

BRIGHTSPACE – EXPORTING STUDENT ASSIGNMENT SUBMISSIONS



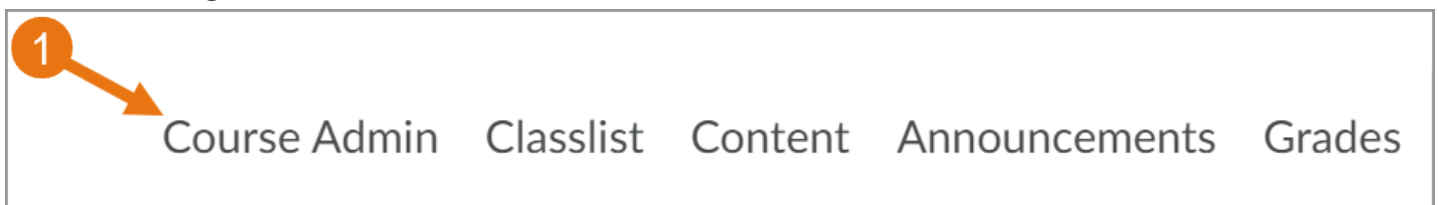
Teaching and Learning Support Service, uOttawa

CONTEXT

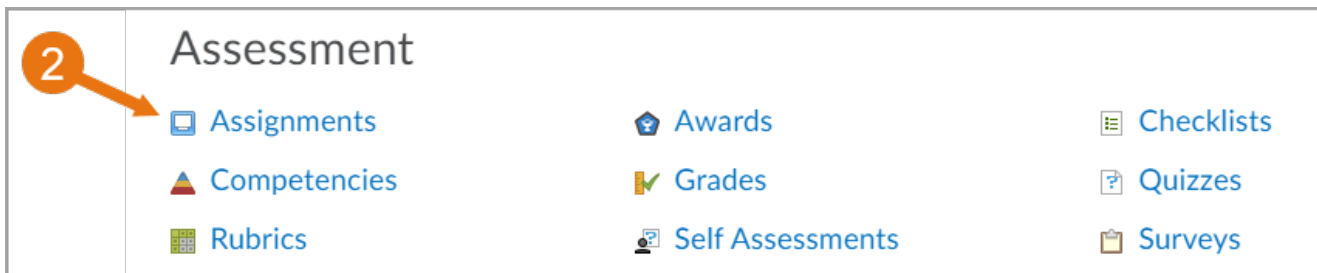
This guide covers how to download submissions that have been made to an **Assignment** in Brightspace.

EXPORTING ASSIGNMENTS

1. Within the navigation bar of the course, click on “**Course Admin**”.



2. Then, click “**Assignments**”.



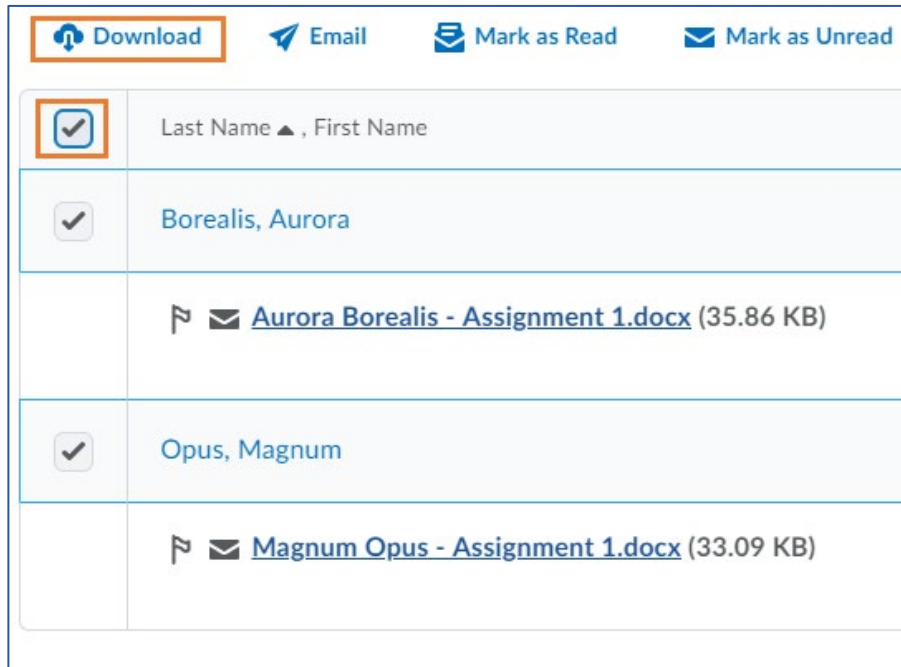
3. Click on an “**Assignment**” title to access the submissions.

<input type="checkbox"/>	Assignment	New	Completed	Evaluated	Feedback Published
<input type="checkbox"/>	No Category				
<input type="checkbox"/>	Assignment 1 ▼ 🔑		16/23	16/23	16/23
<input type="checkbox"/>	Assignment 2 ▼ 🔑		15/23	15/23	15/23

4. On the **Assignment Users** list page, scroll down and adjust the number of users to display per page so that all students are visible on the same page. If there are more than 200 students, you may need to repeat the download process for the second page of students.



5. Check the box in the table header row to select all students, or check the box next to the names of the users whose submissions you wish to download. Then click on **Download** (see image below).



The image shows a table interface with a header row and two data rows. The header row contains a checkbox (checked) and the text 'Last Name ▲, First Name'. The first data row contains a checked checkbox and the name 'Borealis, Aurora'. Below this name is a submission entry: a flag icon, an envelope icon, and the text 'Aurora Borealis - Assignment 1.docx (35.86 KB)'. The second data row contains a checked checkbox and the name 'Opus, Magnum'. Below this name is a submission entry: a flag icon, an envelope icon, and the text 'Magnum Opus - Assignment 1.docx (33.09 KB)'. Above the table, there are four buttons: 'Download' (highlighted with an orange box), 'Email', 'Mark as Read', and 'Mark as Unread'.

<input checked="" type="checkbox"/>	Last Name ▲, First Name
<input checked="" type="checkbox"/>	Borealis, Aurora 🚩 ✉ Aurora Borealis - Assignment 1.docx (35.86 KB)
<input checked="" type="checkbox"/>	Opus, Magnum 🚩 ✉ Magnum Opus - Assignment 1.docx (33.09 KB)

6. When the export has completed, a pop-up window will appear. Click on the blue .zip file title to download the file to your computer. Depending on how you have configured downloads on your computer, you may see the file download in the bottom left-hand corner of your screen, or it may automatically be stored to a folder on your computer. You will need to locate it, so that you can open it and save it to your computer. You will see all submissions saved by student name and date, as well as an index file with saved comments. You will need to extract the files from the zip folder if you wish to view them.

Note: If you see a “file path too long error” message when extracting the files, try moving the zip file to a different location, or shorten the folder name.