

Staff: How to Download Student Audio or Video Files from Blackboard Assignments

Sometimes, you may need to download students' audio or video submissions from a Blackboard assignment, rather than listen to or watch them online. For example, the files may need to be archived, saved offline for external examiners, etc.

To **download** students' embedded audio or video files from a Blackboard assignment:

1. View the submission via the Grade Centre or Needs Marking
2. Start playing the audio/video file. (You can pause it as soon as it has started playing)
3. Right-click on the embedded file.
4. Select "Save Audio As" or "Save Video As"
(Safari will display "Download Video As" for both audio and video files)
5. Save the file to your chosen location.

This process applies to Chrome, Firefox, and Safari.