

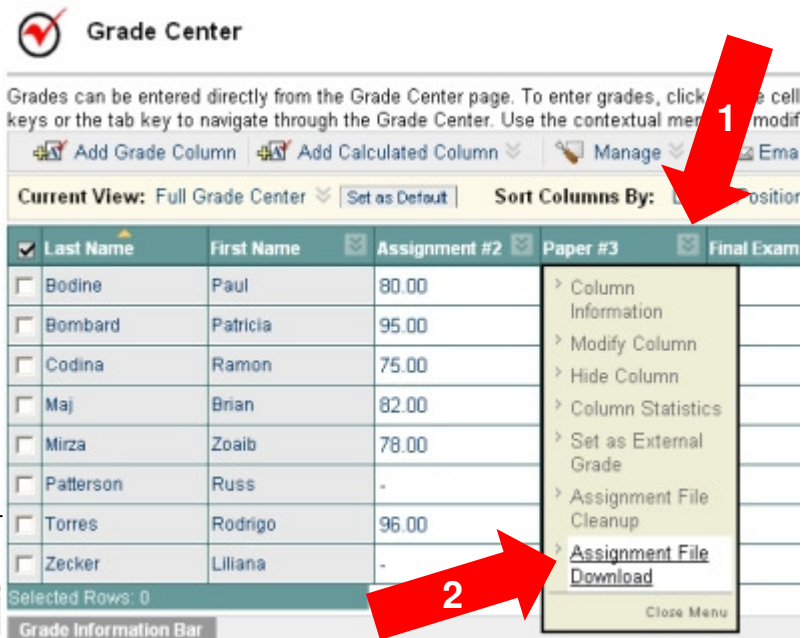
Assignment Advantages and “Bulk” Download Definition

When you use the assignment feature to issue an assignment, Blackboard automatically puts a column in the gradebook for the item. Using the Grade Center you can “bulk download” all student submissions at one time. This download has these significant advantages over the use of the Dropbox for the submission of student work:

1. All student submissions are automatically combined into one zipped file for you to download. This means it is no longer necessary for you to separately download each student’s work!
2. The file name for each student’s submission is inserted by Blackboard into the file name itself. You no longer need to manually keep track of which file (document) was submitted by which student.
3. Each student can make only one submission of the assignment, unlike the case with the Dropbox where students could make multiple submissions.
4. You can automatically control the availability of the assignment and submission screen by date and time range, effectively creating a time “window” for completion of the assignment; the Dropbox, by comparison, is always open to all, unless you remove it from your menu manually.

How to...

To bulk download student submissions click the chevron at the head of the column for the assignment on the grade sheet, then click on Assignment File Download. You’ll get the screen below. Using the check boxes on this screen you can select one or all of the student submissions, or click Select All to automatically checkmark all of them. Then click Submit for a screen that will allow you to indicate where you want to output the downloaded file to. The resulting file will be zipped and will contain all student submissions, with the file name of each file formed using the student’s name.



Grade Center

Grades can be entered directly from the Grade Center page. To enter grades, click the cell keys or the tab key to navigate through the Grade Center. Use the contextual menu to modify

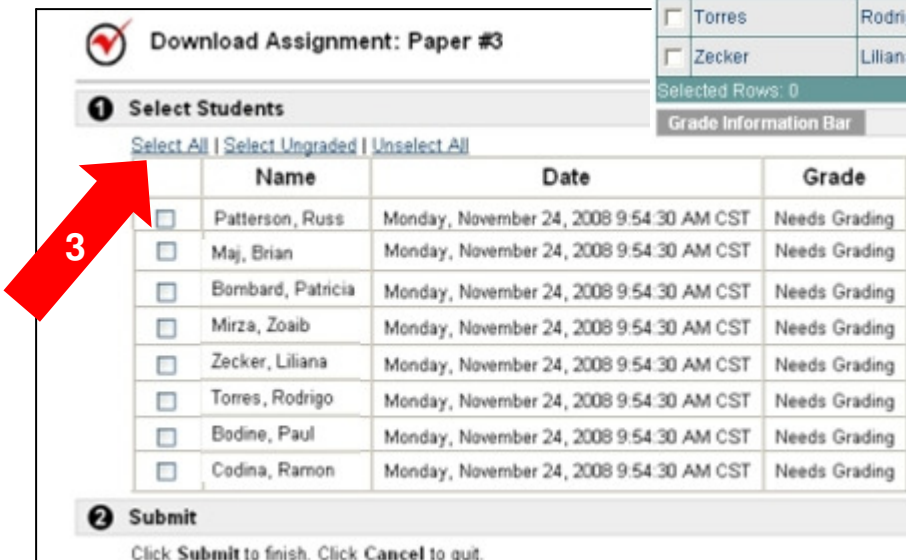
Add Grade Column Add Calculated Column Manage Manage Email

Current View: Full Grade Center Set as Default Sort Columns By: Position

<input checked="" type="checkbox"/>	Last Name	First Name	Assignment #2	Paper #3	Final Exam
<input type="checkbox"/>	Bodine	Paul	80.00		
<input type="checkbox"/>	Bombard	Patricia	95.00		
<input type="checkbox"/>	Codina	Ramon	75.00		
<input type="checkbox"/>	Maj	Brian	82.00		
<input type="checkbox"/>	Mirza	Zoab	78.00		
<input type="checkbox"/>	Patterson	Russ	-		
<input type="checkbox"/>	Torres	Rodrigo	96.00		
<input type="checkbox"/>	Zecker	Liliana	-		

Selected Rows: 0

Grade Information Bar



Download Assignment: Paper #3

1 Select Students

Select All | Select Ungraded | Unselect All

<input type="checkbox"/>	Name	Date	Grade
<input type="checkbox"/>	Patterson, Russ	Monday, November 24, 2008 9:54:30 AM CST	Needs Grading
<input type="checkbox"/>	Maj, Brian	Monday, November 24, 2008 9:54:30 AM CST	Needs Grading
<input type="checkbox"/>	Bombard, Patricia	Monday, November 24, 2008 9:54:30 AM CST	Needs Grading
<input type="checkbox"/>	Mirza, Zoab	Monday, November 24, 2008 9:54:30 AM CST	Needs Grading
<input type="checkbox"/>	Zecker, Liliana	Monday, November 24, 2008 9:54:30 AM CST	Needs Grading
<input type="checkbox"/>	Torres, Rodrigo	Monday, November 24, 2008 9:54:30 AM CST	Needs Grading
<input type="checkbox"/>	Bodine, Paul	Monday, November 24, 2008 9:54:30 AM CST	Needs Grading
<input type="checkbox"/>	Codina, Ramon	Monday, November 24, 2008 9:54:30 AM CST	Needs Grading

2 Submit

Click **Submit** to finish. Click **Cancel** to quit.

Submit