

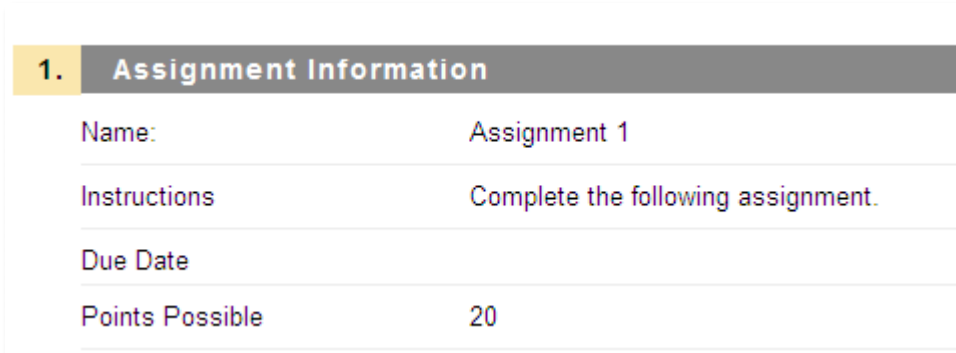
Submitting an Assignment

The Assignment tool allows students to submit and share files with their instructor. Many instructors are using the Assignment tool to post and collect homework assignments. Once the student submits an assignment, an exclamation point is recorded in the grade center notifying the instructor that the item needs to be graded. The instructor can then record the grade and return the assignment with comments if needed. Below are the steps for submitting an assignment.

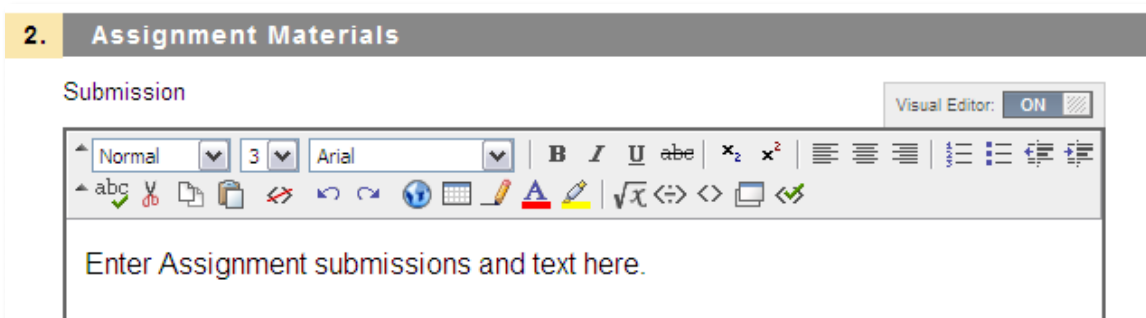
1. In the **Course** page, locate the **Assignments** for your course
2. Click the name of the assignment you want to submit (An assignment will be marked with an assignment icon)



3. The details of the assignment are listed at the top of the assignment



4. Post assignment text or materials in the **Assignment Materials** Submission text box



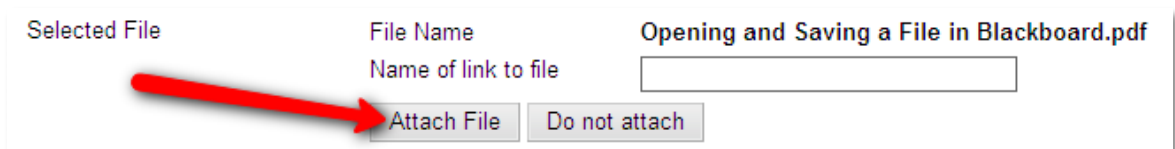
5. To attach a file, select the **Browse for Local File** button



Attach File Browse for Local File Browse for Content Collection item

Attached files File Name Link Title

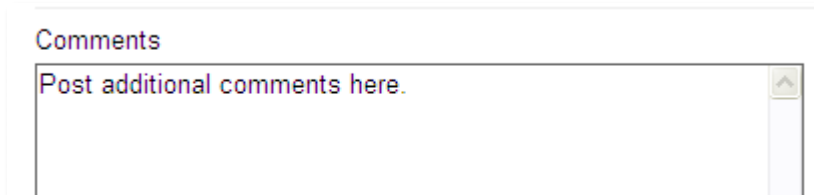
6. Locate the file and click **Open**
7. Click **Attach File** to attach the file



Selected File File Name Opening and Saving a File in Blackboard.pdf
Name of link to file

Attach File Do not attach

8. Post any additional comments you have in the **Comments** text box



Comments

Post additional comments here.

9. Click **Submit** to submit the Assignment to the Instructor. **Note:** You may also select to **Save as Draft**. This will save the assignment materials for you to view at a later time, but it will not submit the assignment to the instructor.



Cancel Save as Draft Submit

10. Review the **Submission History** and click **OK** to return to the course page

Viewing Assignment Feedback and Grades

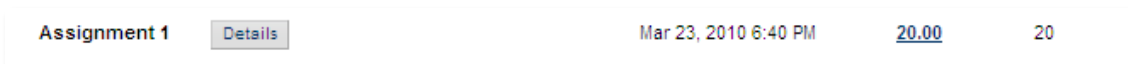
1. Click the **Tools** link in the navigation menu



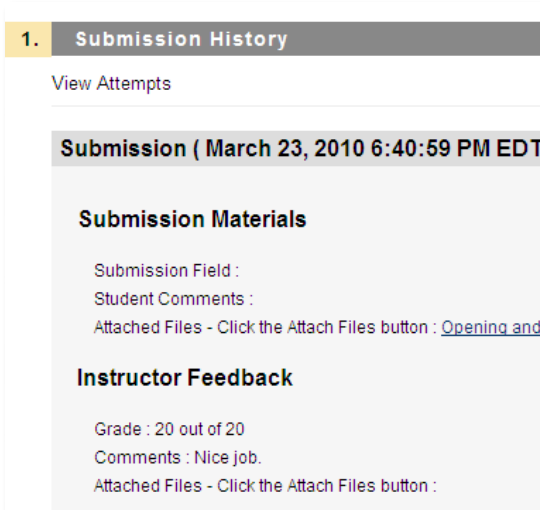
2. Click the **My Grades** link from the **Tools** menu



3. Review your grade for the assignment



4. Click the **Grade** link to view the **submission details, grade** and **comments** from the instructor



5. Click **OK** to return to **My Grades**

Note: The grade will reflect an **exclamation point** in the **My Grades** area until a grade is submitted by the instructor.

Assignment 1

[Details](#)

Mar 23, 2010 6:40 PM



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