BLACKBOARD:

DOWNLOAD MULTIPLE ITEMS FROM BLACKBOARD

This document will show you how to download multiple items from a Blackboard course/module or community. This is very useful you have multiple files or folders with cotent that you would like to download from the same site.
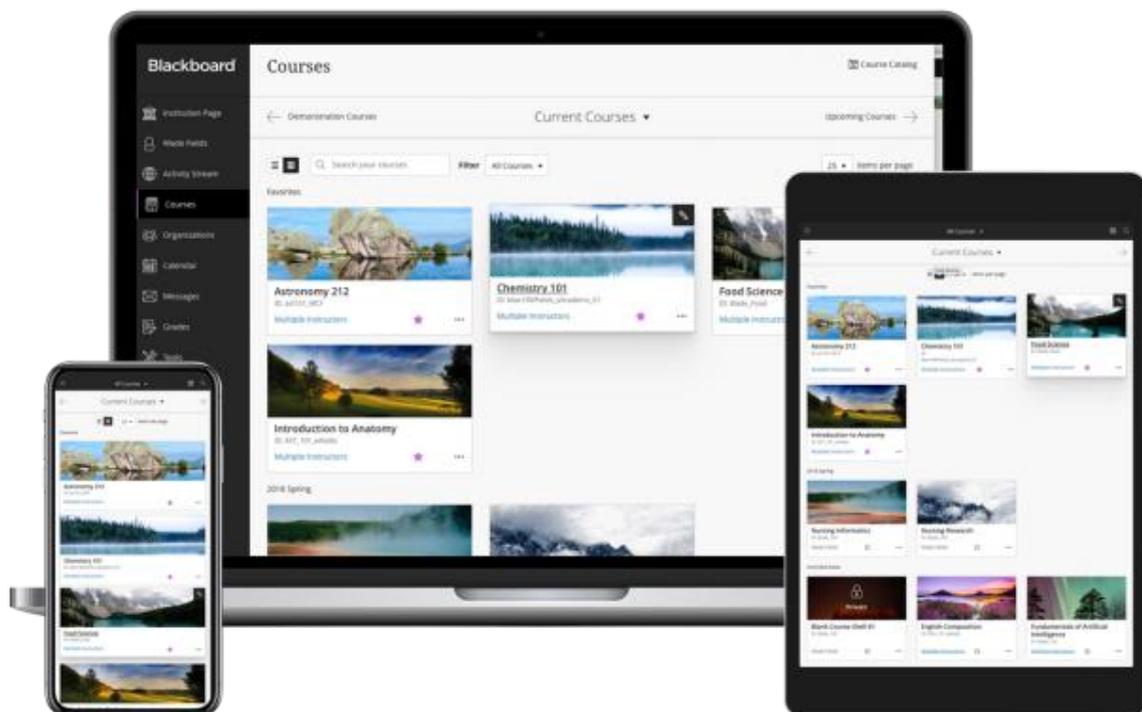
1. After logging into Blackboard and while on the base navigation,
   a. open **modules** (*for courses and modules*)
   b. select a module in which the items/contents currently reside
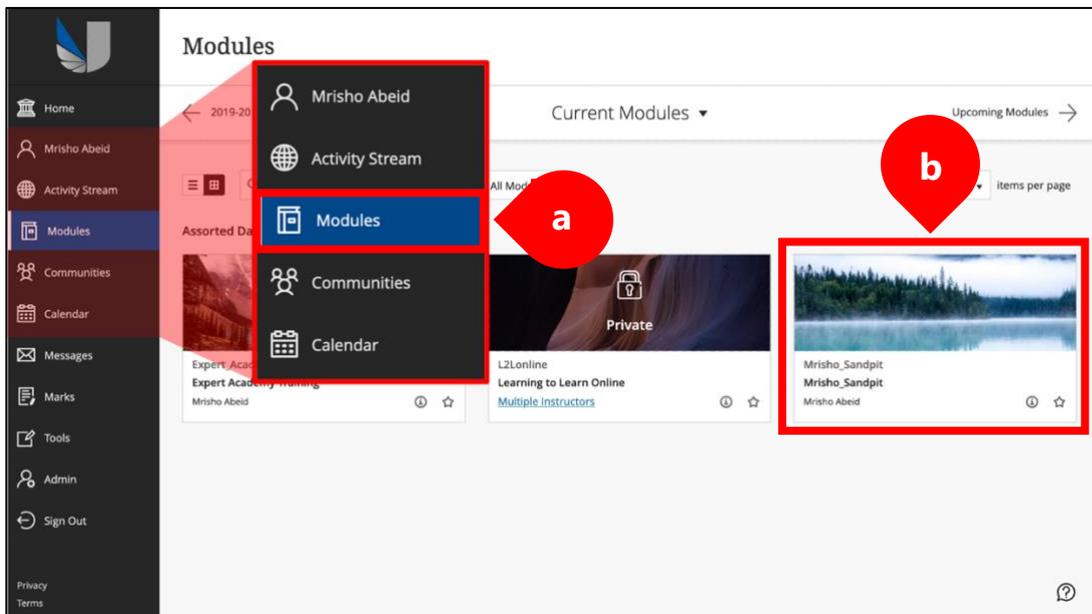
2. While in the module/course or community scroll down to
**course/organisation management > content collection > *select content
collection*** (*this is a storage space dedicated for a user or site*):
