How to Save Grades and Submissions in Blackboard

NU IT
Northwestern University
Information Technology

To comply with Northwestern University record retention policies, faculty members are expected to save, for one year, any material used to calculate students' final grades.

Saving the material in the University's Course Management System/Blackboard met this requirement in the past, but since Blackboard will retire August 31, 2015, it is important for instructors to save their fall 2014, winter 2015, or spring 2015 material securely outside of Blackboard.

This document provides step-by-step instructions on how to save the following information from Blackboard:

- [Save Your Grade Center as a Spreadsheet](#)
- [Save Student Submissions](#)
- [Save Student Tests](#)
- [Save Discussion Board Posts](#)

Compliance
Remember to stay in compliance with the Family Educational Rights and Privacy Act (FERPA). See the [Northwestern University FERPA policy](#) for more detailed information. [http://www.registrar.northwestern.edu/academic_records/FERPA_policy.html]

Blackboard: Save Your Grade Center as a Spreadsheet

1. *Log in* to Blackboard at https://courses.northwestern.edu/.
2. *Go* to the Course.
3. *Go* to the **Control Panel.**
4. *Expand* the options for the **Grade Center**.
5. *Click* **Full Grade Center.**

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847-49**1-4357** (1-HELP)
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6. *Click* on **Work Offline** (Found on the grey bar on the top right part of the screen as shown in the image below.)

7. *Pull down* to **Download.**
8. *Select* criteria (recommended: **Full Grade Center**).
9. *Click* **Submit.**
10. *Click* the **Download** button.
11. *Save* the file to your own secure device. [See note below.]

Note: A secure device is a University-owned computer that has been encrypted. Alternately, to comply with the security rules, one could download student assignments, tests, and so forth, print them, file them in a locked filing cabinet, then delete the files on the computer. For the University security guidelines, see: http://www.it.northwestern.edu/policies/mobile-devices.html

Blackboard: Save Student Submissions

1. *Log in* to Blackboard at https://courses.northwestern.edu/.
2. *Go* to the Course.
3. *Go* to the **Control Panel.**
4. *Expand* the options for the **Grade Center**.
5. *Click* **Full Grade Center.**
6. Within the **Full Grade Center**, *locate* the column for the assignment.
7. *Click* on the **chevron in the column header** for the assignment.

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Grade Center : Full Grade Center

When screen reader mode is on the table is static, and grades may be entered on the Grade Det
table cell for the grade. When screen reader mode is off, grades can be typed directly into the ce
enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arr
through the Grade Center. More Help

| Create Column | Create Calculated Column ⌄ | Manage ⌄ | Reports ⌄ |

Move To Top Email ⌄   Sort Columns By: Layout

Grade Information Bar

☐ Last Name	First Name	Paper 1 ⌄	Weighted Tota	✔Total
☐ Chang	Cho	100.00	--	393.00
☐ Granger	Hermione	100.00	--	400.00
☐ Potter	Harry	89.00	--	89.00

Selected Rows: 0

Move To Top Email ⌄

8. *Select* **Assignment File Download** as shown in the image below. Note: If you do not see the choices, you may not have any assignments submitted for that item.

Last Saved: January 14, 2015 9:56 AM

Medical Paper   In Class Tes

99.00

83.0

--

Quick Column Information

Grade Attempts
Grade Anonymously
Assignment File Download
Assignment File Cleanup
Rubric Evaluation Report
View Grade History

Edit Column Information
Column Statistics
Set as External Grade
Show/Hide to Users

Clear Attempts for All Users

Sort Ascending
Sort Descending
Hide Column

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9. To *select* all students' assignments, *check* the box at the top next to **Name** as shown in the image below.

