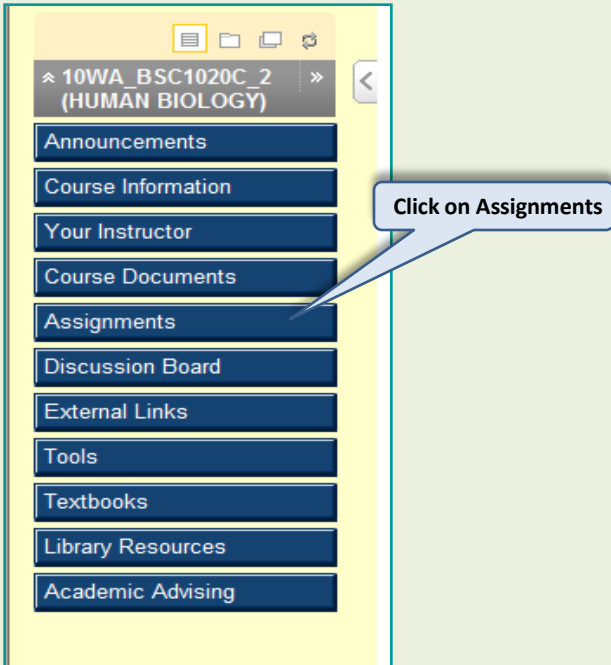
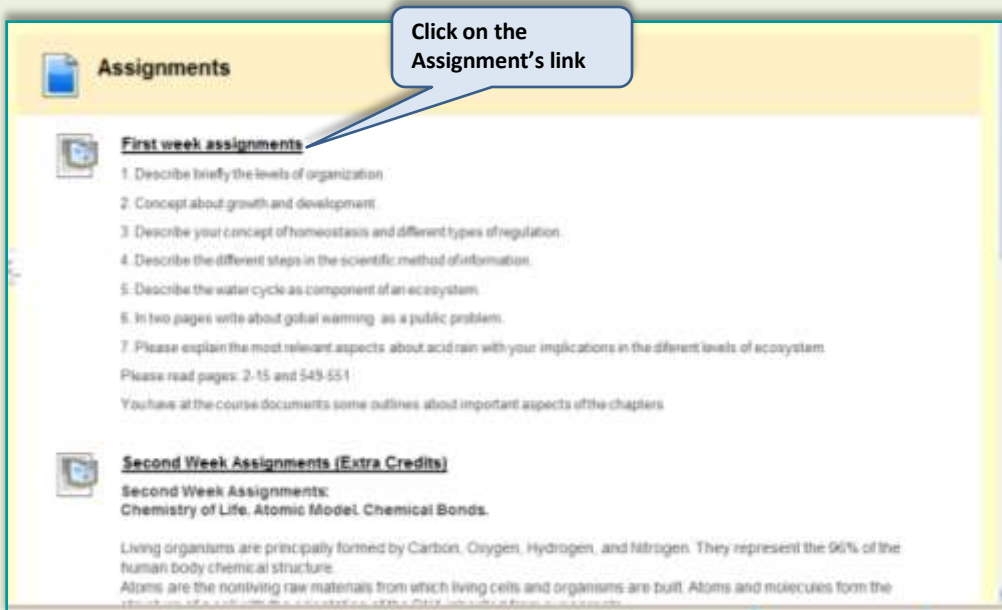


# How to submit an Assignment with Blackboard 9

Click on the “**Assignments**” section of your online course, where the assignment was created.



You will need to click on the link to the assignment you are submitting:



## Assignment Information

All pertinent information that was entered when the assignment was created is displayed here for the student to see. If there is more than one file to be downloaded, then there will be a link for each file.

