

Blackboard for Instructors

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Step 1. In the Grade Center, click on the menu button next to the desired assignment's column header.

Step 2. Click **Assignment File Download** in the drop?down menu.

Step 3. Select students' names to download their files.

Step 4. Click **Submit**.

Step 5. Click the **Download assignments now** link.

Step 6. Select the location on your computer where you would like to save the file.

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