

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**.

- Click on **Work Offline** (Found on the grey bar on the top right part of the screen as shown in the image below.)

Grade Center : Full Grade Center

When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. When screen reader mode is off, grades can be typed directly into the cells on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the Tab key to navigate through the Grade Center. [More Help](#)

Create Column Create Calculated Column Manage Reports Filter **Work Offline**

Move To Top Email Sort Columns By: Layout Position Order: Ascending

Grade Information Bar Last Saved January 14, 2015 9:50 AM

Last Name	First Name	Paper 1	Weighted Total	Total	Safe Assignm	Medical Paper
Chang	Cho	100.00	--	393.00	--	99.00
Granger	Hermione	89.00	--	389.00	!	83.00
Potter	Harry	--	--	--	--	--

Selected Rows: 0

Move To Top Email Icon Legend

- Pull down to **Download**.
- Select criteria (recommended: **Full Grade Center**).
- Click **Submit**.
- Click the **Download** button.
- 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

- Log in to Blackboard at <https://courses.northwestern.edu/>.
- Go to the Course.
- Go to the **Control Panel**.
- Expand the options for the **Grade Center**.
- Click **Full Grade Center**.
- Within the **Full Grade Center**, locate the column for the assignment.
- Click on the **chevron in the column header** for the assignment.

Grade Center : Full Grade Center

When screen reader mode is on the table is static, and grades may be entered on the Grade Detail table cell for the grade. When screen reader mode is off, grades can be typed directly into the cell. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys to navigate 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 Total	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

99.00
83.00
--

- 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

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

Download Assignment: Medical Paper
Download and view student assignment submissions by selecting one or ZIP file. Click the link to save the file to your computer.

1. **Select Users**

<input checked="" type="checkbox"/> Name ▲	Date
<input checked="" type="checkbox"/> Chang, Cho	
<input checked="" type="checkbox"/> Granger, Hermione	Thursday, August 28, 2014 9:38:51
<input checked="" type="checkbox"/> Potter, Harry	

2. **Submit**

10. *Click* **Submit**

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

Download Assignment: Medical Paper

The assignments have been packaged. Download assignments now. (6 KB)
Wednesday, January 14, 2015 10:03:23 AM CST

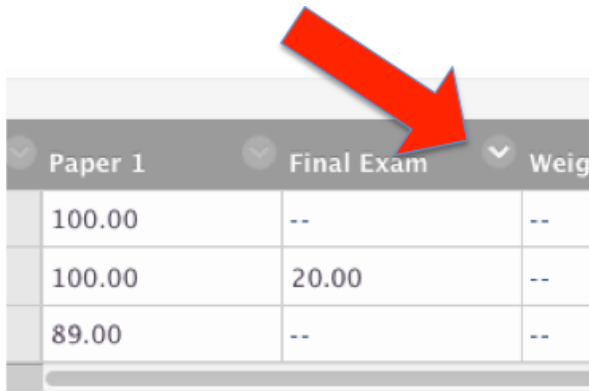
Note: A zip file will be created. Once unzipped, the files will be formatted like this:
assignment name_studentNetID_attempt_Year_Month_Date_Hour_Minute_Second_document name.file extension
ie: Paper1_abc123_attempt_2014_12_01_10_30_55_mypaper.doc

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

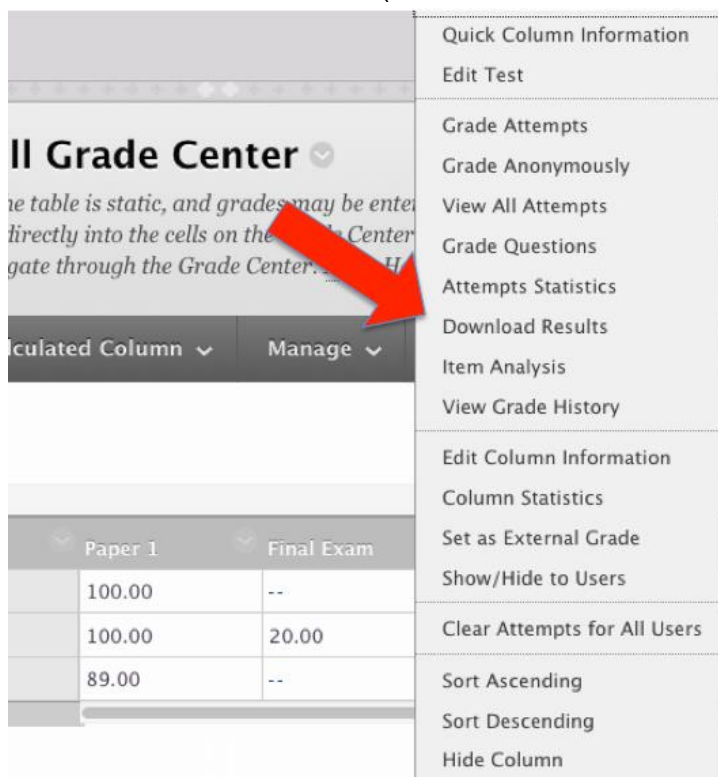
Blackboard: Save Student Tests

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.



Paper 1	Final Exam	Weig
100.00	--	--
100.00	20.00	--
89.00	--	--

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



Quick Column Information
Edit Test

Grade Attempts
Grade Anonymously
View All Attempts
Grade Questions
Attempts Statistics
Download Results
Item Analysis
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

Paper 1	Final Exam
100.00	--
100.00	20.00
89.00	--

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.

Download Results

Cancel **Click to download results**

1. Download Results

Select the delimiter type for the downloaded results for this test. Comma-delimited files (.CSV) have data items separated by commas. Tab-delimited files (.TXT) are text files that have data items separated by tabs. Both are common types of data files and can be opened in most editing software. Tab-delimited files can be opened in Microsoft Excel but must be saved as .TXT files. Comma-delimited files need to be imported for use in Excel and must be saved as .CSV files. Saving the file in another format will make the file unreadable by the system when uploading.

Comma

Tab

Question text and results will download for all question types. Unsupported question types will be noted. Choose a download format. The format listed By User will include all of the questions for a user in one row. The format listed By Question and User will list each question for each user in a separate row. Choose the format By Question and User for assessments longer than 40 questions. All attempts for this item may be downloaded under All Attempts. Downloading Only Valid Attempts will just include the attempt that is being graded. For example, if the grading option is Last Attempt then only the last attempt will be provided. If the Grading option is Average, all attempts will be provided.

Format of Results By User By Question and User

Attempts to Download Only Valid Attempts All Attempts

2. Click to download results

Click Click to download results to click to download results. Click Cancel to quit.

Cancel **Click to download results**

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.