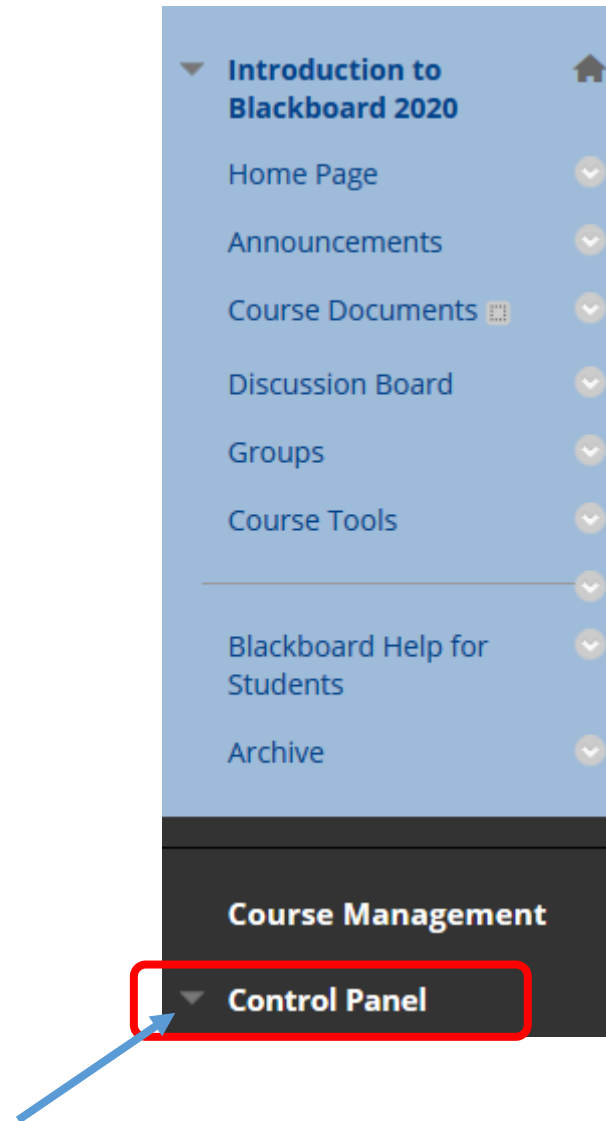


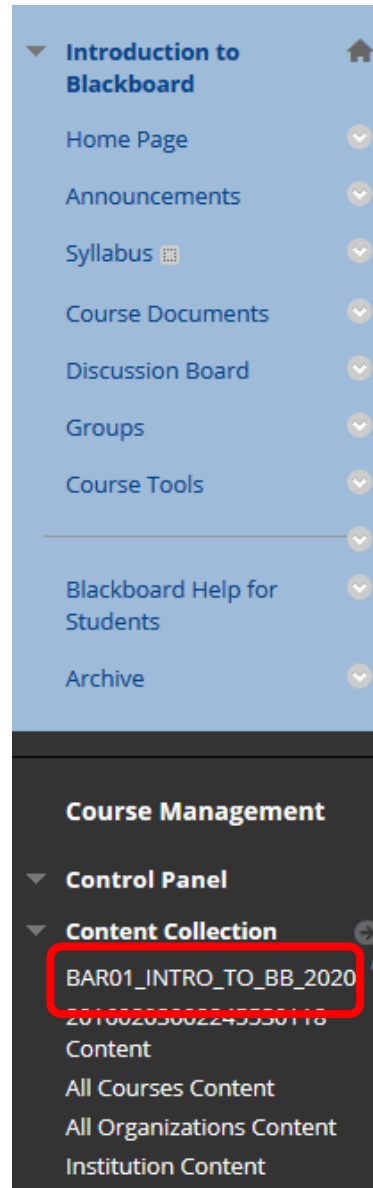


How to Download All of Your Course Files

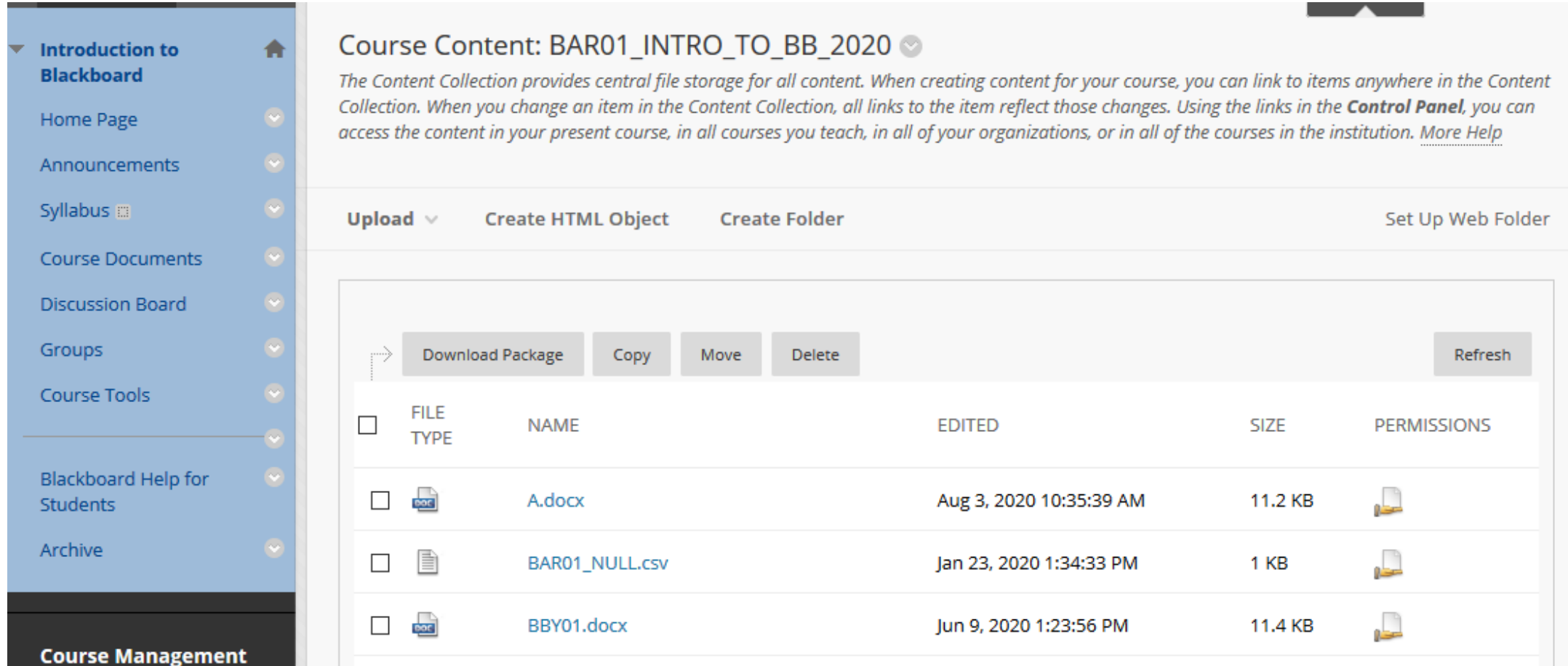
1. Log in to the Course on Blackboard. Click ***Control Panel*** to show a list of options.













2. Click **Content Collection** to show more options. The first option on this list will say “**BAR01_...**” which is the **Course ID** of the course you are currently viewing. **Click that** (circled in red below) to see all of the files in your course.



3. *Scroll down* to the bottom of this page.




Introduction to Blackboard 


- Home Page 
- Announcements 
- Syllabus 
- Course Documents 
- Discussion Board 
- Groups 
- Course Tools 
- Blackboard Help for Students 
- Archive 







Course Management

Course Content: BAR01_INTRO_TO_BB_2020

*The Content Collection provides central file storage for all content. When creating content for your course, you can link to items anywhere in the Content Collection. When you change an item in the Content Collection, all links to the item reflect those changes. Using the links in the **Control Panel**, you can access the content in your present course, in all courses you teach, in all of your organizations, or in all of the courses in the institution. [More Help](#)*

Upload  **Create HTML Object** **Create Folder** **Set Up Web Folder**

 **Download Package** **Copy** **Move** **Delete** **Refresh**

<input type="checkbox"/>	FILE TYPE	NAME	EDITED	SIZE	PERMISSIONS
<input type="checkbox"/>		A.docx	Aug 3, 2020 10:35:39 AM	11.2 KB	
<input type="checkbox"/>		BAR01_NULL.csv	Jan 23, 2020 1:34:33 PM	1 KB	
<input type="checkbox"/>		BBY01.docx	Jun 9, 2020 1:23:56 PM	11.4 KB	

4. Click **Show All** to see all of the files in your course at the same time.

The screenshot shows the Blackboard course interface. On the left is a dark sidebar with navigation options: Course Tools, Evaluation, Grade Center, Users and Groups, Customization, Packages and Utilities, Help, and Quick Unenroll. The main area displays a list of 10 files with columns for checkboxes, file icons, names, dates, sizes, and download icons. At the bottom, there are action buttons: Download Package, Copy, Move, Delete, Refresh, and Edit Paging... The 'Show All' button is highlighted with a red rectangle, and a blue arrow points down to it from the file list area.


