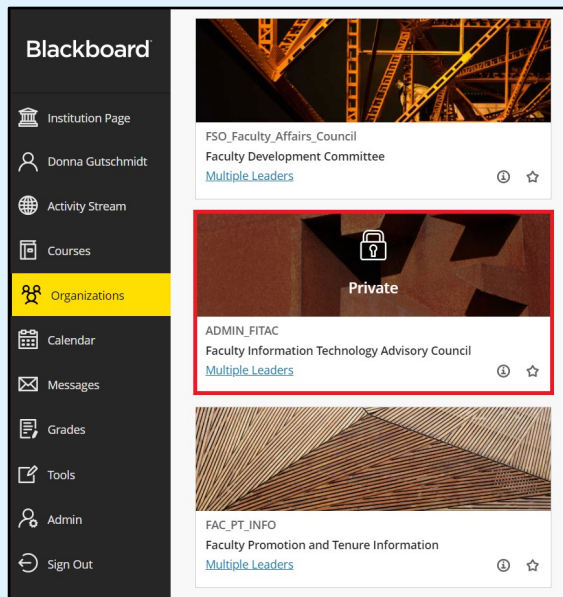


# Saving Documents from Blackboard Organizations or Courses

Log into Blackboard (<https://bb.bw.edu>) and select either the Organizations or Courses tab.



Locate the Organization or Course that you wish to copy.

Click to enter the Organization or Course.

The process steps below will allow you to download the FILES from your Organization or Course. Note that for Courses, it will save only files such as word documents, pdfs, and PowerPoints. It will NOT save uploaded assignments or grades!

1. Expand the Control Panel, locate the Content Collection and click the arrow to expand it.
2. Place a checkmark in the box to select all files.
3. Click "Show All" (to display and select ALL your files).
4. Click "Download Package."
5. You will see a zip file download in the upper right corner. Click to open it and save the files somewhere on your computer. (Currently, they are in your Downloads folder.)

Organization Content: ADMIN\_FITAC

Upload Create Folder

Download Package Copy Move Delete

FILE TYPE	NAME	EDITED	SIZE	ACCESSIBILITY	PERMISSIONS
Folder	ADMIN_FITAC_ImportedContent_20100816122...	Aug 16, 2010 12:20:31 PM	1.2 MB		
Document	11-22-10.docx	Dec 8, 2010 10:54:54 AM	22.9 KB		
Document	2012 Strategic Plan for Information Technology draft 3-21-12.docx	Mar 27, 2012 11:00:14 AM	44.4 KB		
Document	2012-11-27 FITAC.doc	Nov 27, 2012 4:43:16 PM	23.5 KB		
Document	2013-03-25 FITAC.doc	Mar 25, 2013 6:28:27 PM	24.5 KB		
Document	bell graph FITAC.pdf	Sep 3, 2015 2:53:58 PM	166.2 KB		
Document	BoardPlacematv2.pdf	Apr 25, 2012 2:50:13 PM	140.8 KB		
Document	FITAC 2012-03-26 - raw notes.doc	Mar 27, 2012 11:37:56 AM	24 KB		
Document	FITAC 2012-04-23 - notes.doc	Apr 24, 2012 10:01:07 AM	28 KB		

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