

Submitting Assignments in Blackboard Learn 9.1

Note: The Assignments Tool availability and how you will access course assignments (if available), will vary from course to course depending on the course instructor. Always refer to your instructor's instructions on how to access course materials.

To submit an assignment:

1. Locate the course content area where the assignment is located
2. Click the assignment title to open the "Upload Assignment:" page
3. Carefully review the assignment instructions and if necessary download the assignment file attached by the instructor (if required)

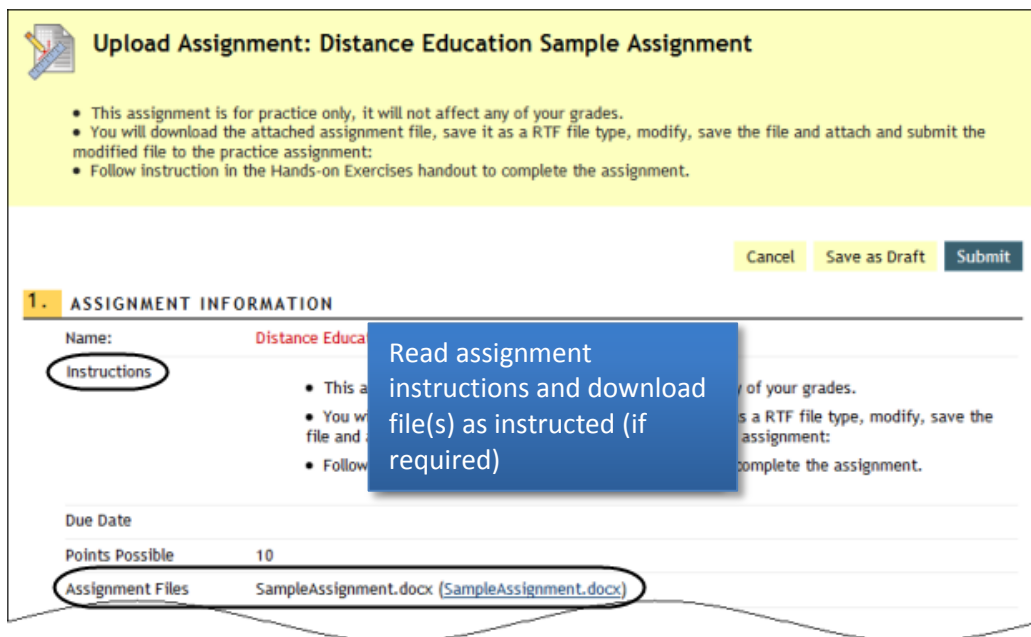


Figure 1: Assignment Instructions

4. Completing the assignment:

Depending on the course instructor's assignment submission will be in the form of text typed in the assignment "Submission" box or by creating/editing a file to be attached to the assignment and submitted for grading.

I. To submit the assignment using the "Submission" text box:

- a) Carefully read the assignment instructions
- b) Type the assignment answer in the "Submission" text box. You can also add comments to your instructors in the "Comments box."

(Note: Make sure the Text Editor is ON to be able to use the available formatting tools while typing the assignment answer)

- c) Click the "Submit" button to submit the assignment to your instructor for grading (See Figure 2 on the next page)

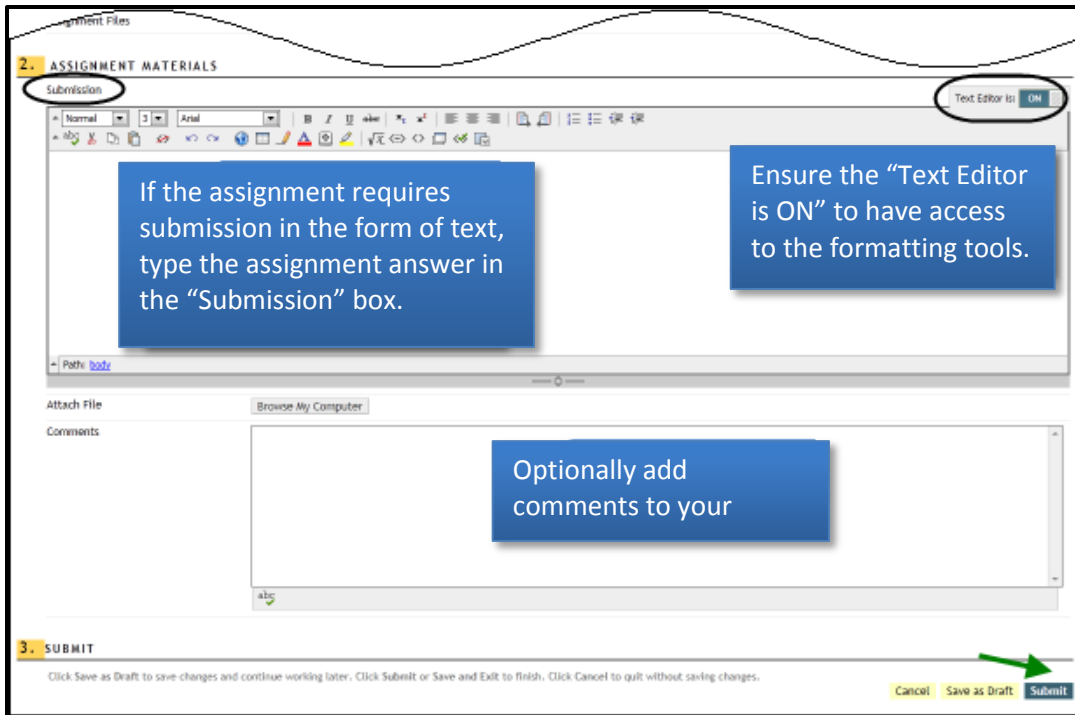


Figure 2: To submit the assignment using the "Submission" text box

II. To attach and submit the assignment file(s):

- a) Carefully read the assignment instructions
- b) Complete the assignment file to be attached and submitted
- c) Save and Close the assignment file
- d) Click the "Browse My Computer" button (under the Submission box). The Choose File to Upload dialog box opens.