The screenshot displays the 'Upload Exercise: First week assignments' interface. On the left is a course management sidebar for '10WA\_BSC1020C (HUMAN BIOLOGY)'. The main content area is titled '1. Exercise Information' and contains the following details:

- Name:** First week assignments
- Instructions:** A list of seven tasks related to biology, including describing levels of organization, growth and development, homeostasis, scientific methods, the water cycle, global warming, and acid rain. It also includes a reading assignment for pages 2-15 and 548-551.
- Due Date:** January 13, 2010 12:00:00 AM EST
- Points Possible:** 10
- Exercise Files:** Principles of ecology pptx ([Principles of ecology pptx](#))

Callout boxes point to the following elements:

- Assignment Name:** Points to the 'Name' field.
- Instructions:** Points to the list of tasks.
- Due Date:** Points to the 'Due Date' field.
- Possible Points:** Points to the 'Points Possible' field.
- Assignment Files:** Points to the 'Exercise Files' section.

## Assignment (Exercise) Materials

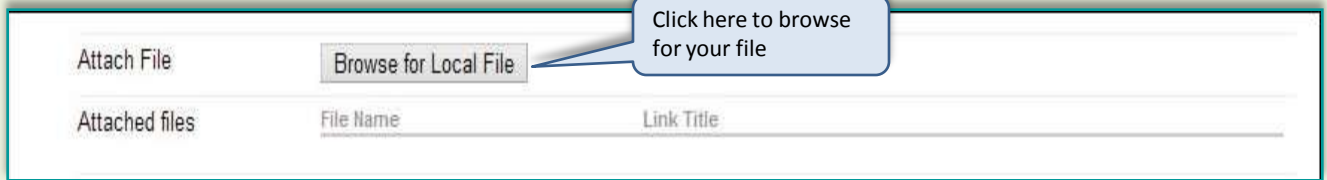
In the Submission box, students can enter text straight into the editing box if you are **not allow to attach a file**. Images, hyper links, and equations can be imported into this area as well as text.

The screenshot shows the '2. Exercise Materials' section, specifically the 'Submission' area. It features a rich text editor with a toolbar containing various formatting options like bold, italic, underline, and text color. The main area is a large text input field. A callout box points to this area with the text: 'Area for answering if not attaching a file is requested'. The path at the bottom left is 'Path: body'.

## Attaching Files:

If the assignment requires that a file such as a Word document or a Excel Spreadsheet be submitted for grading, this is where the student will attach the file to the assignment.

Click on “**Browse for Local File**” to locate your file .



Attach File

Attached files

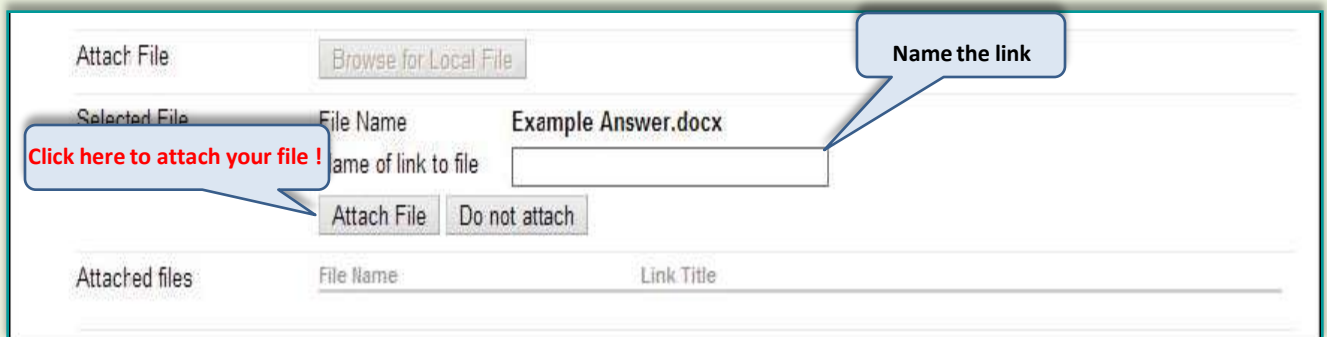
File Name	Link Title
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A callout bubble points to the 'Browse for Local File' button with the text: "Click here to browse for your file"

## Name of Link to File:

The link can be given a name different than the file name. This is not necessary but makes it easier in some cases when students use their own naming scheme for files. Suggestion: Use the name of the assignment an underscore follow by your last name, ex: FirstWeekAssignment \_Smith.

