Blackboard - Batch upload assignment feedback files [Original Course View]

Last Modified on 12/12/2025 12:29 pm HKT

Overview

Teachers can now bulk upload feedback files for assignments. There are five steps:
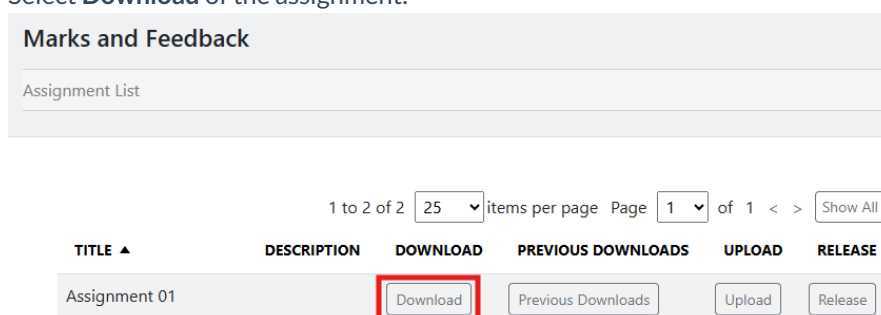
1. Download the submissions (https://help.edtech.cuhk.edu.hk/docs/bulk-upload-feedback-files-for-blackboard-assignments#I)
2. Create feedback (https://help.edtech.cuhk.edu.hk/docs/bulk-upload-feedback-files-for-blackboard-assignments#II)
3. Upload grades, feedback, and feedback file (https://help.edtech.cuhk.edu.hk/docs/bulk-upload-feedback-files-for-blackboard-assignments#III)
4. Release Grades (https://help.edtech.cuhk.edu.hk/docs/bulk-upload-feedback-files-for-blackboard-assignments#IV)
5. Check uploaded grades and feedback (https://help.edtech.cuhk.edu.hk/docs/bulk-upload-feedback-files-for-blackboard-assignments#V)

Please also go through 'Points to Note (https://help.edtech.cuhk.edu.hk/docs/bulk-upload-feedback-files-for-blackboard-assignments#VI)' in this article.

Steps

I. Download the submissions

1. **[Original Course View]** Access your Blackboard Course > Control Panel > Course Tools >**Marks and Feedback LTI** *(If you have been using "Batch Upload Assignment Feedback Files", you must continue using this option for all subsequent steps and complete the process by 29 Dec 2025. After this date, "Batch Upload Assignment Feedback Files" will be deprecated.)*
2. **[Ultra Course View]** Access your Blackboard Course > Details & Actions > View course & institution tools > **Marks and Feedback LTI**
3. Select **Download** of the assignment.

Marks and Feedback

Assignment List

1 to 2 of 2 25 ✓ items per page Page 1 ✓ of 1 < > Show All					
TITLE ▲	**DESCRIPTION**	**DOWNLOAD**	**PREVIOUS DOWNLOADS**	**UPLOAD**	**RELEASE**
Assignment 01		Download	Previous Downloads	Upload	Release

4. You could click **Show All** and select all users. We also suggest clicking **USER** to sort the Student IDs in ascending order before downloading the package, so the Student IDs listed in the Excel file mentioned below will be in ascending order as well. Leave **Package for plagiarism detection (TurnItIn or SafeAssign) submission** blank under **Package Comment**. Click **Submit**.

