



Blackboard Quick Reference Guide

Submitting Assignments through Blackboard

This relatively new feature for submitting assignments has virtually replaced the Digital Dropbox. When you (as student) submit an assignment electronically (using the Assignment Manager) it will appear in the Gradebook, where the instructor can access and grade it. After it has been graded, you can view your grade through the My Grades option. Assignments can be placed in various areas within your course, so check with your instructor to find out where assignments are located.

Step 1: Locate the assignment you wish to complete. Read through the instructions. At the bottom of the assignment instructions, you will see a link. Click the **View/Complete Assignment** link below the instructions for the assignment. Note this sample:

>> [View/Complete Assignment: Essay #3](#)

Step 2: Check to see if the instructor has attached any files for you to use in completing your assignment. If so, download them. Complete the assignment and save it on your hard drive, a diskette, or USB storage device.

Step 3: When you have completed the assignment, go to the assignment again and click **View/Complete**. Enter comments into the comments field – this is required.

Comments:

Comments can include:
*time and date sent
*how the assignment was useful
*any problems encountered
*team members' names

Step 4: Click to search for your file(s) related to the assignment:

Attach local file
Currently Attached Files:

You can attach multiple files, but one at a time

Step 5: Make sure that your document(s) are in a file format that is acceptable to your instructor. If you use an older version of Word or another word processing program, you may need to convert your file to a different format to ensure that your instructor can view it. See the quick reference guide on “Save Assignments as RTF” for more information.

Step 6: Click (continue work later) or (when it's ready for grading).

You can only submit an assignment once.

You can cancel at any time

You have the option of saving the file (without submitting the file to the instructor) to download and work on at a later time.