

Blackboard

Assignment

Downloading Assignments

Downloading student attempts allows you to work from your computer, or print the submissions out and grade by hand.

1. Navigate to <https://blackboard.towson.edu>.
2. Log in with your TU **Net ID and Password**.
3. Enter the course with the **Assignment** you'd like to grade.
4. Click on the **Grade Center** on the left hand side.
5. Select **Full Grade Center**.
6. Locate the column for the **Assignment** with the attempts you'd like to download
7. Click the **down arrow** to the right of the **Assignment's column title**.
8. A menu will appear. Select **Assignment File Download** from the menu.
9. Select the students whose **Assignments** you'd like to download. You'll only be able to select students who have completed the **Assignment**.
10. Click **Submit**.
11. You'll be taken to a new page. Click the blue link for **Download assignments now**.
12. **Save** them on your computer for future use. Now you can print the **Assignments** if you'd like for manual mark ups.