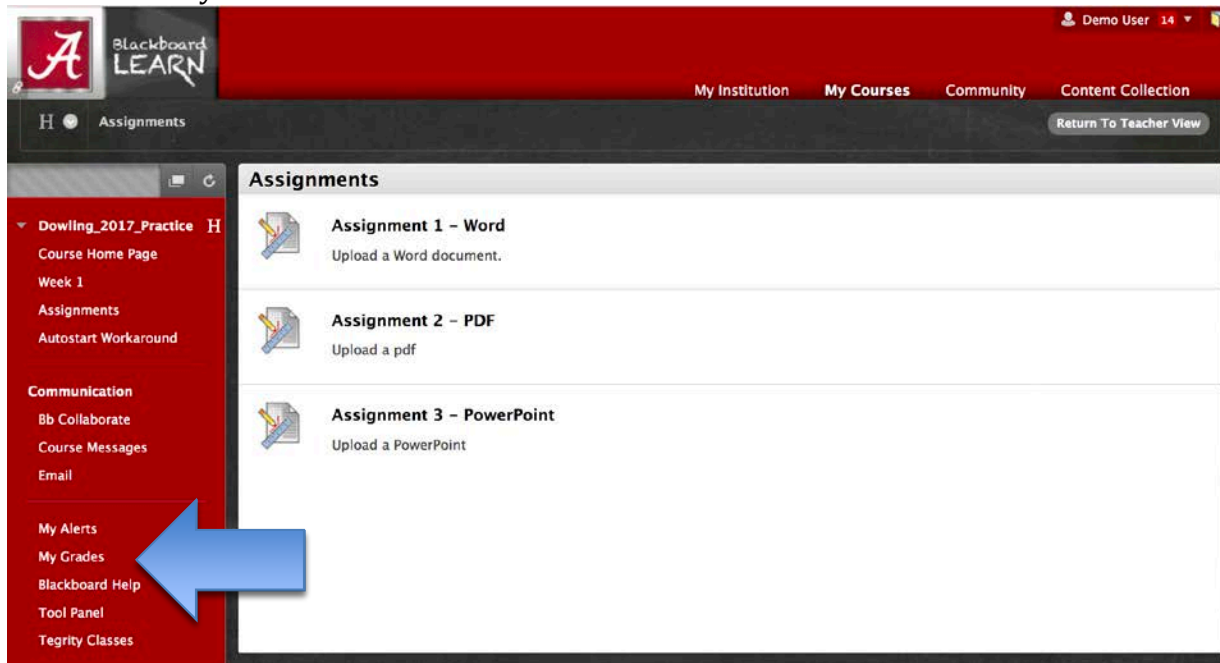


How to Download Student Work Submitted to Blackboard

The University of Alabama's LMS Content Retention Policy requires that Blackboard courses are subject to removal from the system 2 years following the end of the semester in which they are taught. To retrieve submissions you have made to Blackboard, follow the following steps.

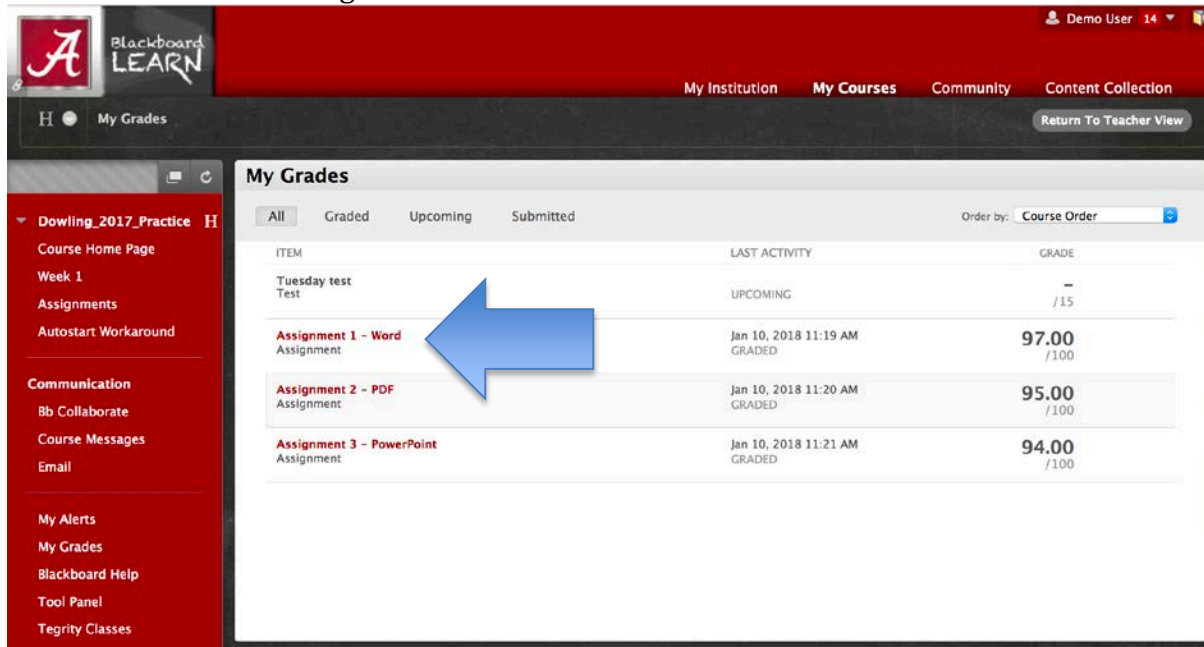
Log into Blackboard and access the course from which you would like to retrieve your work.

