


# Student Guide: Submitting Assignments in Blackboard

If your instructor has created an assignment using Blackboard's Assignment Tool, follow the directions below for help submitting your assignment. **Note:** This document discusses the submission of files using Blackboard's Assignment Tool only, allowing you to submit a file directly to your instructor. Be aware that there may be other items labeled assignments that have not been created using this tool.

1. Go to the Blackboard course site and select the area in which your instructor posted the assignment (e.g., **Assignments**, **Course Materials**, etc.). Keep in mind that although there is an area in Blackboard called **Assignments**, your instructor may have directed you to find the assignment for your class in a different area.
2. Click on the **View/Complete Assignment** link.




**Review Assignment**  
Review chapter 5 of the textbook and answer the questions in the file attached to this assignment. To view the assignment questions, click on the view/complete assignment link below.

Submit a document containing your responses **no later than 5pm on November 25**. Please name your file follows: LastName\_FirstName\_Assign1. To submit your file, click on View/Complete assignment link below, then browse for the file on your computer before clicking the Submit button

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

3. You will then see the following:


TEST MASTER COURSE (HUNTR TEST MASTER) > ASSIGNMENTS > UPLOAD ASSIGNMENT: ASSIGNMENT #1

 Upload Assignment: assignment #1

**1 Assignment Information**

**Name** assignment #1

**Instructions** Download the file below to view your assignment. Return here to upload your completed assignment (by attaching a file under Assignment Materials).

**Assignment Files**  This is your first assignment ([This is your first assignment](#))

**2 Assignment Materials**

**Comments**

Attach local file

Currently Attached Files: [Add Another File](#)

**3 Submit**

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

- Enter text in the **Comments** text box. This text will be submitted to your instructor along with your file.
- To upload your file to Blackboard, click on the **Browse** button (**Choose File** on a Macintosh), find the file on your computer, and click the **Open** button.

**Attach local file**

**Currently Attached Files:**

**Note:** If you added the wrong file, you can click the **Browse** button again to replace it. To add additional files, click the **Add Another File** button.

- Click the **Submit** button to submit your assignment.

**Note:** Clicking the **Save** button uploads the **Assignment** to Blackboard and allows you to download it at a later time. If you **Save** the **Assignment** but do not **Submit** it, your instructor will not receive it.

4. Check to make sure your assignment has been received by going to **My Grades**, either from the navigation menu or from the **Tools** section of Blackboard. If your assignment was received, you will see an exclamation point next to that item in the **Grade Center**. When your instructor has graded your assignment, your grade will appear in place of the exclamation point.



**View Grades**

Your grades for this Course

Item Name	Details	Due Date	Last Submitted, Modified, or Graded	Grade	Points Possible	Average	Median	Comments
Weighted Total	<a href="#">Details</a>			-	0			
Total	<a href="#">Details</a>			-3	110			
Quiz Average	<a href="#">Details</a>			-	100			
Paper	<a href="#">Details</a>		Nov 10, 2008 12:18 PM	98	100	98	98	
Participation	<a href="#">Details</a>			-	100			
Quiz #2	<a href="#">Details</a>				100			
Quiz #1	<a href="#">Details</a>			-	20			
PowerPoint	<a href="#">Details</a>			-	0			
test blog	<a href="#">Details</a>			-	50			
assignment #1	<a href="#">Details</a>	Nov 7, 2008	Nov 25, 2008 1:01 PM	95	10			
Sample SafeAssignment	<a href="#">Details</a>				5			
Review Assignment	<a href="#">Details</a>		Dec 29, 2008 5:06 PM		100			