



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:

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:

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
Quiz #1	Details			80	20
Weighted Total	Details			76.18%	130
Total	Details			254	220
Quiz Average	Details			237.5%	100
Paper	Details		Feb 25, 2009 10:49 AM	99	100
Participation	Details			-	100
Quiz #2	Details		Feb 25, 2009 10:50 AM	75	100
PowerPoint	Details			-	0
test blog	Details			-	50
assignment #1	Details	Nov 7, 2008	Feb 4, 2009 12:39 PM		10

If you have further questions or need technical assistance, please contact the Student Help Desk at (212) 650-EMAIL (3624) or studenthelpdesk@hunter.cuny.edu.