

Assignments - View, Submit, Review; Zip

Instructors may place an *assignment* in any content area in your course so you can upload your completed work.

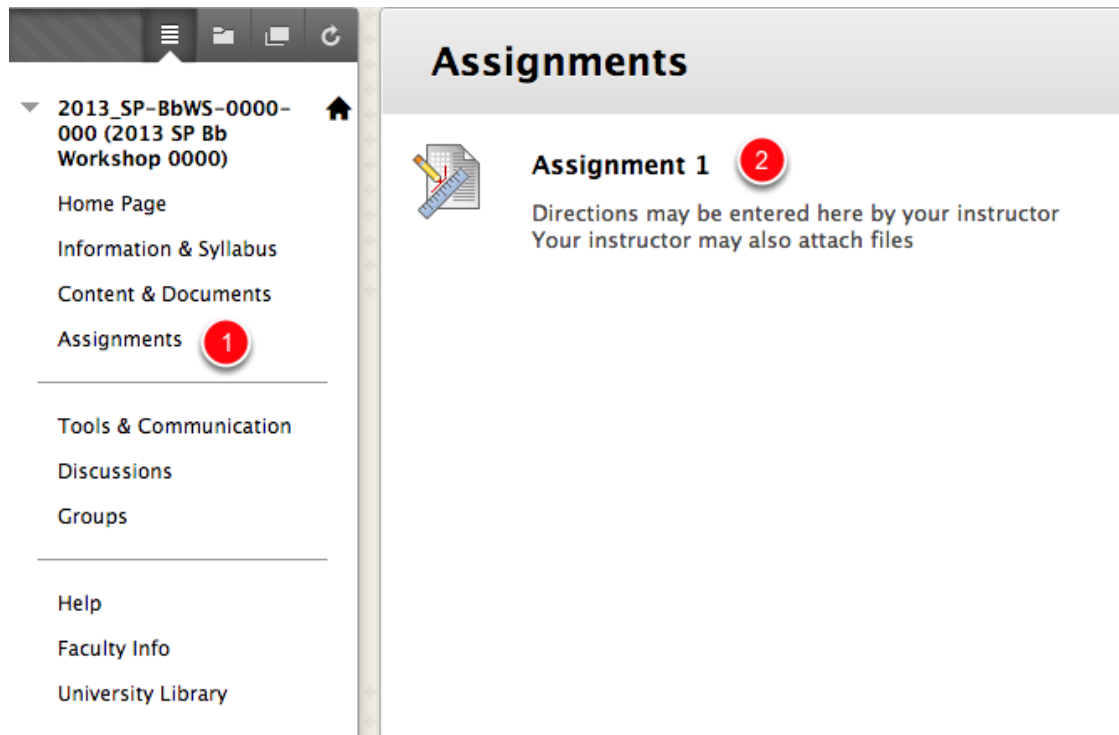
You may upload word processing, spreadsheet, presentation, media, or other computer files to Blackboard.

Your instructor evaluates your assignment and can provide feedback in text boxes or by uploading a rubric or other file to your assignment link.

You can see grades, comments, and attached files in the *My Grades* area.

See Also: **Blackboard OnDemand Learning Center Links** for students

Navigate to the Assignment



The screenshot displays the Blackboard user interface. On the left is a navigation menu for the course '2013_SP-BbWS-0000-000 (2013 SP Bb Workshop 0000)'. The menu items are: Home Page, Information & Syllabus, Content & Documents, Assignments (marked with a red circle containing the number 1), Tools & Communication, Discussions, Groups, Help, Faculty Info, and University Library. The main content area is titled 'Assignments' and shows 'Assignment 1' (marked with a red circle containing the number 2). Below the assignment name, it states: 'Directions may be entered here by your instructor' and 'Your instructor may also attach files'.

1. Click the navigation link on the class menu to enter the *Content Area* that contains the *Assignment* link.

Your instructor may use a different menu. Verify where the links will be available.

