

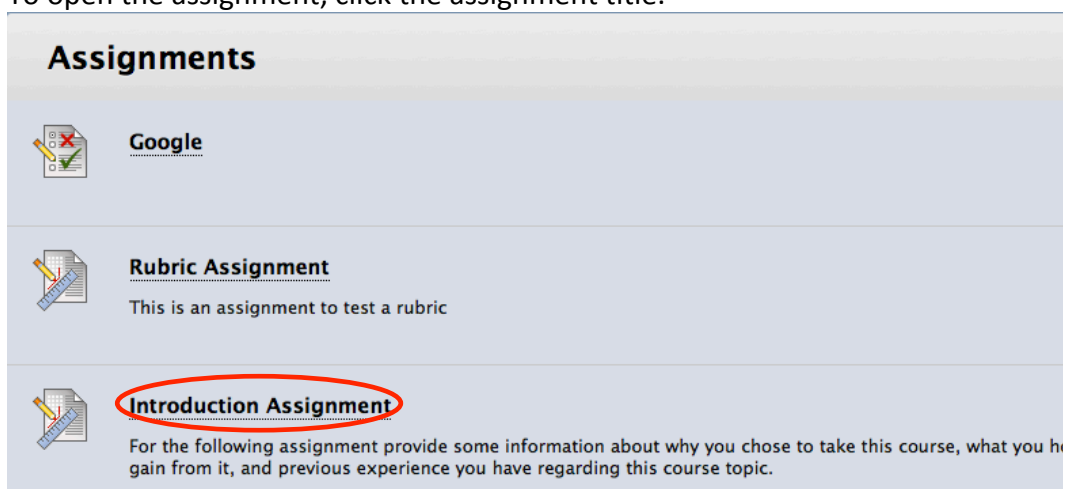
STUDENT TUTORIAL: SUBMITTING ASSIGNMENTS

WHY WOULD YOU USE THIS FEATURE:

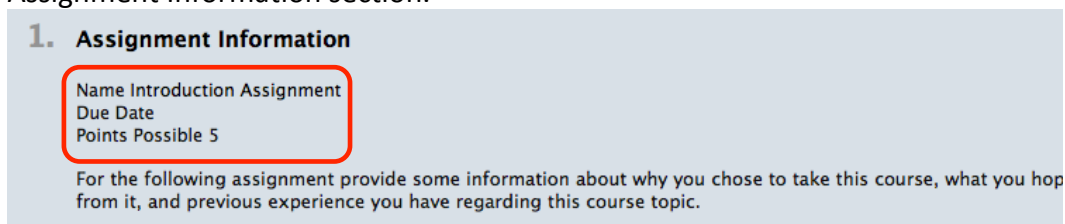
Submitting assignments is one of the most important uses of Blackboard. Many instructors distribute assignments through Blackboard because it allows them to stay organized and save time grading. Therefore, it is important that students know how to submit assignments via Blackboard. Instructors may allow students to submit certain assignments only once or multiple times, so it is important to know how to use both methods. In addition, the To Do module can inform you when assignments are due so you can use time management and plan accordingly. The following tutorial will demonstrate how to submit assignments via Blackboard using single and multiple attempts.

HOW TO SUBMIT AN ASSIGNMENT:

1. Access your course within **Blackboard**.
2. Access the content area where the assignment is located.
3. To open the assignment, click the assignment title.



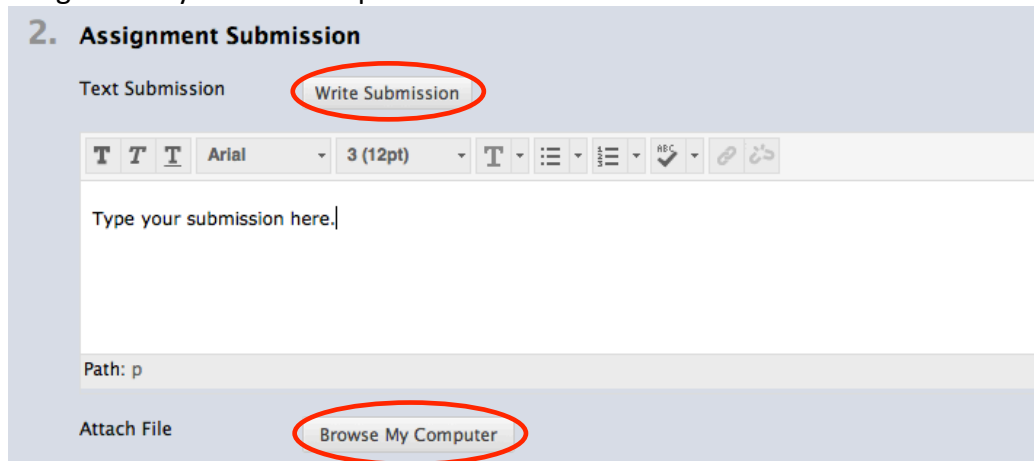
4. The assignment's instructions, due date, and point value can be found under the Assignment Information section.