5. Click **Click here to download to download** the zip package.

II. Create feedback

1. Unzip the zip package, which contains an Excel file and a folder for each of the students.
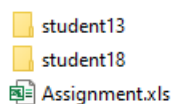
2. Open a student's file, add your feedback in the file, and save the feedback file at the same level with the Excel file. **Name the feedback file in the format of 'feedback_StudentID…' (i.e., add 'feedback_' at the front of the original submission file name, e.g., 'feedback_1155100000…').**(*Remarks: The sample Student IDs in the screenshot below are 'student13', 'student18'*)
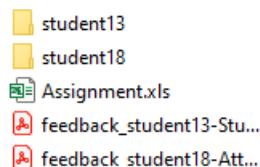
3. Open the Excel file, add grades and feedback for the students and save the file. (Important: Do NOT rename the Excel file, or else the upload process will fail.)
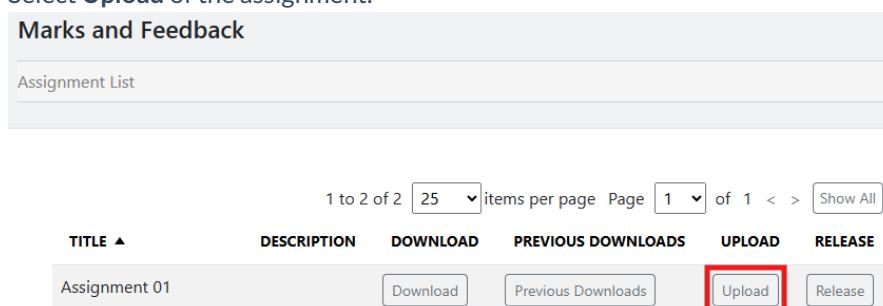

Assignment: Assignment					
Course Id 2021-ITSC-SC0098					
Username	First Name	Last Name	Last Download Date	Submission Status	Grade	Feedback
student13	Peter	Wong	01/25/2022	Needs Grading	7	see attachment
student18	Gigi	Chan	01/25/2022	Needs Grading	9	see attachment

4. Then, select **the Excel file** and **all students' feedback files**, and zip them as .zip file. (Important: If the .zip file exceeds 200MB, please complete the process in batches. You can check its size by right clicking the .zip file and selecting 'Properties'.)
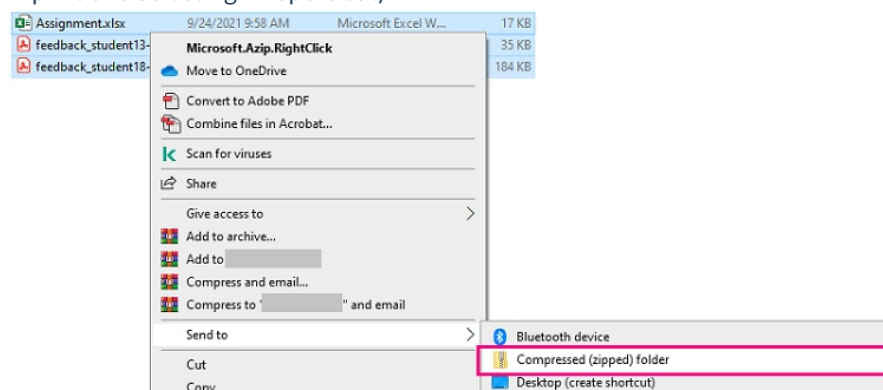
III. Upload grades and feedback

1. Access your Blackboard Course > Control Panel > Course Tools >**Marks and Feedback LTI** *(If you have been using "Batch Upload Assignment Feedback Files", you must continue using this option for all subsequent steps and complete the process by 29 Dec 2025. After this date, "Batch Upload Assignment Feedback Files" will be deprecated.)*

2. Select **Upload** of the assignment.

3. Click **Choose File** to attach the zip file. Then click **Submit**.

Marks and Feedback

Assignment List / Upload Grades for Assignment

Upload Grades for Assignment:Assignment 01

Select file and upload

[Choose File] No file chosen

Comment

[   ]

Click Submit to proceed

[Cancel] [Submit]

4. You will see **Upload successful. Make sure all grades and feedback files are uploaded, and there are no errors before you proceed.** Click **OK** to proceed.

Marks and Feedback

Assignment List / Upload Report

| Filename	.zip
Date of Upload	11/12/2025 15:43:31
Process Status	Upload Successful
Files Included	1 Evaluation sheet, 0 Additional feedback, 0 Submission feedback
Grade Status	Grade found for 2 students out of 2 in the evaluation sheet
Error Details	No Errors Found

[OK]

IV. Release Grades

1. **[Original Course View]** By default, grades will be released to students once inputted into the grade column. Hide the assignment column and calculated columns that are related to the assignment in the Grade Center (Blackboard Help: Can I control when students see their grades and feedback? (https://help.blackboard.com/Learn/Instructor/Original/Grade/Grade_Columns#can-i-control-when-students-see-their-grades-and-feedback_OTP-5)) before you release the grades.