2. Click the *Assignment name*

Upload Assignment

Upload Assignment: Assignment 1

Cancel Save as Draft **Submit**

1

1. Assignment Information

Name: Assignment 1

Instructions: Directions may be entered here by your instructor
Your instructor may also attach files

Due Date:

Points Possible: 10

2

2. Assignment Materials

Submission

Text Editor is: **ON**

Normal 3 Arial B I U abc x₂ x² | [List of icons]

Enter Assignment Material here with the keyboard or use the *Paste From Word* tool

Flickr Photo
SlideShare Presentation
YouTube Video
Paste from Word

Allows easier text pasting from Microsoft Word

Attach File **3** Browse My Computer Click to navigate to your file

Comments **4**

Enter any Comments, or paste formatted text here to keep plain text

5

3. Submit

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.

Cancel Save as Draft **Submit**

1. Read the *Assignment Information*.

2. Enter *Assignment Materials* in the Text Box Editor by keyboarding or copy/pasting (see *3 Ways to Paste Clean Text into a Bb Text Box Editor*),

Use the **Paste from Word** tool when copy/pasting from any Rich Text Formatted document.

OR

3. *Attach a File* using the *Browse My Computer* button to navigate to your file (single file or zipped folder). Click to highlight it and click the *Open* button. Verify the file name in the *Attached files*

area.

4. Enter any *Comments*, if necessary. The Comment text box contains text only, no formatting.

5. Click a *Submit* button.

NOTE: *Save as Draft button* does not submit the assignment. It saves the page and allows you to return to complete the process.

Review Submission History

This assignment is complete. Review the Submission History.

Review Submission History

OK Start New Submission

- 1. Assignment Information**

Name: Assignment 1

Instructions: Directions may be entered here by your instructor
Your instructor may also attach files

Due Date:

Points Possible: 10

Student Name: Test Student
- 2. Review Submission History**

Submission (December 6, 2012 4:54:03 PM PST)
Submission Materials Submission Field : Student Comments : Attached Files : ID_defined.docx
Instructor Feedback Grade : Needs Grading
- 3. Finish**

Click *OK* to go back. Click *Start New Submission* to start new submission.

OK Start New Submission

1, Read the *Assignment Information*

2. *Review Submission History*. This will indicate if the assignment has been graded and will have any comments or attachments from your instructor.

3. *Finish*. click *OK*

After your Instructor Grades the Assignment

1. Assignment Information

Name:	Assignment 1
Instructions	Directions may be entered here by your instructor Your instructor may also attach files
Due Date	
Points Possible	10
Student Name	Test Student

2. Review Submission History

Submission (December 6, 2012 4:54:03 PM PST)

Submission Materials
Submission Field :
Student Comments :
Attached Files : [ID_defined.docx](#)

Instructor Feedback
Grade : 10.00 out of 10
Comments :
Feedback from you instructor may be here.
Your instructor may also attach a file.
Attached Files : [AssignmentRubric.pdf](#)

3. Finish

Click **OK** to go back. Click **Start New Submission** to start new submission.

OK

Return to the *Assignment* link or go to *My Grades*

Click the *Assignment* link or *Grade* link.

The Instructor Feedback section displays the Grade, any Comments the instructor entered, and any Attached Files the instructor gave you.

Samples of Zipped Folder Icons



Sometimes multiple files are necessary for an assignment, or a special computer application is used to create the file, e.g., *Inspiration* or Web Pages. In this case, zipping (compressing) the files in one folder is the most effective way to keep them together, to upload them all at the same time, and to make it possible for your instructor to download your assignment for evaluation without errors or file corruption.

Start by placing all files in one folder with a short, descriptive name.

Windows – Right-click on the folder and use **Send To > Compressed (Zipped) folder**

Mac – Right or Control-click on the folder and use **Compress “Folder Name”** (some Mac OS X versions may say **Archive** or **Create Archive**).

Upload that compressed/zipped file to Blackboard for your assignment.

Do not double-click or open the zipped file. It is a compressed duplicate of the folder. Keep the original folder with your work in a safe place.