   1. *****your username/student ID***** – is the storage dedicated for you
   2. *****module code***** – is the storage dedicated for the module/course or community
      you are viewing at the time
   3. *****all courses***** – provides access to all storage areas for each course/module
   4. *****all organisations***** – provides access to all storage areas for each community
   5. *****institution***** – provides access to all storage areas for UWL
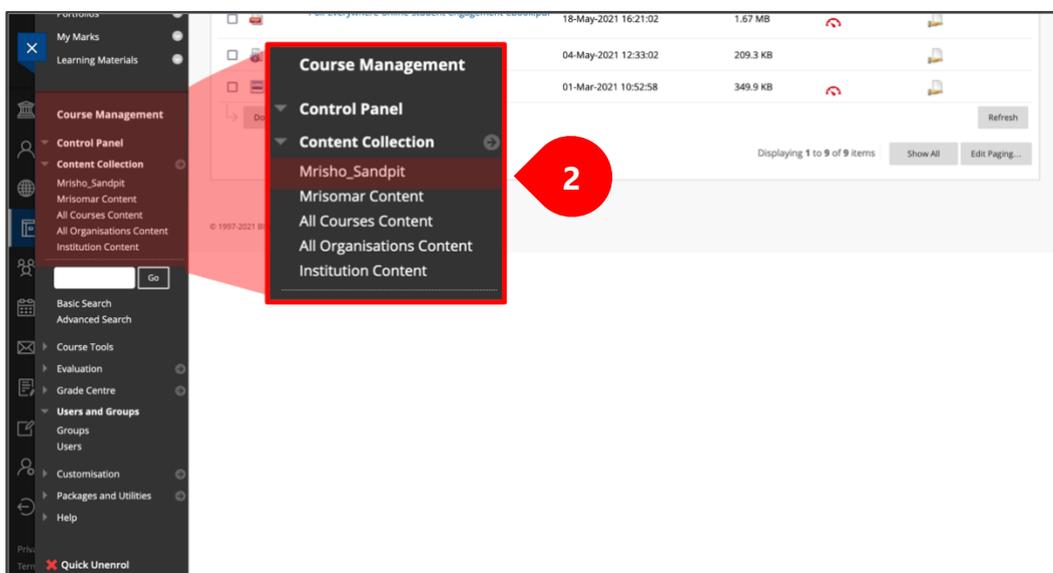
3. You will be redirected to a page showing all the files, folders and other content that are available in the selected content area.
