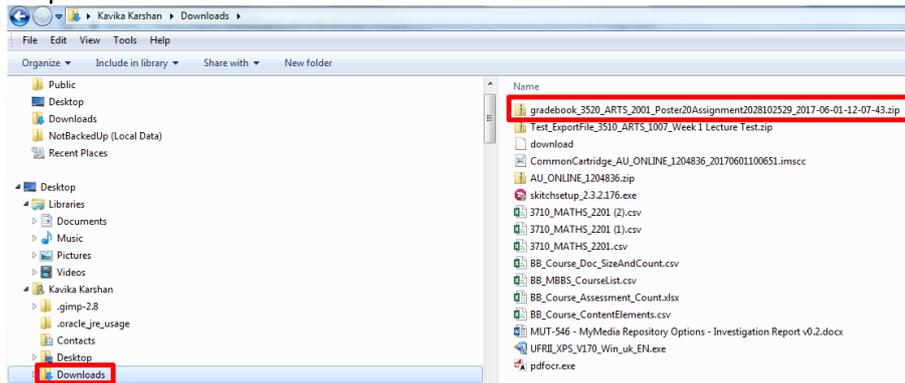
5. To select all submissions, scroll down and click on **Show All**. Then check the box at the top next to 'Name'. Alternatively, select only the submissions you wish to download by placing checks in the boxes. Click **Submit**.



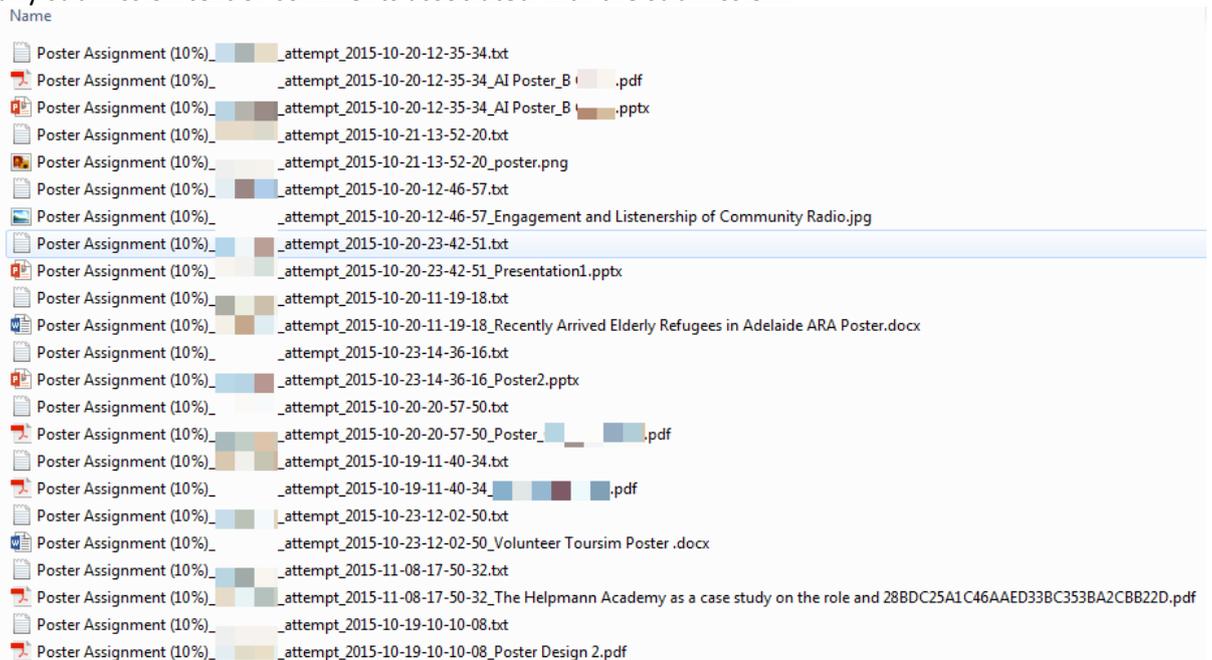
6. Click on the link **Download assignments now**.



- 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.



- 10. Extract files and use as needed.