TOTAL   ASSIGNMENT

2. **[Original Course View]** Access your Blackboard Course > Control Panel > Course Tools >**Marks and Feedback LTI** *(If you are using "Batch Upload Assignment Feedback Files", you must continue using this option for all subsequent steps and complete the process by 29 Dec 2025. After this date, "Batch Upload Assignment Feedback Files" will be deprecated.)*
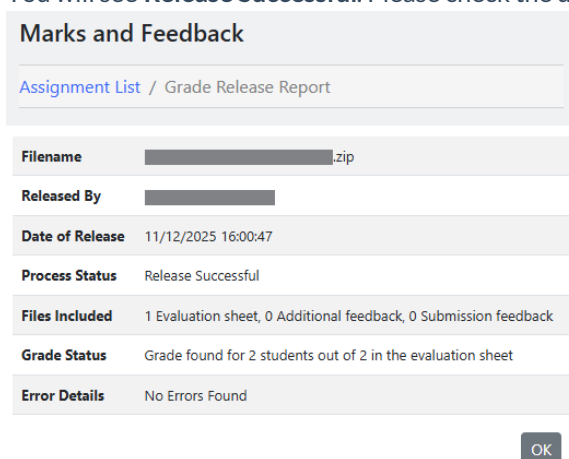
3. **[Ultra Course View]** Access your Blackboard Course > Details & Actions > View course & institution tools > **Marks and Feedback LTI**

4. Select **Release** of the assignment.
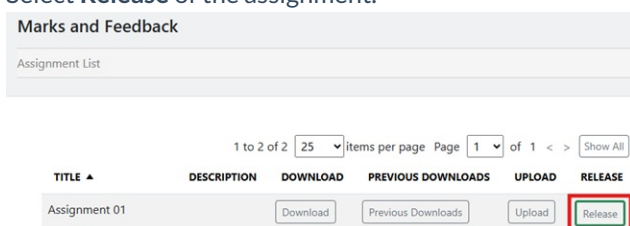
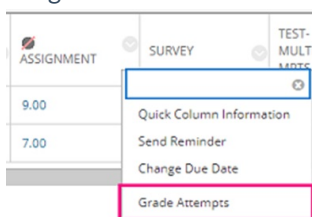5. Click **Release Grades**. Then click **Yes**.
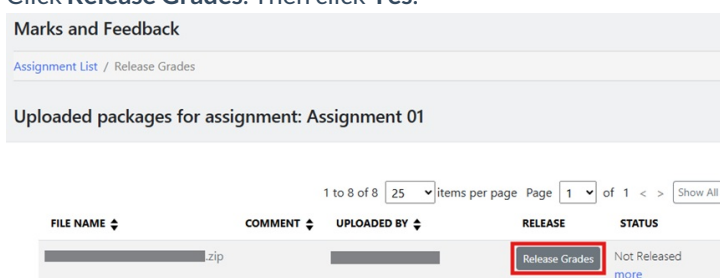
6. You will see **Release Successful**. Please check the details for any errors. Then click **OK** to proceed.
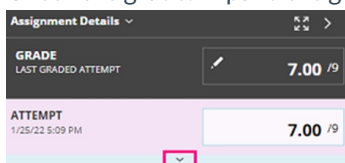

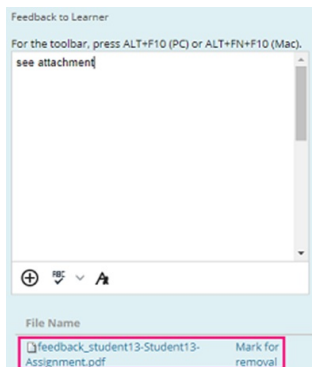## V. Check uploaded grades and feedback (Original)

1. Go to 'Grade Center' > 'Assignments' (or 'Full Grade Center'). Find the assignment column and check the grades. Click the chevron next to the assignment name and click 'Grade Attempts'.


