

## How to 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 "Full Grade Center" in the Blackboard course from which you wish to extract artifacts.
- (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." Two important things to note:
  - You can only download a .zip file of your assignment artifacts for items created as "Assessments" such as tests and assignments, this will not work for "Tools" such as blogs, journals, or discussion boards.
  - This option will only appear if there are completed assignments to be downloaded.
- (5) Check the box in the upper left hand corner next to "Name" to select all students. This will allow you to download all student artifacts into a single .zip folder.
  - If you do not see all of your students listed, click the box labeled "show all" in the lower right hand corner. Now all of your students will be shown.
- (6) Click "submit" in the lower right hand corner.
- (7) Click the hyperlink "Download assignments now."
- (8) Determine where on your computer to save the zipped folder and click "Save."
- (9) The files are downloaded in a zipped folder on your computer. Now you can submit them using the online form at <https://uca.edu/go/assessment-upload>.

Questions: Please contact Jake Held ([jmheld@uca.edu](mailto:jmheld@uca.edu)) or Alyson McEntire ([amcentire@uca.edu](mailto:amcentire@uca.edu))