File Name	Date	Size
Intro to BB Syllabus(2).doc	Jan 28, 2020 1:40:04 PM	107.5 KB
Intro to BB Syllabus.doc	Jan 21, 2020 1:16:17 PM	107.5 KB
New Section Merge Tool Process.docx	Jan 23, 2020 1:34:25 PM	13.1 KB
Org. Change 5 - 2020 - SYLLABUS.docx	Jan 23, 2020 1:34:16 PM	21.9 KB
sCREEN2.PNG	Jan 23, 2020 1:34:42 PM	35.6 KB
Syllabus for Intro to Blackboard.docx	Jun 9, 2020 12:09:55 PM	323.7 KB
Syllabus Intro to BB 101.docx	Aug 3, 2020 3:13:21 PM	855.8 KB
TestExportFile_BAR01_INTRO_TO_BB_2020... Exam #1.zip	Feb 27, 2020 8:30:53 AM	30.6 KB
Turnitin Assignments on Blackboard - Student Submission Process.pdf	Jan 21, 2020 8:24:21 AM	342.3 KB

Displaying 1 to 18 of 18 items


Show All Edit Paging...


5. Select all of the files at the same time by **clicking the check box** marked in **red** below.













Then click **Download Package**, marked in **green** below. The package will download as a .ZIP file.

Course Content: BAR01_INTRO_TO_BB_2020 

*The Content Collection provides central file storage for all content. When creating content for your course, you can link to items anywhere in the Content Collection. When you change an item in the Content Collection, all links to the item reflect those changes. Using the links in the **Control Panel**, you can access the content in your present course, in all courses you teach, in all of your organizations, or in all of the courses in the institution. [More Help](#)*

Upload  Create HTML Object Create Folder Set Up Web Folder

 **Download Package** Copy Move Delete Refresh

<input checked="" type="checkbox"/>	FILE TYPE	NAME	EDITED	SIZE	PERMISSIONS
<input checked="" type="checkbox"/>		A.docx	Aug 3, 2020 10:35:39 AM	11.2 KB	
<input checked="" type="checkbox"/>		BAR01_NULL.csv	Jan 23, 2020 1:34:33 PM	1 KB	
<input checked="" type="checkbox"/>		BBY01.docx	Jun 9, 2020 1:23:56 PM	11.4 KB	
<input checked="" type="checkbox"/>		Downloading and Uploading A Grade Center on Blackboard.pdf	Jul 20, 2020 3:43:27 PM	266.7 KB	
<input checked="" type="checkbox"/>		How to Create a Turnitin Assignment Link on Blackboard.pdf	Jan 21, 2020 8:24:21 AM	146.7 KB	
<input checked="" type="checkbox"/>		How to Manually Submit Student Paper's to Turnitin via Blackboard.pdf	Jan 21, 2020 8:24:21 AM	420.7 KB	

6. **Save the file** to your computer, or **choose to open it** with the application on your computer that opens .zip files. Please note that the application that opens .zip files on your computer may vary from the screenshot below, as there are many different .zip applications available on the internet.

The screenshot shows a Blackboard course content page for 'Course Content: BAR01_INTRO_TO_BB_2020'. The page has a header with 'View List' and 'View Thumbnails' buttons. Below the header is a description of the Content Collection. A navigation bar contains 'Upload', 'Create HTML Object', 'Create Folder', and 'Set Up Web Folder'. The main content area shows a list of files with columns for 'FILE TYPE' and 'NAME'. A Firefox dialog box titled 'Opening BAR01_INTRO_TO_BB_2020.zip' is overlaid on the file list. The dialog box contains the following text: 'You have chosen to open: BAR01_INTRO_TO_BB_2020.zip which is: WinRAR ZIP archive from: https://bbhosted.cuny.edu'. Below this, it asks 'What should Firefox do with this file?' with three options: 'Open with WinRAR archiver (default)', 'Save File' (which is selected), and 'Do this automatically for files like this from now on.'. The dialog box has 'OK' and 'Cancel' buttons at the bottom. A blue arrow points from the 'Save File' option in the dialog box to the text in the callout box on the right.

