


Blackboard's Online Assignment feature (not to be confused with the Assignments button area found in some courses) enables students to submit assignments electronically directly in Blackboard and receive instant feedback that the assignment has been received.

Note: Not all courses or instructors utilize this feature. Check the syllabus and/or with your instructor to determine how to submit assignments for your own particular course.

Accessing Assignments

1. If online assignments are used in your course, you will see a View/Complete Assignment link, similar to the sample shown below. To view the assignment information, click on the **View/Complete Assignment** link.




My First Assignment
Please complete the attached assignment.

Begin by downloading the file attachment and reading the assignment directions. Once you have completed the assignment and are ready to submit your file, click the >>View/Complete Assignment link and attach your file.
>> [View/Complete Assignment: My First Assignment](#)

2. The Assignment Information page will appear (see sample below) which includes details about the assignment, along with any necessary file attachments. Although you can click the file attachment link and simply view the file, in many cases, you may find it helpful to download the attachment and save it to your computer in order to view and work on the assignment later:
 - a. Under the "Assignment Files" area, right-click on the file name link.
 - b. Choose "Save Target As".
 - c. Specify a location to save the file (The Desktop or My Documents folder are easy to remember locations).

Note: If you are not submitting the finished the assignment at this time, click the "Cancel" button at the bottom of the page to exit.

1 Assignment Information

Name	My First Assignment
Instructions	Please complete the attached assignment. Begin by downloading the file attachment and reading the assignment directions. Once are ready to submit your file, click the >>View/Complete Assignment link and attach
Assignment Files	 My First Assignment Instructions.doc (My First Assignment Instructions.doc)

Completing and Submitting Assignments

1. Once the file attachment has been downloaded to your computer you may need to log out of Blackboard to work on the assignment. To open the saved attachment: Open your word processing program. Click on "File" and then "Open". Browse to the location where you saved the assignment. Click on "Open".
2. Following the provided instructions, complete the assignment and save it in a new file. Pay particular attention to the type of file format (e.g., Word, Excel, Powerpoint, PDF, RTF) you are instructed to submit.

TIP When naming files, keep file names short. Use letters, numbers and underscores only, and avoid using any of the following characters in the filename:
& # % . , ; : * ^ ! @ \$ () + ? / \ [] { } + =

Special Note for Microsoft Office 2007 Users:

By default, all Microsoft Office 2007 products (Word, Excel and Powerpoint) use a new file structure and new file extensions (.docx, .xlsx and .pptx, respectively) which are unreadable by earlier MS Office versions. In other words, if you are using Word 2007 and submit your assignment to an instructor who has Word 2003, (s)he will not be able to open your document.

A good workaround is to save the document in Word 97-2003 format which makes it compatible with earlier versions. The only drawback is that any new enhancements/formatting specific to Word 2007 will be lost when the file is opened in the earlier version of Word.

Microsoft Word 2007 Save As Word 97-2003 Format

1. Have the Word 2007 document open and click the **Office Button**.
2. Next, choose **Save As**.
3. Under the "Save As type" pull-down menu, select **Word 97–2003 Document**.
4. If necessary, edit or change the filename and click the Save button.

3. When ready to submit the assignment, return to the course and again click on the "View/Complete Assignment" link.
 - a. In the **Comments** box, add remarks about the assignment if you choose.
 - b. Click the Browse button and locate your completed assignment on your computer. Once you click "Open", your file (including the path) should appear within the "Attach local file" field.
 - c. If you need to attach more than one file, click the "Add Another File" button.

2 Assignment Materials

Comments

Add comments here

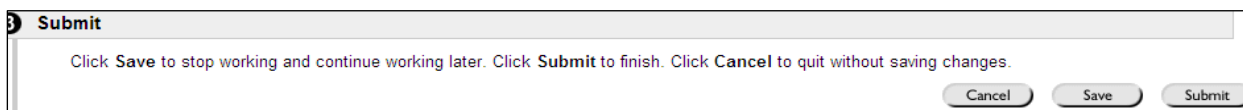
Attach local file

Currently Attached Files:

Add Another File

Browse...

4. Finally, at the bottom of the page, click the **Submit** button to send the assignment to the gradebook.
 - a. If you are only viewing the assignment, and not completing it, click **Cancel** to return to the previous screen.
 - b. If you have added some comments, but want to return later and add additional remarks, click the **Save** button.




To Verify Assignment Submission/Status


To verify that your assignment has been submitted correctly, select My Grades (located in the Tools area) and locate the assignment and grade column.

 View Grades					
Your grades for this Course					
Item Name	Details	Due Date	Last Submitted, Modified, or Graded	Grade	Points Possible
My First Assignment	Details		Mar 24, 2008 8:57 AM	!	100
Module 2 Exam 2B	Details			-	80
Exam 1B	Details		Feb 20, 2008 9:42 AM		48
Exam 1	Details	Jan 29, 2007	Jan 7, 2008 10:27 AM	95	100
Exam 2	Details	Apr 26, 2007		-	100

If the null character (-) appears in the Grade column, nothing has been submitted.

If an exclamation mark () appears, your assignment was submitted correctly, but has not yet been graded by the instructor.

If a hyperlinked score appears, the assignment has been graded. Click the score to view any instructor feedback that might be provided.

If an in progress icon  appears, you have either incorrectly submitted your assignment or clicked Save, rather than Submit. Return to the assignment and click the 'Submit' Button. If the in progress icon still appears, contact your instructor for further instructions.