Click on the My Grades link.



The screenshot shows the Blackboard interface for a course. The top navigation bar includes 'My Institution', 'My Courses', 'Community', and 'Content Collection'. The main content area is titled 'Assignments' and lists three assignments: 'Assignment 1 - Word' (Upload a Word document), 'Assignment 2 - PDF' (Upload a pdf), and 'Assignment 3 - PowerPoint' (Upload a PowerPoint). A blue arrow points to the 'My Grades' link in the left-hand navigation menu.

Click on the desired Assignment Name link.



The screenshot shows the Blackboard 'My Grades' page. The top navigation bar is the same as in the previous screenshot. The main content area is titled 'My Grades' and displays a table of grades. A blue arrow points to the 'Assignment 1 - Word' row in the table.

ITEM	LAST ACTIVITY	GRADE
Tuesday test Test	UPCOMING	- /15
Assignment 1 - Word Assignment	Jan 10, 2018 11:19 AM GRADED	97.00 /100
Assignment 2 - PDF Assignment	Jan 10, 2018 11:20 AM GRADED	95.00 /100
Assignment 3 - PowerPoint Assignment	Jan 10, 2018 11:21 AM GRADED	94.00 /100

The Review Submission History window will open. Click the download icon.

The screenshot shows the Blackboard Learn interface. At the top, there is a navigation bar with 'My Institution', 'My Courses', 'Community', and 'Content Collection'. Below this, the page title is 'Review Submission History: Assignment 1 - Word'. On the left, there is a sidebar with navigation options like 'Dowling_2017_Practice', 'Course Home Page', 'Week 1', 'Assignments', 'Autostart Workaround', 'Communication', 'Bb Collaborate', 'Course Messages', 'Email', 'My Alerts', 'My Grades', 'Blackboard Help', 'Tool Panel', and 'Tegrity Classes'. The main content area is titled 'Review Submission History: Assignment 1 - Word' and contains 'Assignment Instructions' and 'Assignment Details'. The 'Assignment Instructions' section has a 'Download' icon (a downward arrow) which is highlighted by a blue arrow. The 'Assignment Details' section shows 'GRADE LAST GRADED ATTEMPT 97.00 / 100' and 'ATTEMPT 1/30/18 11:15 AM 97.00 / 100'. Below this, there is a 'SUBMISSION' section with a file named 'word doc.docx' and a 'Save As Artifact' button.

Choose a location to save the file.

The screenshot shows the same Blackboard Learn interface as above, but with a dialog box open in the foreground. The dialog box is titled 'Opening word doc.docx' and contains the following text: 'You have chosen to open: word doc.docx which is: DOCX file from: https://dl.boxcloud.com'. Below this, it asks 'What should Firefox do with this file?' and provides three options: 'Open with Microsoft Word (default)', 'Save File' (which is selected), and 'Do this automatically for files like this from now on.'. There are 'Cancel' and 'OK' buttons at the bottom of the dialog box.

Repeat this process for other assignments.

NOTE: As of January 2018, Box View does not allow for the saving of documents that include instructor comments. Comments must be viewed with Blackboard.

For more information, contact the Faculty Resource Center at 205.348.3532
or frc@ua.edu
or visit our website at <http://frc.ua.edu>.

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