

Submitting an Assignment in Blackboard

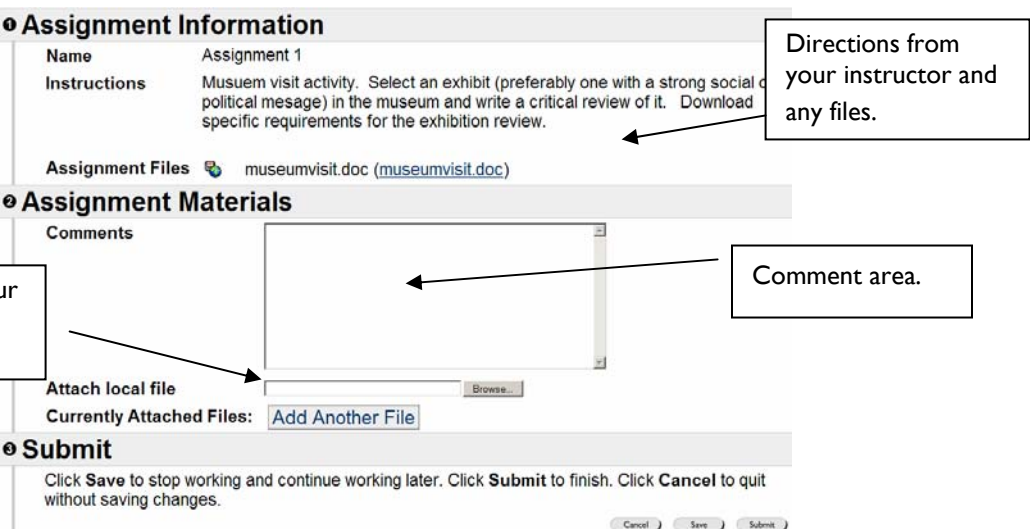
Your course instructor may be using the **Assignment Manager** feature in Blackboard to collect and manage your submitted assignments. When your instructor creates an assignment with Blackboard's Assignment Tool feature, you have the option to download a file, make comments, and upload a file to your instructor.

Assignments will be indicated with the following icon: 

1. Select the content area where the assignment is posted (e.g. "Assignments", "Course Documents")
2. Select the **View/Complete Assignment** link under the assignment name and description.

>> [View/Complete Assignment: Assignment 1](#)

3. You will be taken to a new window that will include specific instructions about the assignment or a link to files that you need to download to complete the assignment.



The screenshot shows the Blackboard Assignment Manager interface. It is divided into three main sections: Assignment Information, Assignment Materials, and Submit. Callouts point to specific features: 'Directions from your instructor and any files.' points to the Instructions field; 'Attach your files here.' points to the Attach local file text box; 'Comment area.' points to the Comments text area; and 'Directions from your instructor and any files.' also points to the Assignment Files section.

Assignment Information

Name	Assignment 1
Instructions	Museum visit activity. Select an exhibit (preferably one with a strong social political message) in the museum and write a critical review of it. Download specific requirements for the exhibition review.
Assignment Files	museumvisit.doc (museumvisit.doc)

Assignment Materials

Comments

Attach local file

Currently Attached Files:

Submit

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

4. In the **Comments** box, you can add any remarks you have about the assignment or you can cut and paste your assignment here. You must have some text in this box in order for your assignment to be successfully submitted.
5. To submit a paper, click on the **Browse** button next to the **Attach local file** text box. A windows dialog box will appear. Navigate to the drive where your file is located, e.g., d:\essay1, and select the file by double clicking on it. The file location and name should appear in the **Attach local file** box.


Notes:

- To attach another file, click on the Add Another File button [Add Another File](#) under **Currently Attached Files**.
 - Use only alphanumeric characters (A-Z, a-z, 1-9), "-" dash and "_" underscore (without the quotes) for names of files you submit on Blackboard. Stay away from spaces, #, %, \$, and any other characters that are not alphanumeric. File names should be 60 characters or less.
6. If you want to save your assignment and not submit it, click on the **Save** button. You can then return to the assignment later. Be aware that your instructor will not be able to access your assignment until you submit it. Once you've submitted your assignment, you can't return to it or resubmit it unless the instructor "clears the attempt". Otherwise, select **Submit**.
 7. Select **OK**.


Reviewing Your Grade

1. Once you submit an assignment and the instructor has reviewed it and updated the Gradebook, you can see any feedback and download any attached documents by returning to the content area where you originally submitted the assignment and clicking on the [>> View/Complete](#) link associated with the Assignment.
2. You will see a message that you have already submitted the assignment. Select "Click **OK** to see your results". You will see a screen similar to the following. From here, you can download any files your instructor has attached and view the feedback he/she has given you.


[COURSES](#) > [DEMO COURSE 01](#) > [ASSIGNMENTS](#) > REVIEW ASSIGNMENTS: ASSIGNMENT 1

 **Review Assignments: Assignment 1**


1 Assignment Information

Name	Assignment 1
Instructions	Museum visit activity. Select an exhibit (preferably one with a strong social or political message) in the museum and write a critical review of it. Download specific requirements for the exhibition review.
Assignment Files	 museumvisit.doc (museumvisit.doc)

2 Assignment Materials

Comments	I've attached my paper.
Student's Files	 museumpaper.doc

3 Feedback From Instructor

Grade	10 out of 10.0
Comments	Excellent job. Please see my comments on your paper -- I enjoyed reading such a thoughtful reflection of your visit to the Mexican American Museum.
Files From Instructor	 museumpaper.doc

Feedback from your instructor and any files.

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ITS Academic Technology Services



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