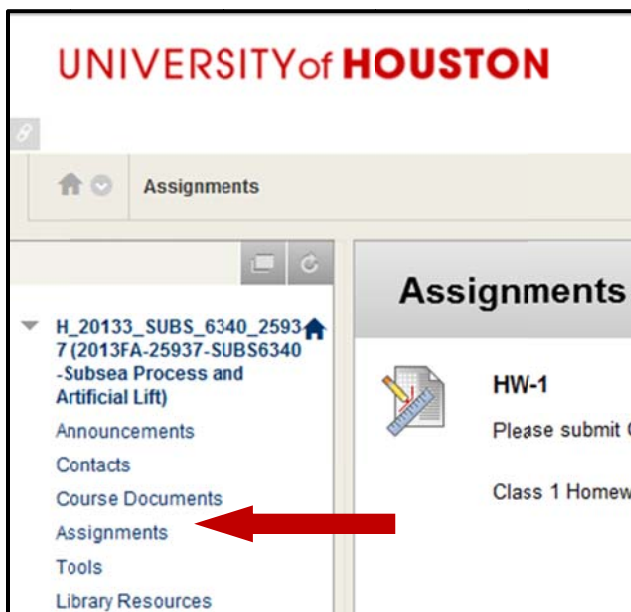


Blackboard: Submit an Assignment (student instructions)

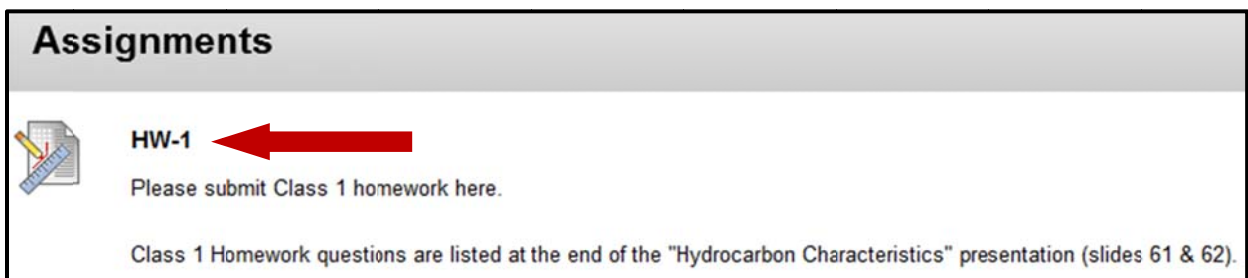
Note: Assignments are usually set to allow only one submission.

View/Submit Assignment

1. Click **Assignments** on Navigation Bar. (**Note:** instructor may place an assignment in other content areas of the course.)



2. The assignment and/or instructions may be given below the **HW-1** link or attached in a separate document. Click on the name of the assignment (example: **HW-1**) to upload and submit your homework on the **Upload Assignment** page.



3. Upload Assignment:

- a. Recap of Assignment
- b. Write a text submission if requested by instructor.
- c. Attach a file by clicking **Browse My Computer** to attach your homework file. Multiple files may be attached by clicking **Browse My Computer** again.
- d. Confirm that you have uploaded the correct file. If this is NOT the correct file, you may remove it by clicking the **Do not attach** button.
- e. Click **Submit**. "Save as Draft" will not send your homework to the instructor.

Upload Assignment: Hwk-1

[Cancel](#) [Save as Draft](#) [Submit](#)

ASSIGNMENT INFORMATION

Due Date Thursday, February 13, 2014 4:00 PM	Points Possible 2
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Homework due Feb 13
[Homework -Feb6.pdf](#)

ASSIGNMENT SUBMISSION

Text Submission

Attach File

Attached files

File Name	Link Title	
Hwk-1_Boyer-1234567.docx	Hwk-1_Boyer-1234567.d	Do not attach

ADD COMMENTS

Comments

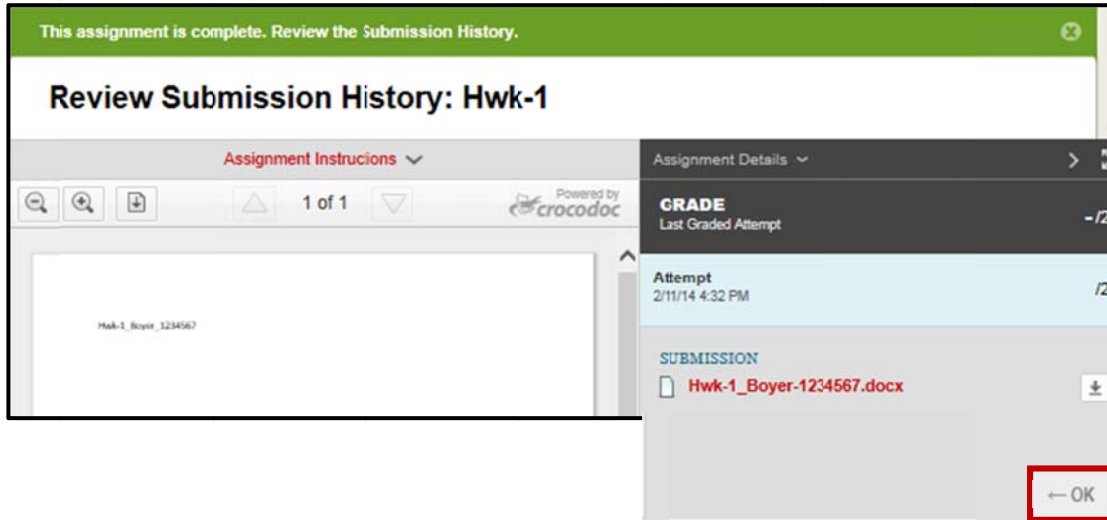
Leave **Comments** area blank.

Character count: 0

*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.*

[Cancel](#) [Save as Draft](#) [Submit](#)

- After clicking **Submit**, the assignment **Submission History** page will appear. Click **OK** to return to the Assignments page.



NOTE:

To SUBMIT the Assignment:

Click **Submit** to send the Assignment to the Instructor. **Submit** completes the Assignment. Once the page is submitted, the Instructor will be able to access the student’s work. If the instructor allows only one attempt to submit the Assignment, another attempt cannot be submitted without contacting the instructor or TA.

To SAVE the Assignment (without submitting):

Click **Save as Draft** to save your assignment and continue working on it later. **Save as Draft** stores comments and the files on the page, but does **not** submit them. Students may return later to modify or finish the assignment. **Submit must be selected to send the assignment to the instructor.**

View Assignment Grade

- Click **Tools** on Navigation Bar > click **My Grades**. (**Note:** it is instructor’s option to show grades)



- Once assignment is graded, grade and details appear to right of Hwk-1 submission.

