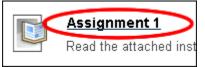
Submit an Assignment in Blackboard

(Audience: Student)

- 1. Enter the content area where the assignment is located.
- 2. Click the underlined assignment title.



3. Section 1 will show information about the assignment and include links to any files the instructor uploaded for this assignment. Click the underlined file name to open a file provided by the instructor.

1. Assignment Information	
Name:	Assignment 1
Instructions	Read the attached instructions to make sure you have met a
Due Date	June 16, 2010 3:07:00 PM CDT
Points Possible	20
Assignment Files	Assignment Directions.docx (Assignment Directions.docx)

4. In section 2, click <Browse My Computer> next to Attach file and navigate

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▲ Path: body		
▲ Path: body Attach File	Browse for Local File	

The attached file will be listed in the **Attached files** section as seen below.

Attach File	Browse My Computer
Attached files	
File Name	
Respondus UserGuide.doc	

- 5. To add additional files, repeat step 4.
- Once all files are attached, click Submit.
 NOTE: If you click Save as Draft the assignment will NOT be submitted to the instructor.



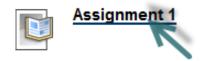
7. If the instructor allows multiple attempts for this assignment, enter the assignment again, then click **Start New Submission** and follow steps 3-6 to

submit an additional attempt.



View Submitted Assignments

1) Navigate to the course content area where the assignment is located.



2) Locate the Review Submission History. The attached file can be accessed to view the assignment you turned in, as well as any grading or feedback.

Submission (December 26, 2012 12:47:55 PM CST)

Submission Materials Submission Field : Student Comments : Attached Files : <u>Survey Options.docx</u> Instructor Feedback Grade : Needs Grading

3) Click **<OK>** when finished to exit from this screen.