

## How to Archive and Download WebCT Assignment Dropbox

1. Login to WebCT and enter your course.
2. Click the **Teach** tab.
3. Click **Assignment Dropbox** (instructor tools menu)
4. Click the **All** tab.
5. Make sure the *View by* menu has *All Assignments* selected. If it doesn't, select *All assignments* and click the **green Go arrow**.
6. Click the **checkbox** next to the Title table heading – this puts a check in all the submitted assignment checkboxes.
7. Scroll to the bottom and click **Create Printable View**.
8. Click **Save to File**. A message will appear:  
*“Selected submissions have been saved to your content manager, accessible from My WebCT (course name link)”*
9. Click the *course name link* to download a zipped copy of all submissions, comments and attachments.
10. Click OK – this returns you to the Assignment Dropbox.

Note: the grades given for assignments are not included. For that, you must export the Grade Book.