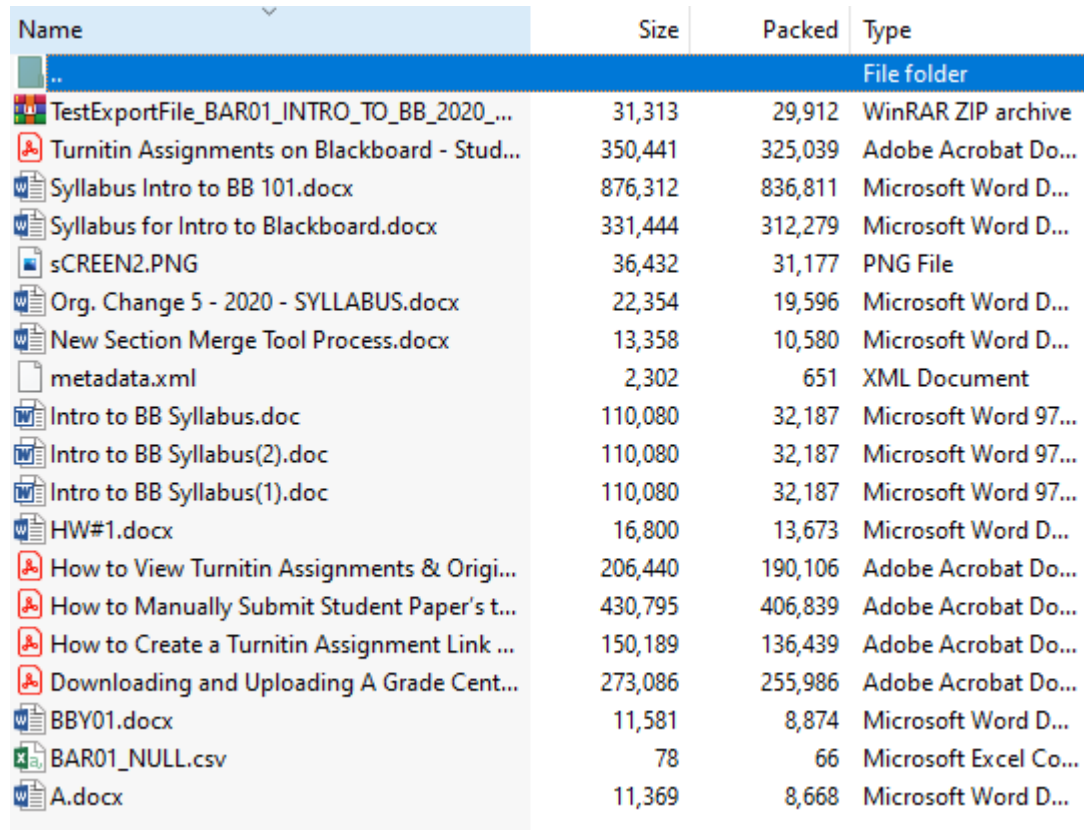
FILE TYPE	NAME
<input type="checkbox"/>	A.docx
<input type="checkbox"/>	BAR01_NULL.csv
<input type="checkbox"/>	BBY01.docx
<input type="checkbox"/>	Downloading and Uploading A Grade C on Blackboard.pdf
<input type="checkbox"/>	How to Create a Turnitin Assignment L Blackboard.pdf
<input type="checkbox"/>	How to Manually Submit Student Paper's to Turnitin via Blackboard.pdf

If you do not see a window pop up with similar options, it may be that your web browser is configured to automatically download files without asking your for this step.

Check the Downloads folder on your computer to find the downloaded .Zip file.

7. Opening the resulting file will show you a list of all of the files from your course on Blackboard. You should be able to drag and drop these files into an area or folder of your choosing on your computer.

If dragging and dropping does not work, the application your computer is using to open the .zip file (and view all of the files there in) should have an *extract* function, which will save your files to a location of your choosing on your computer.



Name	Size	Packed	Type
..			File folder
TestExportFile_BAR01_INTRO_TO_BB_2020_...	31,313	29,912	WinRAR ZIP archive
Turnitin Assignments on Blackboard - Stud...	350,441	325,039	Adobe Acrobat Do...
Syllabus Intro to BB 101.docx	876,312	836,811	Microsoft Word D...
Syllabus for Intro to Blackboard.docx	331,444	312,279	Microsoft Word D...
sCREEN2.PNG	36,432	31,177	PNG File
Org. Change 5 - 2020 - SYLLABUS.docx	22,354	19,596	Microsoft Word D...
New Section Merge Tool Process.docx	13,358	10,580	Microsoft Word D...
metadata.xml	2,302	651	XML Document
Intro to BB Syllabus.doc	110,080	32,187	Microsoft Word 97...
Intro to BB Syllabus(2).doc	110,080	32,187	Microsoft Word 97...
Intro to BB Syllabus(1).doc	110,080	32,187	Microsoft Word 97...
HW#1.docx	16,800	13,673	Microsoft Word D...
How to View Turnitin Assignments & Origi...	206,440	190,106	Adobe Acrobat Do...
How to Manually Submit Student Paper's t...	430,795	406,839	Adobe Acrobat Do...
How to Create a Turnitin Assignment Link ...	150,189	136,439	Adobe Acrobat Do...
Downloading and Uploading A Grade Cent...	273,086	255,986	Adobe Acrobat Do...
BBY01.docx	11,581	8,874	Microsoft Word D...
BAR01_NULL.csv	78	66	Microsoft Excel Co...
A.docx	11,369	8,668	Microsoft Word D...

After that, your files will be saved on to your computer -- just be sure to remember where you saved them!