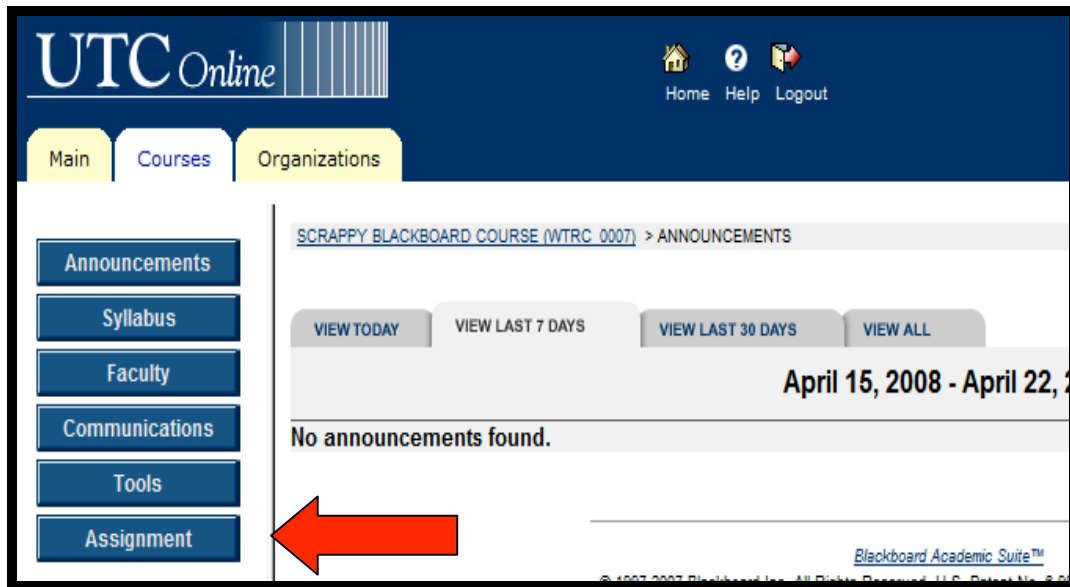


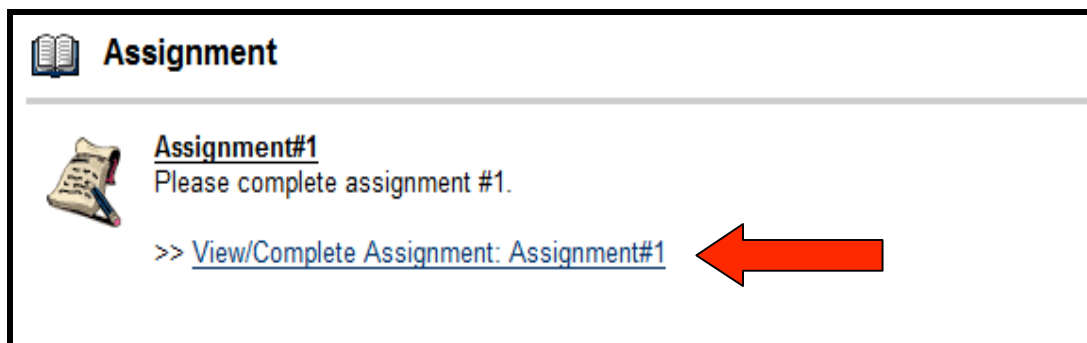
How to use the Assignment Feature

Your instructor may choose to have you submit your assignments using the assignment feature in the Blackboard system. (NOTE: Your instructor may have called this area something different or may have turned this function off for their class.)

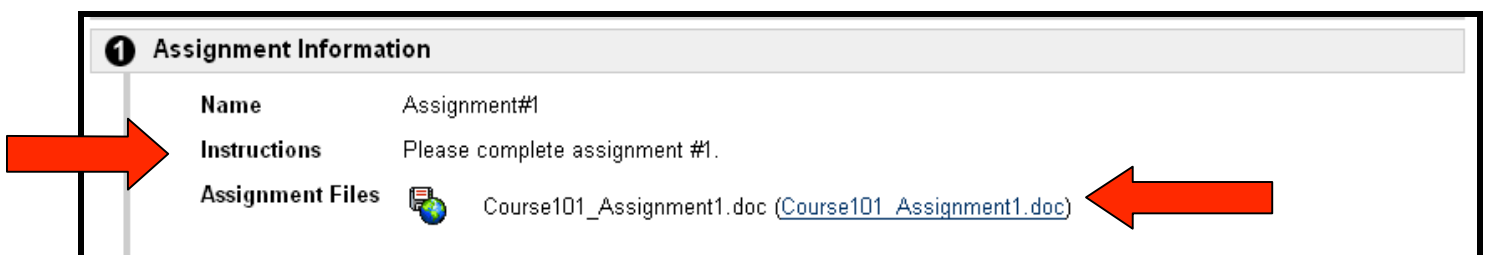
1. Click on the button in the course menu where the assignment may be located.



2. Click on the words "View/Complete Assignment" (in blue).



3. Your instructor may have placed the instructions for the assignment next to the word "Instructions" or they may have uploaded the instructions, for which you would need to click on the blue writing next to "Assignment Files"



4. After you have read the instructions and are ready to turn in your assignment click on the word “Browse” to search for your file. Then add any comments you may have in the box.

2 Assignment Materials

Comments

Attach local file

Browse...

Currently Attached Files: [Add Another File](#)

5. Once you have uploaded your assignment, click “submit” at the bottom of the page. Now you can visit the Gradebook for that course to see if the assignment was submitted. If you have submitted your assignment, you will see an “!” (See the arrow) for that assignment. This means that the assignment has been submitted and is waiting to be graded.

View Grades

Your grades for this Course

Item Name	Due Date	Last Submitted, Modified or Graded	Calculated Grade	Points Possible	Average Score	Weight
Assignment#1		Apr 22, 2008 9:49 AM	!		0	0%
Test for Demo			-	20	0	0%