    a. **check all** – use this check box to select all contents or individually select each file, folder or content you would like to download
    b. **download package** – select this button to download all files in a zipped file
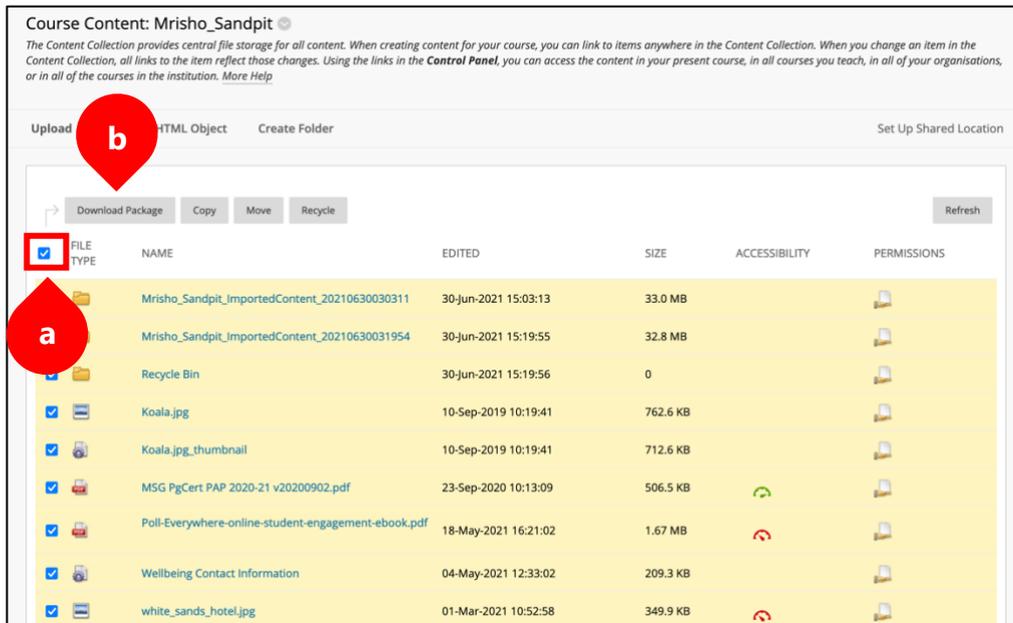
* A pop-up box will appear and ask you to confirm the download. However, if you are using Windows, the folders may download automatically without asking you to confirm this step.
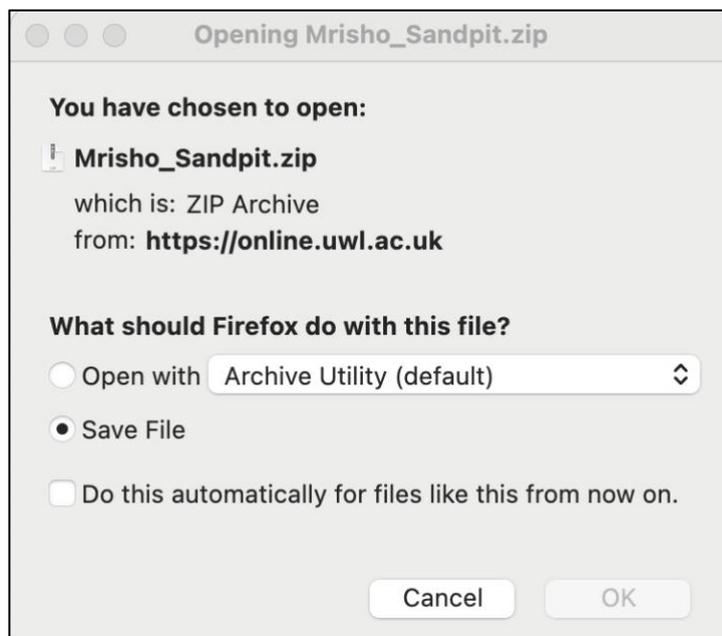
** Once downloaded, the folder will be saved in your **default downloads** folder or other folder you have select to save it.*