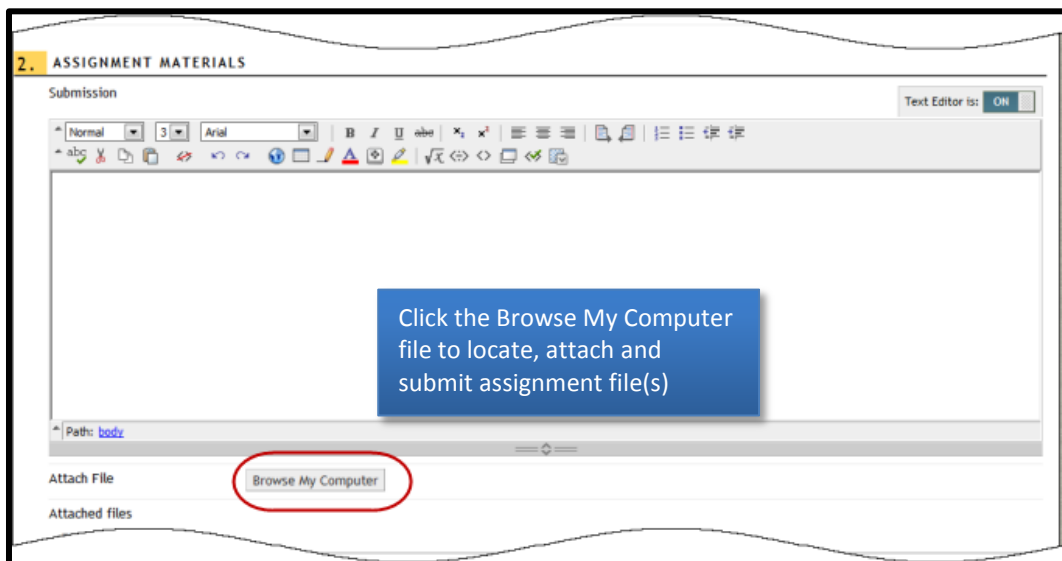


Figure 3 Attach and submit assignment file

- e) Navigate your computer to locate the completed assignment file
- f) Click the file to be attached and click Open or double click the file)
- g) Repeat steps a-f for all assignment files (if more than one file is required)
- h) Attached files will be listed under the title “Attached files”
- i) Optionally add comments to your instructor in the Comments box
- j) Click “Save as Draft” to complete the assignment later or click “Submit” to submit the assignment for grading

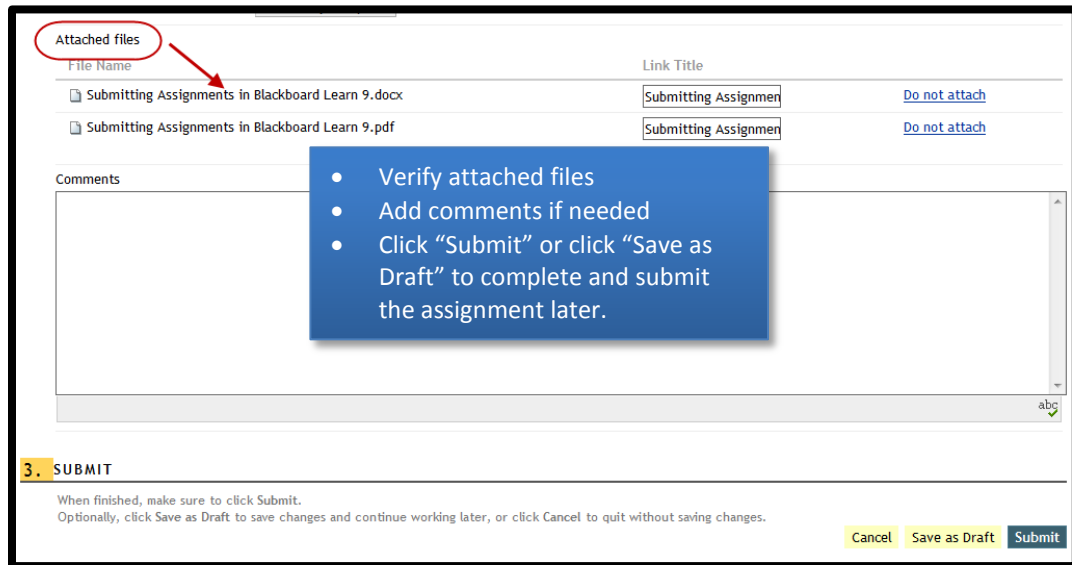


Figure 4 Verify attached files and submit

- k) The “Review Submission History” page will open. Review assignment submission and click Ok

