INSTRUCTIONAL COMPUTING & INFORMATION TECHNOLOGY

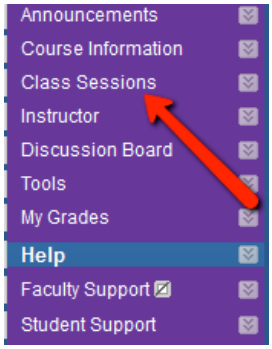
Engage the Students. Infuse the Curriculum.
Empower the Faculty. Enhance the Administrative Process.

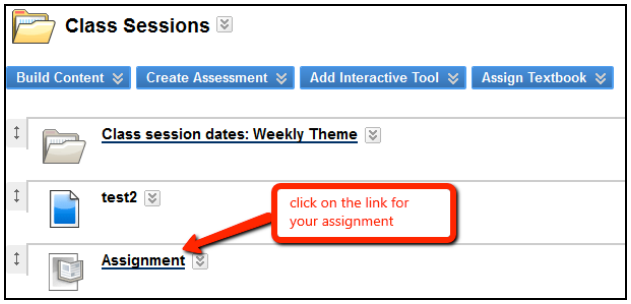
Student Guide: Submitting Assignments in Blackboard

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.

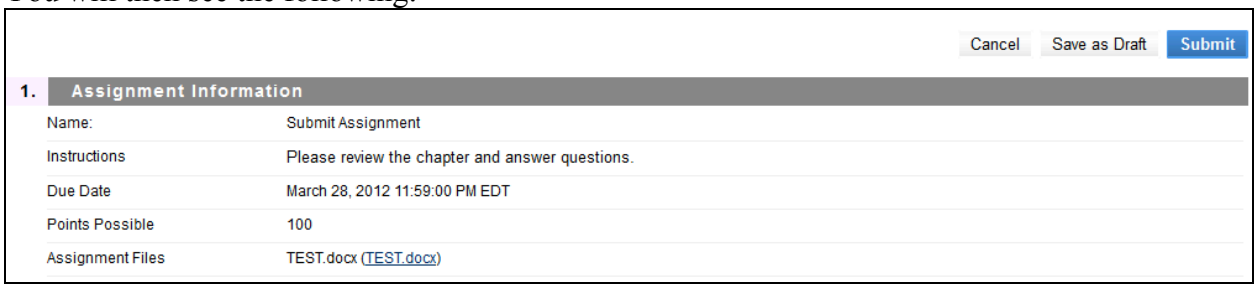
1. Go to the Blackboard course site and select the area in which your instructor posted the assignment (e.g., **Class Sessions**, **Course Information**, etc.).

2. Click on the link to submit your assignment.

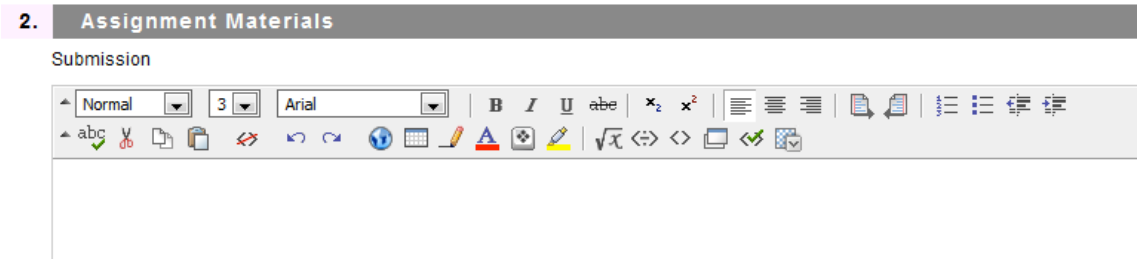




3. You will then see the following:



- Enter text in the **Assignment Materials** text box. This text will be submitted to your instructor along with your file.



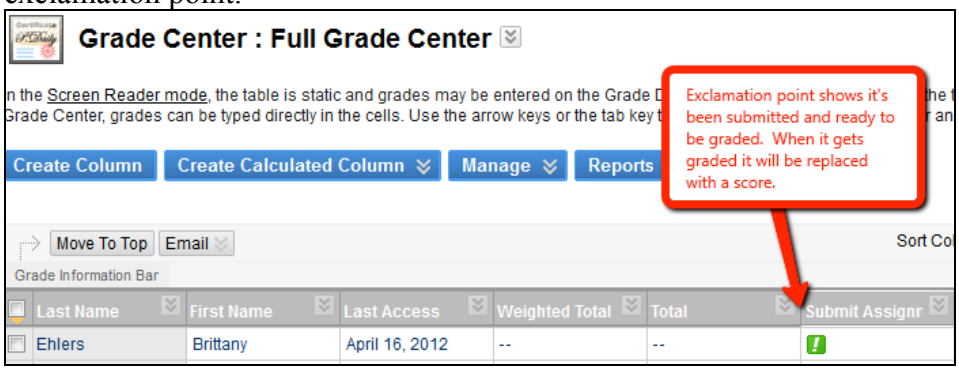
- To upload your file to Blackboard, click on the **Browse my Computer** button, find the file on your computer, and click the **Open** button.

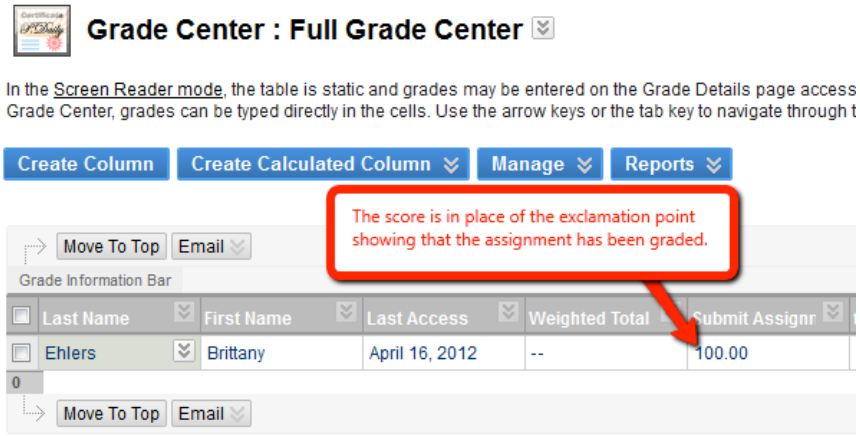
Note: If you added the wrong file, you can click the **Do not attach** button. To add additional files, click the **Browse My Computer** button again.

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

  Note: Clicking the **Save as Draft** button uploads the **Assignment** to Blackboard and allows you to download it at a later time. If you **Save as Draft** 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.





If you have further questions or need assistance, please email bb@hunter.cuny.edu or contact the Technology Resource Center (Thomas Hunter 402) at 212-772-HELP (4357)