2. Check the grade. Expand the grading panel.

3. Check the feedback and feedback file under "Feedback to Learner".

4. To release the grades, feedback, and feedback files, show the assignment column to students (Blackboard Help: Can I control when students see their grades and feedback (https://help.blackboard.com/Learn/Instructor/Original/Grade/Grade_Columns#can-i-control-when-students-see-their-grades-and-feedback_OTP-5))

## VI. Check uploaded grades and feedback (Ultra)

1. Go to Gradebook > Grades > Find the assignment column and check the grades. Select a graded cell from a student > **View Submission**.
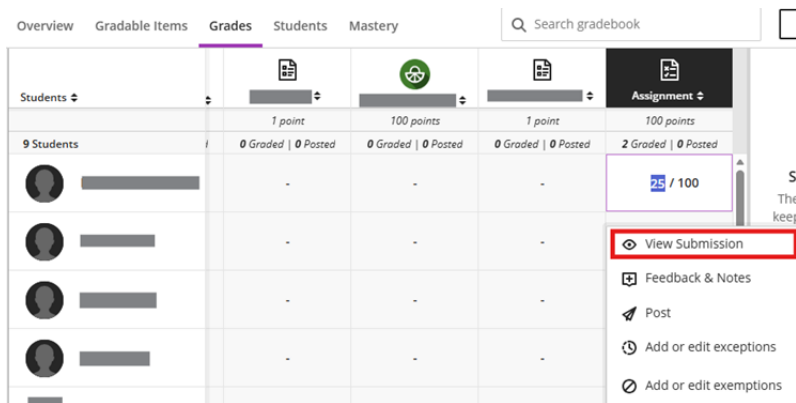
2. Click this **arrow** to open the slide. You will be able to see the feedback file and feedback comment here for current selected student.
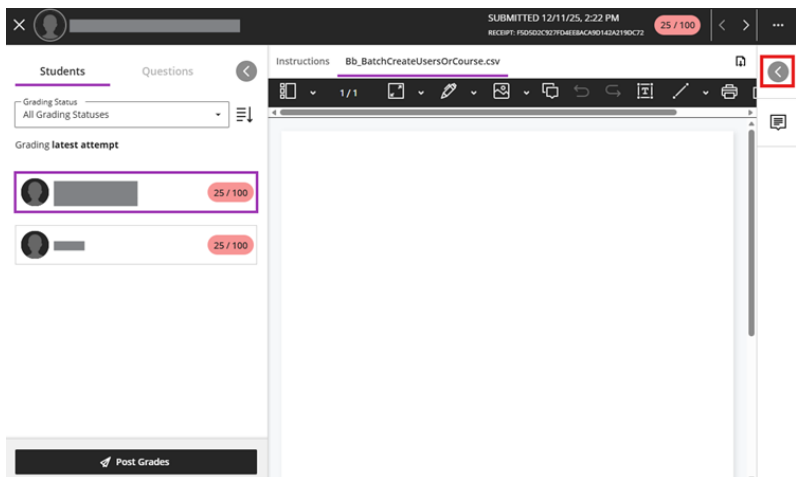
3. After you have checked all the records, you can now post grades. Return to Gradebook > Grades > Select the name of the Assignment > **Post**.
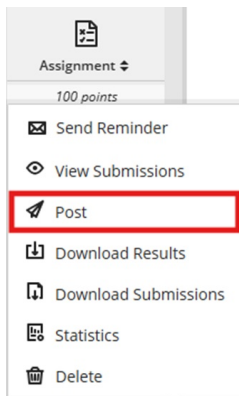
Points to note

1. To prevent confusion, please advise students NOT to include the word 'feedback' in the submission file name.
2. **The grade and feedback (i.e., Feedback to Learner) will be overridden if you upload and release the grades multiple times.**
3. **If you are releasing the grades again, please re-check the feedback file names - they should be unique when compared with previous processed ZIP files. If processed with same feedback file names, those would be appended with a random string to maintain uniqueness.**
4. Assignment name and feedback file name with Chinese characters are not supported.
5. For assignments allowing multiple attempts, only the last attempt will be downloaded, and only the last attempt will be graded.