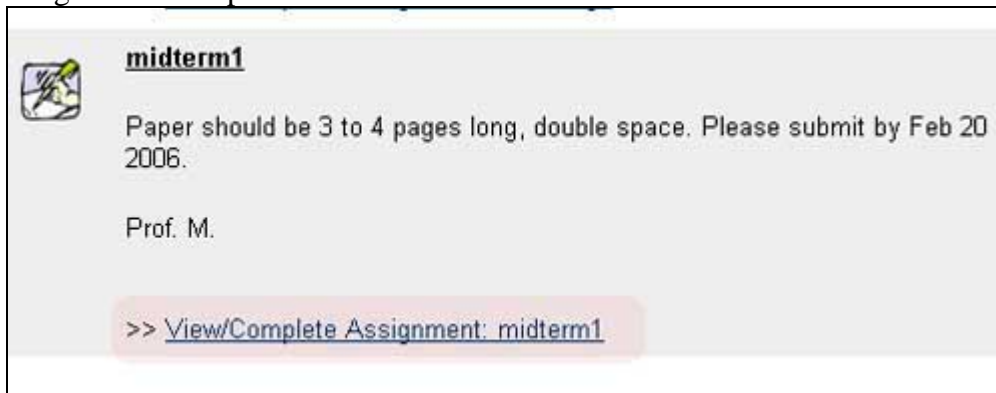


Students instructions for submitting a Blackboard assignment

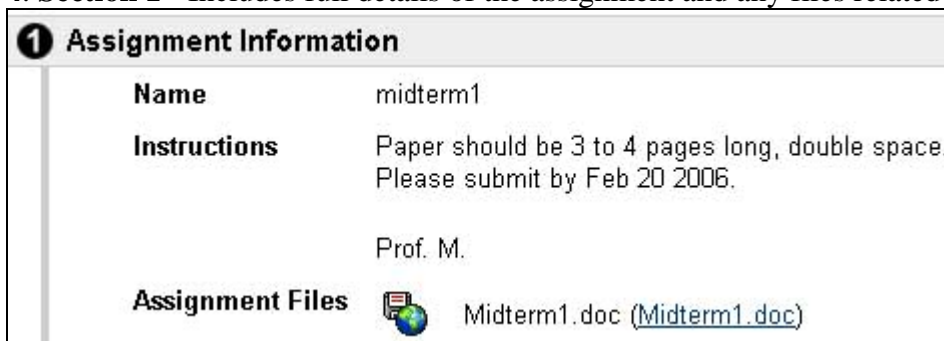
It is possible to submit an assignment electronically through Blackboard. You may find that your course instructor has set up a Blackboard assignment, which they expect you to complete. The instructions below explain how to submit an assignment through Blackboard.

1. Locate the assignment within your Blackboard course. The screen shots below are assignment examples.




The screenshot shows a Blackboard assignment card. On the left is a small icon of a hand writing on a notepad. To the right of the icon, the title 'midterm1' is displayed in bold. Below the title, the instructions read: 'Paper should be 3 to 4 pages long, double space. Please submit by Feb 20 2006.' Underneath the instructions, the instructor's name 'Prof. M.' is listed. At the bottom of the card, there is a red button with the text '>> View/Complete Assignment: midterm1'.

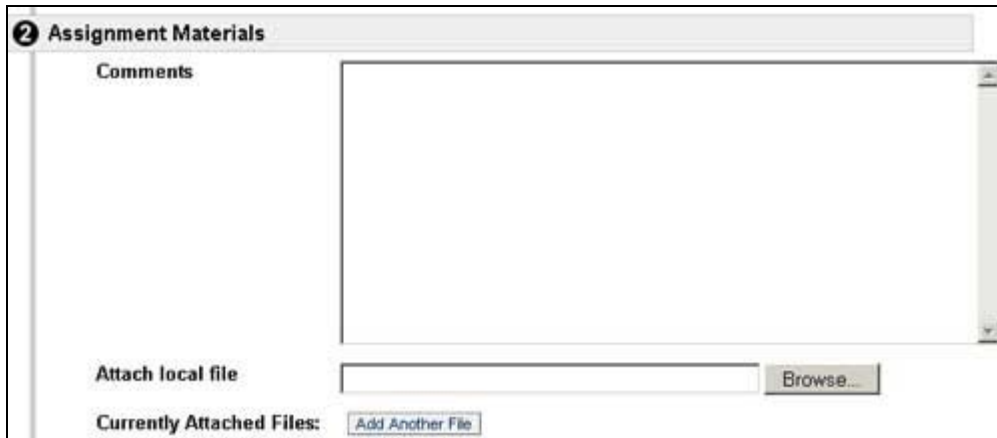
2. To view further details or submit an assignment click on View/Complete Assignment
3. The Upload Assignment page will appear. This is broken down into different sections.
4. **Section 1** - Includes full details of the assignment and any files related to it.



The screenshot shows the 'Assignment Information' section of the Blackboard interface. It features a table with the following details:

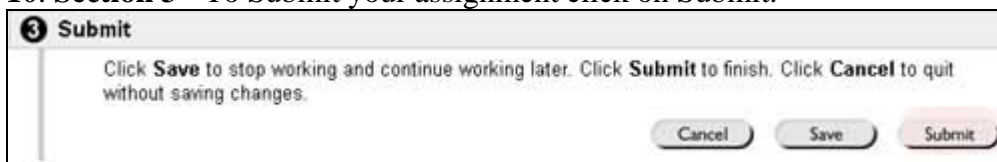
1 Assignment Information	
Name	midterm1
Instructions	Paper should be 3 to 4 pages long, double space. Please submit by Feb 20 2006. Prof. M.
Assignment Files	 Midterm1.doc (Midterm1.doc)

5. The next two sections cover the actual submission of the assignment. When you are ready to submit the assignment read the instructions first.
6. **Section 2** - Assignment Materials provides the opportunity to save or submit an assignment as well as add any comments regarding the submission.
7. Enter any comments about the assignment you are submitting into the Comments text box. This might be a good place to put your name.
8. Attach the completed assignment by clicking on the Browse button. Locate the assignment and click on the Open button.



9. If you wish to add further files, click on Add Another File and repeat the above step.

10. **Section 3** - To Submit your assignment click on Submit.



Important note about the Save button: The Save option will save the assignment but will **NOT** submit the assignment to the course instructor – instead it allows a copy of the work to be saved in Blackboard, which may then be downloaded and worked on at another time or location.

To make sure that the assignment was posted successfully:

1. Click on the Assignments button in the course menu
2. Locate the assignment you want to check on.
3. Click on View/Complete Assignment link.
4. Click on your file link which will now be listed in the Assignment Files section as Currently Attached Files. If you can't read the file, neither can the instructor. *If you post your assignment in error, or wish to make changes and re-post it before the due date, you must contact the Instructor to have the assignment deleted so that you can resubmit it.

To access your grade and any comments posted by the instructor: You have two options to view your assignment:

1. To view the assignment from the Assignments link go into the assignment and look at the Feedback from Instructor section. Your grade will be reflected there as well as any comments. Additionally, your assignment, with instructor's comments on it, will be attached under Files from Instructor. Clicking on this link will bring up your assignment with instructor's comments in another color.
2. To view the assignment from the Grade book, click on Student Tools and then click on My Grades. Click on the grade listed under the assignment and the same information as detailed in the Assignment link will be available to you.