

How to download discussions, journals, wikis, and other student content from Blackboard

Why is this important?

From October 17th 2025, all staff and student access to Blackboard will be lost as we complete the move to Canvas, our new online learning platform. Although copies of your past courses will be available in Canvas for reference as you continue your studies at Manchester, the copy process does not include any work created by students. If you wish to refer back to your previous assignments and other work, you will need to make your own copies. We recommend you do this as soon as possible.

The most common coursework type you will likely want to download is written work submitted to Turnitin, such as essays or lab reports. [Separate guidance](#) is available for doing so. This document explains how to make copies of some less common tools: discussion boards, journals, and wikis.

Discussion boards

Part 1: Grades and feedback

If you have taken part in an assessed discussion on Blackboard, you may wish to make a copy of the marks you were given and the feedback your instructor gave you. To do so:

1. **Click** on **My Grades** in the course navigation menu, and find the discussion board you want the grades and feedback for. **Click** the name of the discussion in the list.
2. You will see your posts for the discussion collected together, as well as the mark and feedback you have received. If a rubric has been used during marking, you will also see that.

Unfortunately, there is no simple method to download a copy of your grades and feedback as a pdf file, for example. Instead, we recommend you take a screenshot for future reference. How to do this depends on the device you are using and the software you have available, but you will be able to find guidance for this easily online.

Part 2: Discussion posts

It is quite simple to take copies of discussion posts for future reference, though there are some details you will need to pay attention to. To collect and save posts:

1. **Open** the discussion thread you wish to collect posts from.
2. **Select** the posts that you wish to download by **clicking** the **tick box** at the top left of each post.

3. Once you have all the posts you wish to download selected, **click** [Message Actions > Collect](#).
4. You will see all the posts you selected in a list. Use the [Sort by](#) and [Order](#) options to display them as you prefer.
5. **Click** [Print Preview](#), and select an appropriate option to download the posts. We recommend an option such as “[Save as PDF](#)” so you save the posts as a file rather than printing them out on paper.

Journals and Wikis

Unfortunately, Blackboard does not offer a convenient way to download copies of journals or wikis. If you want to keep copies of anything you have contributed to one of these tools, the simplest option is likely to be to save the page as an html file. How to do this may vary by device and browser, but on a computer you can typically find the option to do this by right-clicking on the screen.

The page will save as an html file with an associated media folder. These will need to be kept together to remain functional.

Cadmus

IMPORTANT: Students can **NOT** currently download any Cadmus assignments with feedback

Contact digitallearning@manchester.ac.uk to request this assignment with feedback. Please supply the Course Code and the name of the assignment in your request.

Other tools

Your instructors have access to a wide array of tools they can use in their teaching, which makes it impossible for us to provide details for downloading your contributions to every possible option. We can, however, offer some general advice.

If you can identify which tool your instructor has used, the developer will likely have an online knowledge base that you can find with a simple internet search. You may find more appropriate results if you include terms such as ‘student’ or ‘participant’ in your search so that you can avoid hits for information aimed at instructors or administrators. If you cannot identify which tool has been used, your instructor should be able to help.

If you cannot find a simple method for downloading something you need, remember that you can always try to save the page as an html resource, print it as a pdf, or take a screenshot. Which is best will depend on the particular circumstances you face, but remember to use clear naming conventions and folder structures to make things easier to find in the future.