Next you must click the “**Attach File**” button to attach your assignment file



Attach File

Selected File

File Name

Name of link to file

Attached files

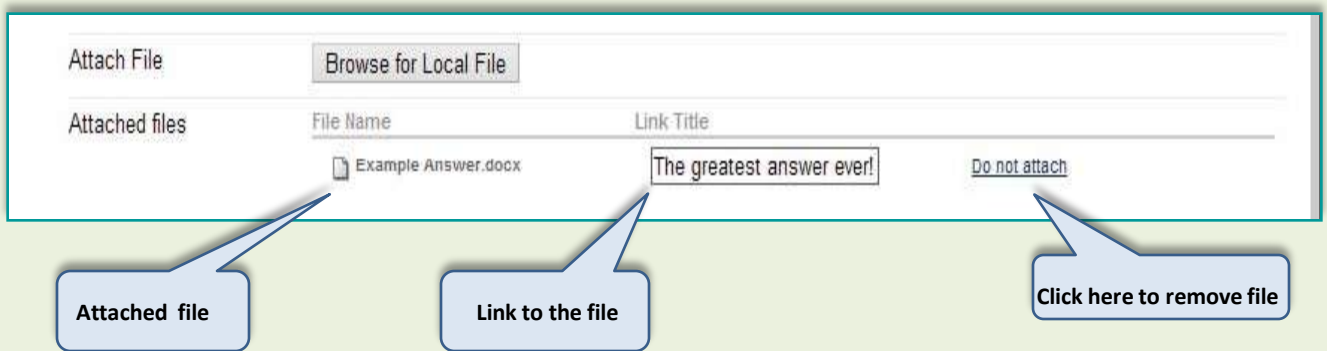
File Name	Link Title
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A callout bubble points to the 'Attach File' button with the text: "Click here to attach your file !"

A callout bubble points to the 'Name of link to file' input field with the text: "Name the link"


## File is attached!

The file is attached and if there is a need for multiple files, then the student will simply repeat the steps above to add all the necessary files. If for some reason the student needs to remove the file, then he or she can click on **Do not attach** and remove it.



Attach File

Attached files

File Name	Link Title	
 Example Answer.docx	The greatest answer ever!	<input type="button" value="Do not attach"/>

