

Export UCA Core Assessment Artifacts from Blackboard

Follow these steps to export UCA Core Assessment Artifacts from Blackboard (courtesy of Jake Held):

- (1) Go into your full grade center in Blackboard.
- (2) Locate the assignment you want to download.
- (3) On the top of the menu, next to that assignment's name, click the down arrow.
- (4) Choose assignment file download.
- (5) Check the student's name or the box at the top to select all students.
- (6) Click submit in the lower right hand corner.
- (7) Click the hyperlink "download assignments now."
- (8) Select where on your computer to save them and click save.
- (9) The files are downloaded in a zipped folder and on your computer. Now you can submit them using the online form at <https://uca.edu/go/assessment-upload>. For more detailed submission instructions, see How to Submit UCA Core Assessment Artifacts, linked from <https://uca.edu/assessment/uca-core-assessment-resources/>.