5. In the **Assignment Submission** section you may either select **Write Submission** to use the Text Box Editor to enter your response for the assignment, add Mashups, create hyperlinks, etc. (For more information on how to use the Text Box Editor see the "Using

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the Text Editor” tutorial) or you may select **Browse My Computer** to upload assignments you have completed as a Word document or Excel.



2. Assignment Submission

Text Submission **Write Submission**

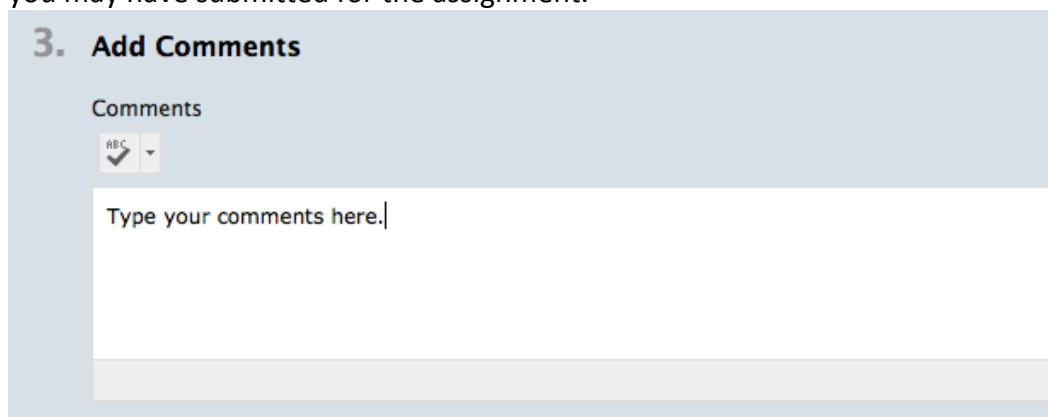
Rich text editor toolbar: Bold, Italic, Underline, Arial, 3 (12pt), Text color, Bulleted list, Numbered list, Undo, Redo, Link, Unlink.

Type your submission here.

Path: p

Attach File **Browse My Computer**

- The **Add Comments** portion of this section allows you to make comments about a file you may have submitted for the assignment.



3. Add Comments

Comments

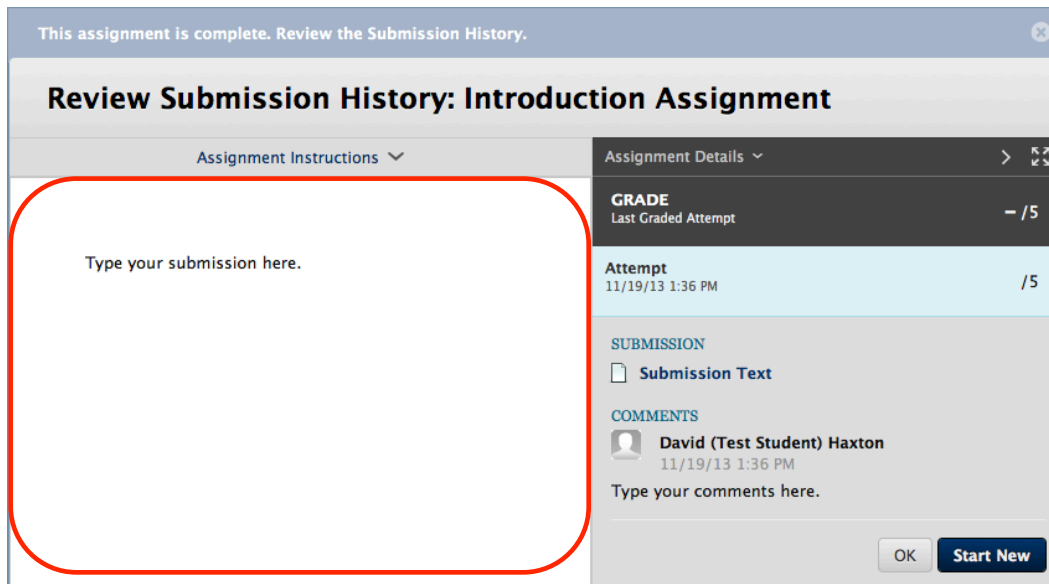
Rich text editor toolbar: Undo, Redo.

Type your comments here.

Add Comments

- When you are finished completing the assignment, click **Save as Draft** if you are not finished or **Submit** if you are.
Note: If your instructor has not enabled multiple attempts be sure that you have reviewed the assignment, made all corrections, and included all the necessary information to complete the assignment). A message will appear indicating a successful submission.
- A message will appear indicating a successful submission.
This assignment is complete. Review the Submission History.
- You may review your response by scrolling down to the **Review Submission History** section.

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This assignment is complete. Review the Submission History.

