

Blackboard - Batch upload assignment feedback files

Last Modified on 23/12/2025 12:34 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.

The screenshot shows the 'Marks and Feedback' section of a Blackboard course. At the top, there is a 'Assignment List' table with columns: TITLE ▲, DESCRIPTION, DOWNLOAD, PREVIOUS DOWNLOADS, UPLOAD, and RELEASE. The first row contains 'Assignment 01' and a red box highlights the 'Download' button. Below the table, there is a navigation bar with '1 to 2 of 2' items per page '25' items per page, Page '1' of 1, and a 'Show All' button.

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**.

Marks and Feedback

Assignment List / Download Submissions

Download submissions for assignment: Assignment 01

SELECT USERS

<input type="checkbox"/>	USER 	GROUP NAME 	STUDENT COMMENTS	SUBMISSION DATE 
<input type="checkbox"/>	██████████			24/11/2025 14:51:15
<input type="checkbox"/>	██████████			11/12/2025 09:13:43

1 to 3 of 3 25 items per page Page 1 of 1 < > [Show All](#)

[Select ungraded](#) | [Select Late Submission](#) 1 to 3 of 3 25 items per page Page 1 of 1 < > [Show All](#)

Instructions : Click "Show All" button to display all available groups for user/groups selection.

PACKAGE COMMENT

Add an optional comment to describe this marking package

Package for plagiarism detection (Turnitin or SafeAssign) submission

PREVIOUS DOWNLOADS

[View](#)

Click Submit to proceed

[Cancel](#) [Submit](#)

5. Click [Click here to download](#) to download the zip package.

Marks and Feedback

Assignment List / Download Process

Download Process

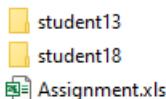
The process has completed successfully [Click here to download](#)

The download package is also available to download from the
Previous Downloads section of Downloads page

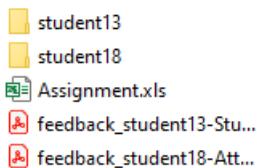
[OK](#)

II. Create feedback

1. Unzip the zip package, which contains an Excel file and a folder for each of the students.



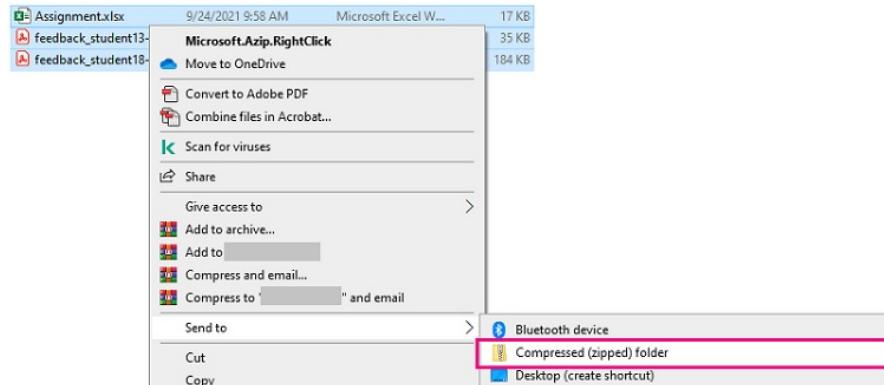
2. Open a student's file, add your feedback in the file, and save the feedback file at the same level with the Excel file. **Name the feedback file in the format of 'feedback_StudentID...' (i.e., add 'feedback_' at the front of the original submission file name, e.g., 'feedback_1155100000...').** (Remarks: 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.

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

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

No file chosen

Comment

Click Submit to proceed

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

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?](#) ([| | |
|---|--|
| <input checked="" type="checkbox"/> TOTAL | <input checked="" type="checkbox"/> ASSIGNMENT |
| .. | ? |](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.</div><div data-bbox=)

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.

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

5. Click **Release Grades**. Then click **Yes**.

Marks and Feedback

Assignment List / Release Grades

Uploaded packages for assignment: Assignment 01

1 to 8 of 8 25 items per page Page 1 of 1 < > Show All

FILE NAME ▲	COMMENT ▲	UPLOADED BY ▲	RELEASE	STATUS
████████.zip			Release Grades	Not Released more

6. You will see **Release Successful**. Please check the details for any errors. Then click **OK** to proceed.

Marks and Feedback

Assignment List / Grade Release Report

Filename	████████.zip
Released By	████████
Date of Release	11/12/2025 16:00:47
Process Status	Release 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

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'.

ASSIGNMENT	SURVEY	TEST-MULTI-MOTS
9.00		
7.00		

Quick Column Information

Send Reminder

Change Due Date

Grade Attempts

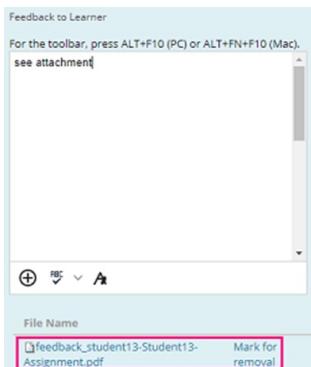
2. Check the grade. Expand the grading panel.

Assignment Details

GRADE LAST GRADED ATTEMPT 7.00 /9

ATTEMPT 1/25/22 5:09 PM 7.00 /9

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



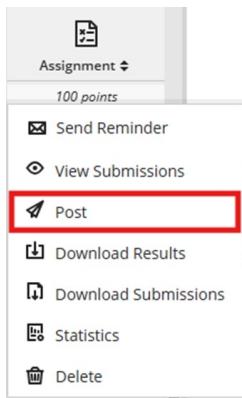
4. To release the grades, feedback, and feedback files, show the assignment column to students
(Blackboard Help: Can I control when students see their grades and feedback
[\(https://help.blackboard.com/Learn/Instructor/Original/Grade/Grade_Columns#can-i-control-when-students-see-their-grades-and-feedback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