
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 blackboard.towson.edu.
2. Log in with your Towson University **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.