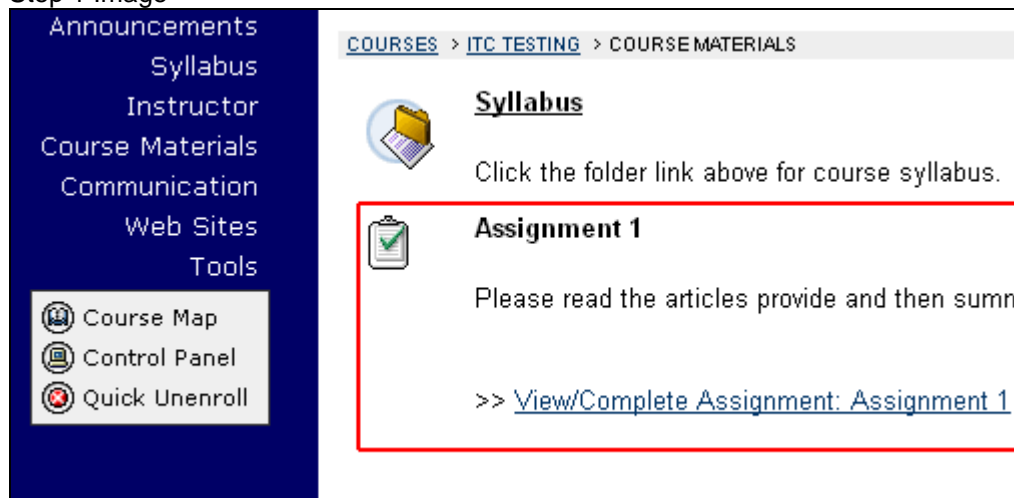


Viewing/Submitting Assignments Using Blackboard's Assignment Feature

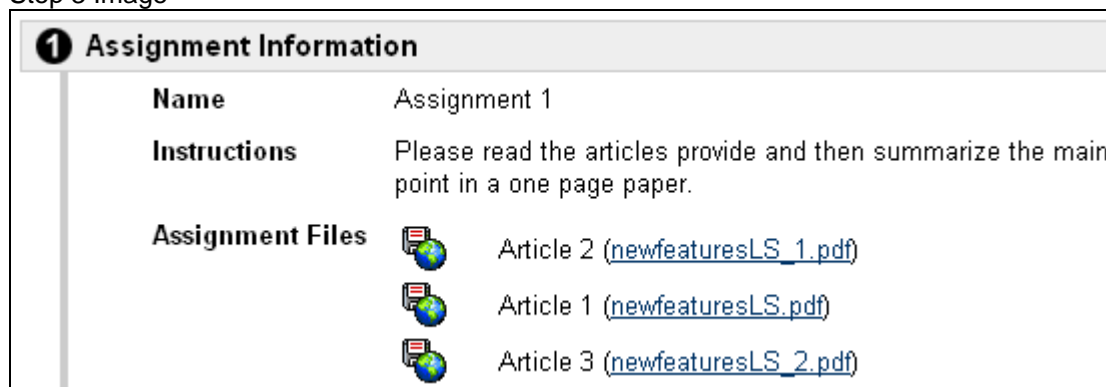
1. Locate assignment in course. In this example, Assignment 1 is located in Course Materials.

Step 1 Image



2. Click the "View/Complete Assignment:..." link provided. This will open that assignment.
3. The first section details assignment information. This includes the assignment name, instructions, and any assignment files that might be provided by your instructor. Read and complete the assignment as stated in the instructions.

Step 3 Image



4. Once, your assignment is complete you are then ready to submit your work. You will first need to locate the assignment within the course (remember our example in step 1) then click the "View/Complete Assignment:..." link.

5. To submit your assignment, you must complete the Assignment Materials section. First, enter any assignment comments in the Comment textbox (Note: your instructor may give instructions as to what they would like for you to enter here)

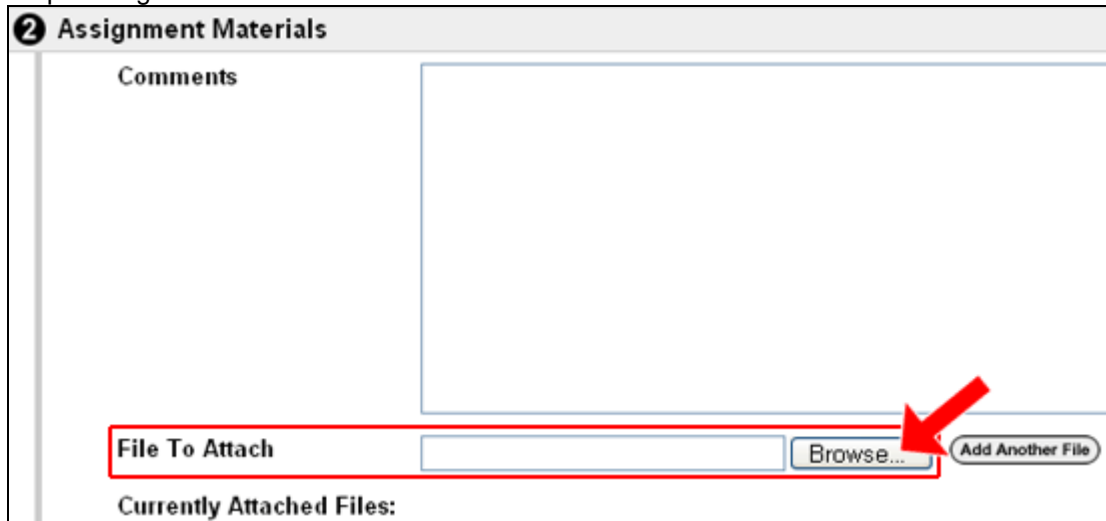
Step 5 Image



The screenshot shows the "Assignment Materials" section. It features a "Comments" field with a red border and the text "Enter Comments Here" in red. Below the comments field is a "File To Attach" section with a text input box, a "Browse..." button, and an "Add Another File" button. The "Currently Attached Files:" section is visible below the "File To Attach" section.

6. Next, attach assignment file or files. Click the Browse button to the right of the "File to Attach" box.

Step 6 Image



The screenshot shows the "Assignment Materials" section. The "Comments" field is empty. The "File To Attach" section is highlighted with a red border, and a red arrow points to the "Browse..." button. The "Add Another File" button is also visible. The "Currently Attached Files:" section is visible below the "File To Attach" section.

A dialog box will appear asking you to choose the file you would like to attach. Locate your assignment file on your computer. Note: If you need to attach another file, click the Add Another File button.

7. Once your assignment files are attached, click the Submit button to send your completed assignment to your instructor. Note: If you click the Save button your assignment will not be sent to your instructor.

Step 7 Image

Assignment Materials

Comments Enter comments here.

File To Attach C:\Documents and Settings\jagne;

Currently Attached Files:

Submit

Click **Save** to stop working and continue working later. Click **Submit** to finish. Click **Cancel** to quit without saving changes.

8. To view your graded assignment, locate the assignment within the course and then click the "View/Complete Assignment:..." link. You will receive the following message, "This assignment is complete. Click **OK** to review the result." Click the OK Button to view instructor feedback and score.

Step 8 Image

2 Assignment Materials

Comments Article 1 was my favorite because...

Student's Files [Goal_Analysis.doc](#)

3 Feedback From Instructor

Grade 20 out of 25.0

Comments Good Job, but please provide a little more detail next time.

Files From Instructor