Review Submission History: Introduction Assignment


Assignment Instructions ▾

Assignment Details ▾ > ↻ ↺


GRADE	
Last Graded Attempt	- /5

Attempt	
11/19/13 1:36 PM	/5

SUBMISSION

 Submission Text

COMMENTS

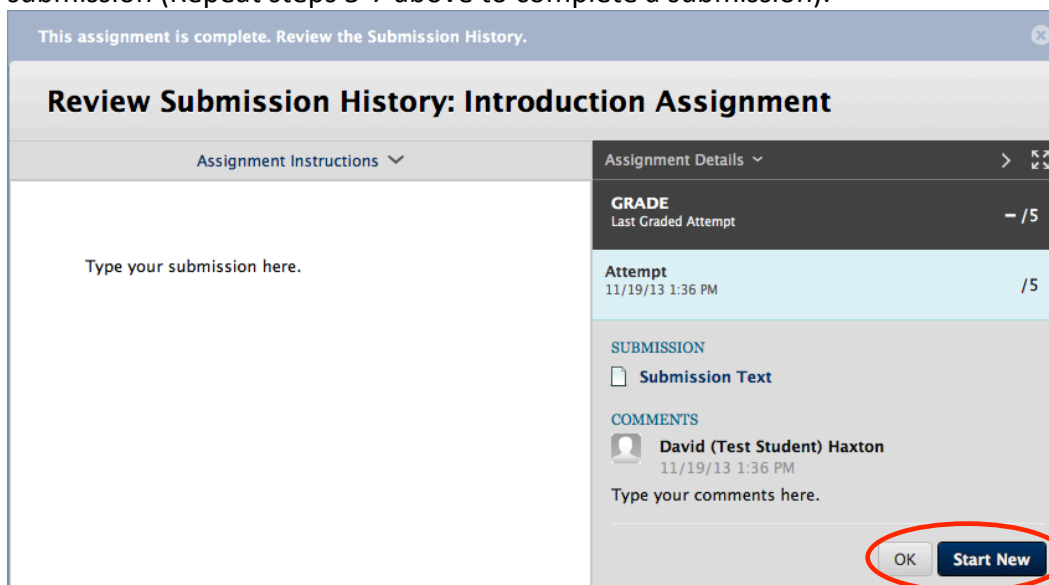
 David (Test Student) Haxton
11/19/13 1:36 PM

Type your comments here.

OK Start New

HOW TO SUBMIT MULTIPLE ATTEMPTS:

1. If your instructor has enabled multiple attempts for an assignment you may go back and re-submit the assignment again if you believe you can provide a better response for the assignment or if you would like to add an updated file to your response.
Note: Instructors also control how many attempts a student has to submit the assignment. Be aware of how many attempts you have left. Submissions cannot be made once the limit has been met.
2. To submit a new response, access the assignment again to view your **Submission History** page. Click the **Start New Submission** option to begin creating a new submission (Repeat steps 5-7 above to complete a submission).



This assignment is complete. Review the Submission History.

Review Submission History: Introduction Assignment


Assignment Instructions ▾

Assignment Details ▾ > ↻ ↺


GRADE	
Last Graded Attempt	- /5

Attempt	
11/19/13 1:36 PM	/5

SUBMISSION

 Submission Text

COMMENTS

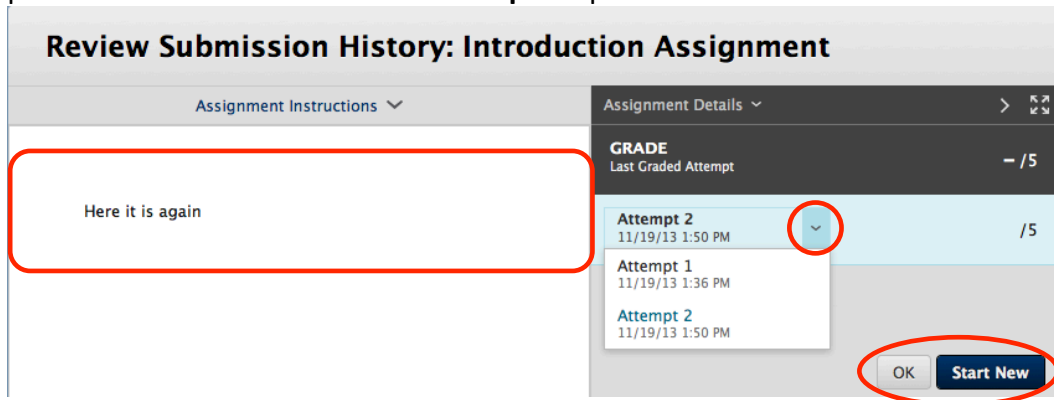
 David (Test Student) Haxton
11/19/13 1:36 PM

Type your comments here.

OK Start New

STUDENT TUTORIAL: SUBMITTING ASSIGNMENTS

- When you have finished completing your new submission select **Submit** again. Your new submission can be seen under the **Review Submission History** section. To see previous submissions select the **Attempt** drop-down menu.



Review Submission History: Introduction Assignment

Assignment Instructions	Assignment Details
Here it is again	GRADE Last Graded Attempt - /5
	Attempt 2 11/19/13 1:50 PM /5
	Attempt 1 11/19/13 1:36 PM
	Attempt 2 11/19/13 1:50 PM

OK Start New

- Click **Ok** under the submission history section to leave the assignment page or click **Start New Submission** to begin another attempt.