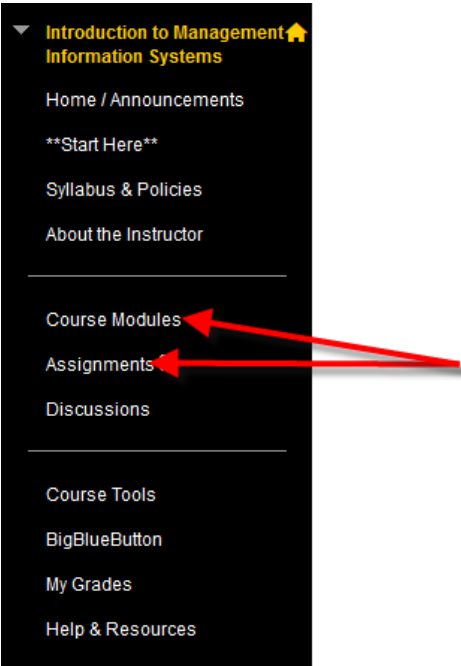


Submitting an Assignment

Review this document to learn the steps involved in submitting an assignment from within Blackboard.

1. Log into the Blackboard system and click to enter the course where you wish to submit an assignment.
2. Once you are in the course, navigate to the content area where the assignment is posted. Depending on how the course has been set up there may be a dedicated Assignments button in the course menu or you may need to click into a course module.



3. Review the assignment guidelines that the instructor has posted. Click the title of the assignment when ready to submit your attempt.



Assignment

The assignment feature is used to turn in documents or other files to your instructor. This is a replacement for traditional paper-based assignments and email submissions.

In most online courses you will be expected to upload a Word document, a PowerPoint, or similar file. For this assignment you should attach a **screenshot of your computer after you've joined a BigBlueButton session**.

Click the title of the assignment and then browse your computer to attach your file.

4. When the assignment loads you can select to type your submission directly in Blackboard (**Write Submission** button) or upload a file attachment (**Browse My Computer** button). Instructors will provide guidance on their preferred method.

Note: When in doubt, upload an attachment. It is possible that you could lose internet connectivity while typing in Blackboard, in which case you will lose any work you did not save.

1. Assignment Information

Points Possible
100

The assignment feature is used to turn in documents or other files to your instructor. This is a replacement for traditional paper-based assignments and email submissions.

In most online courses you will be expected to upload a Word document, a PowerPoint, or similar file. For this assignment you should attach a **screenshot of your computer after you've joined a BigBlueButton session.**

Click the title of the assignment and then browse your computer to attach your file.

2. Assignment Submission

Text Submission

Write Submission

Attach File

Browse My Computer

Browse Content Collection

3. Add Comments

Comments

REC ✓ ▾

Character count: 0

4. Submit

When finished, make sure to click **Submit**.

Optionally, click **Save as Draft** to save changes and continue working later, or click **Cancel** to quit without saving changes. You are previewing the assignment - your submission will not be saved.

Save Draft

Cancel

Submit


5. Verify that your text submission or attached file is correct. You may add text into the Comments box, if desired, and then press **Submit** to complete your attempt.

2. Assignment Submission

Text Submission

Attach File

Attached files

File Name	Link Title	
 Assignment 1.pdf	Assignment 1.pdf	Do not attach


Verify that the correct file is attached.

6. You may review your submission at any time by clicking on the assignment title again. The interface that loads will show your submitted file on the left (as long as it is a compatible file type), any instructor comments in the middle pane, and your grade and grading feedback will be on the right.

Note: You may have access to the **Start New** button if your instructor has allowed multiple attempts on the assignment. Press this button to upload a new or revised file.

Review Submission History: Assignment

Assignment Instructions Assignment Details

1 of 6 


Comments & Markups

Page 1

- I like your reflection, here. - Jeremy Anderson - less than a minute ago
- Watch out for grammatical errors. - Jeremy Anderson - less than a minute ago

GRADE
LAST GRADED ATTEMPT **90.00/100**

ATTEMPT
4/20/15 3:44 PM **90.00/100**

SUBMISSION
 [Assignment 1.pdf](#)

COMMENTS
Feedback to Learner
4/20/15 3:46 PM
Well done!

OK