

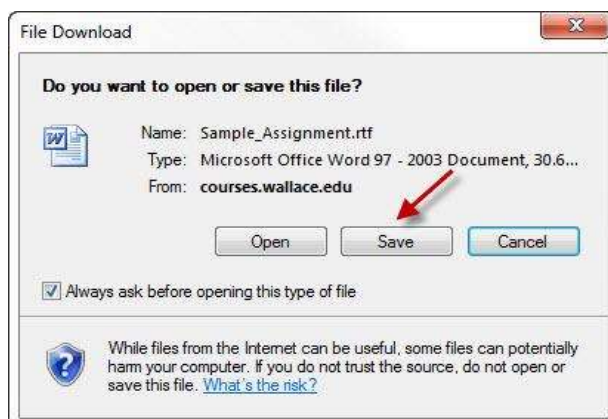
Completing an Assignment in Blackboard

1. From the **Content** area of a **Blackboard** course, click on the [Assignment folder title](#).
2. Click on the title of the [Assignment](#).
 - a. Read the **Instructions** carefully.
 - b. Some [Assignments](#) may require you to upload a file using the [Assignment Tool](#) and submit the file. This file may be an essay, text, spreadsheet, image, or other type of file.
 - c. Other **Assignments** may require you to download a file ([Sample Assignment](#)), make changes or complete work, **upload**, and **submit** the revised file.
 - d. Always look in the **Assignment Information** for [Instructions](#) on **how to complete the assignment**, including the [attach file](#) located in the **Assignment Files** area. This file may be an essay, text, spreadsheet, image, or other type of file.
3. **Type your full name and student number in a file.** This file may be an essay, text, spreadsheet, image, or other type of file.

1. Assignment Information

Name:	Upload the New File - Assignment
Instructions	For this assignment you will upload a file using Assignment tool and submit the file. This assignment gives you the opportunity to use the Assignment feature of Blackboard. Many Instructors use the assignment feature to review student's created work.
Due Date	
Points Possible	1
Student Name	CIE Student
Assignment Files	

3. Click **Save** to save the file to your local computer drive. It is a good practice to change the file name by adding your name to the end. This lets the Instructor know exactly who the file belongs to.



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4. Once you have saved the file, you will need to **upload** and **submit** the file in **Blackboard**.
5. Navigate to the **Assignment**, and click the **Browse My Computer** button on the **Assignment** page. Find the file on your local computer drive, select it, and click **Open**.
6. You can add comments for the Instructor in the **Comments** box.

ASSIGNMENT SUBMISSION

Text Submission

Attach File

Attached files

File Name	Link Title	
Sample_Assignment_Name.rtf	Sample_Assignment_Na	<input type="button" value="Do not attach"/>

7. After you have **uploaded** the file to **Blackboard**, you will need to **Submit** the file for review by your Instructor. Click the **Submit** button at the bottom of the **Assignment** page.

ADD COMMENTS

Comments

Click **Save as Draft** to save changes and continue working on later. Click **Submit** and **OK** to finish. Click **Cancel** to Quit with out saving changes.

Character count 0

*When finished, make sure to click **Submit**.
Optionally, click **Save as Draft** to save changes and continue working later, or click **Cancel** to quit without saving changes.*

8. You will receive a confirmation message that the **assignment** is complete.

This assignment is complete. Review the Submission History.



Review Submission History

9. **Assignments** must be reviewed by the Instructor before a **grade** can be posted. You will be able to check back later under the **My Grades** link to see the score. Contact your Instructor if the **grade** is not posted in a reasonable amount of time.