10. *Click* **Submit**
11. *Click* on the phrase **Download Assignments now** to save the assignments to your own device.
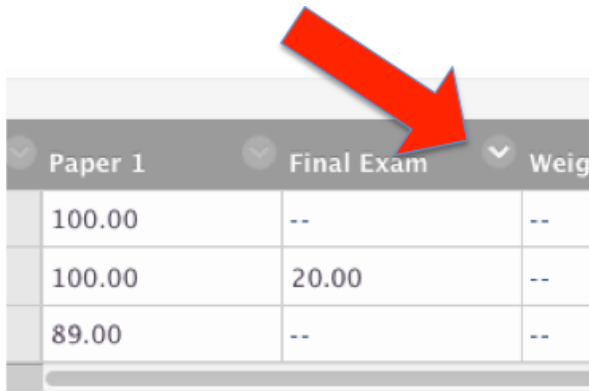

Note: A zip file will be created. Once unzipped, the files will be formatted like this:
  assignment name_studentNetID_attempt_Year_Month_Date_Hour_Minute_Second_document name.file extention
  ie: Paper1_abc123_attempt_2014_12_01_10_30_55_mypaper.doc

A text file will be included in the zip file that contains:

- Student name
- Assignment title
- Date Submitted
- Current Grade
- Submission field (ie: upload)
- Comments
- Original Filename
- Zip file filename

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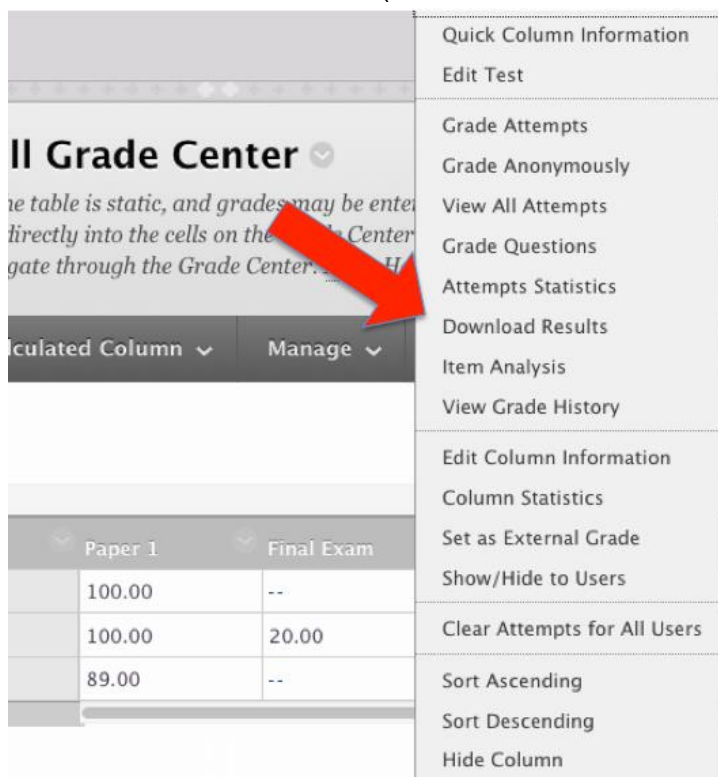
Blackboard: Save Student Tests

1. *Log in* to Blackboard at https://courses.northwestern.edu/.
2. *Go* to the Course.
3. *Go* to the **Control Panel**.
4. *Expand* the options for the **Grade Center**.
5. *Click* **Full Grade Center**.
6. Within the **Full Grade Center**, *locate* the column for the assignment.
7. *Click* on the **chevron in the column header**.

8. *Choose* **Download Results** (in the middle of the menu options).

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9. *Select* criteria. Note: If you choose the **By User** format you will see all of questions for a user in one row. The **By Question and User** format will list each question for each user in a separate row. *Choose* the **By Question and User** format for assessments longer than 40 questions. You may wish to download a copy of each type in order to see which is easier to read.

10. *Choose* the **Click to download results** button.

Blackboard: Save Discussion Board Posts

There is no easy way to download and save Discussion Board posts. If saving posts is important to you, we offer any of the following options:

- Save discussions in PDF format.
- Print the threads.
- Copy and paste material into Word.

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