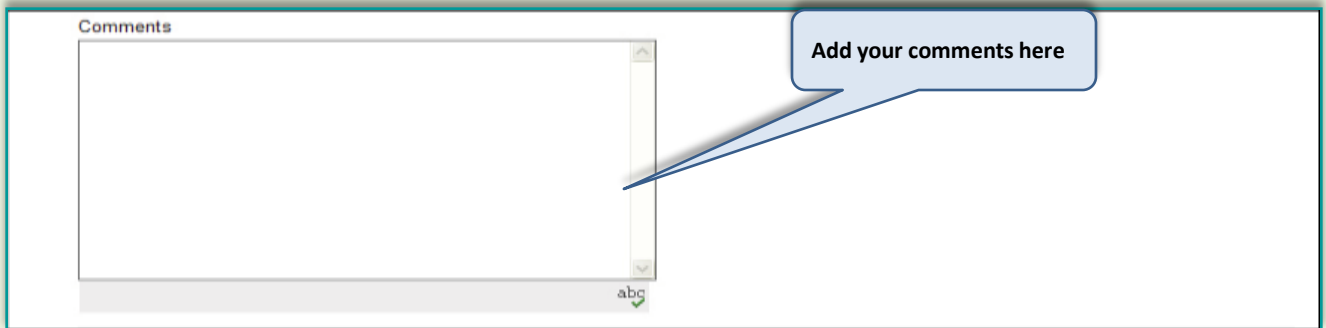
Attached file

Link to the file

Click here to remove file

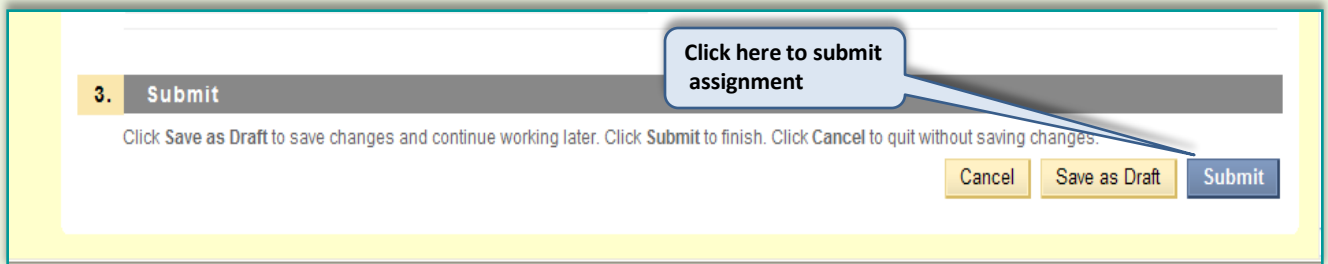
## Comments:

Here the student can add any comments for the instructor that aren't necessarily part of the assignment. **This is optional**



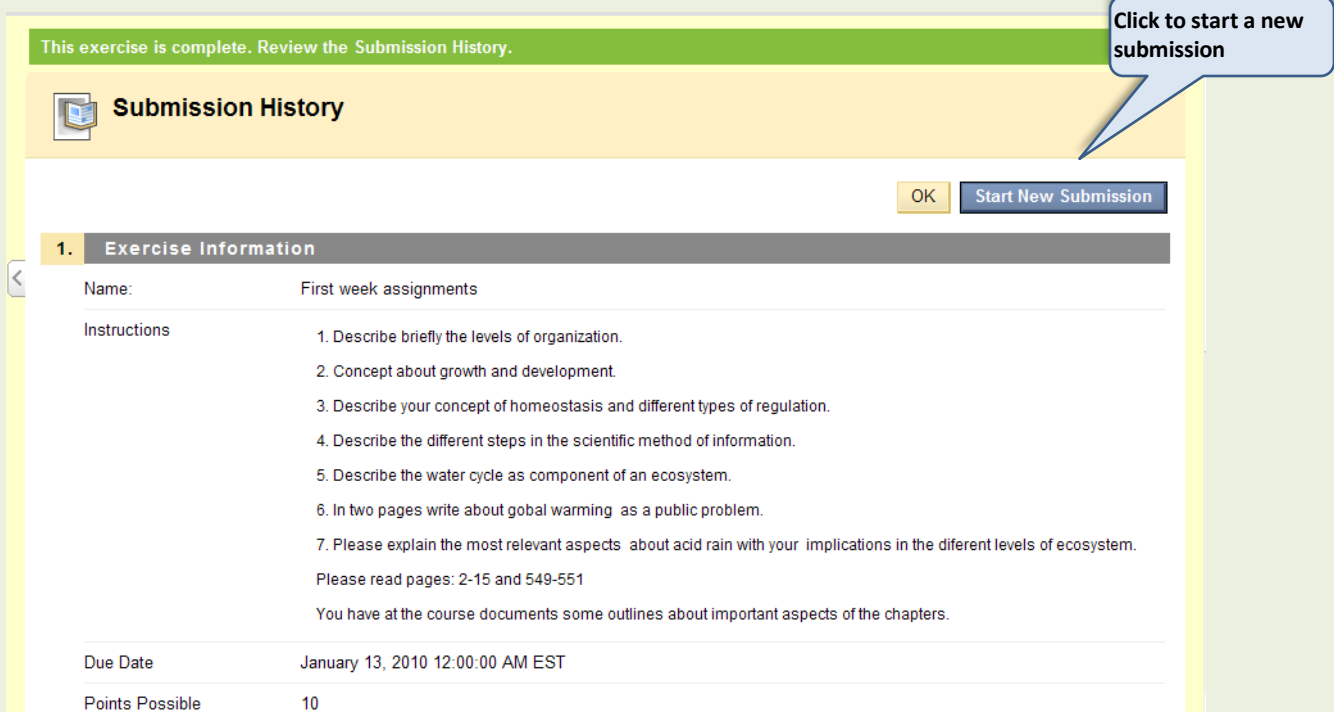
## Submit

The student finally click the “**Submit**” button to send his or her assignment and unless multiple attempts are allowed he or her will not be allowed back into this assignment.



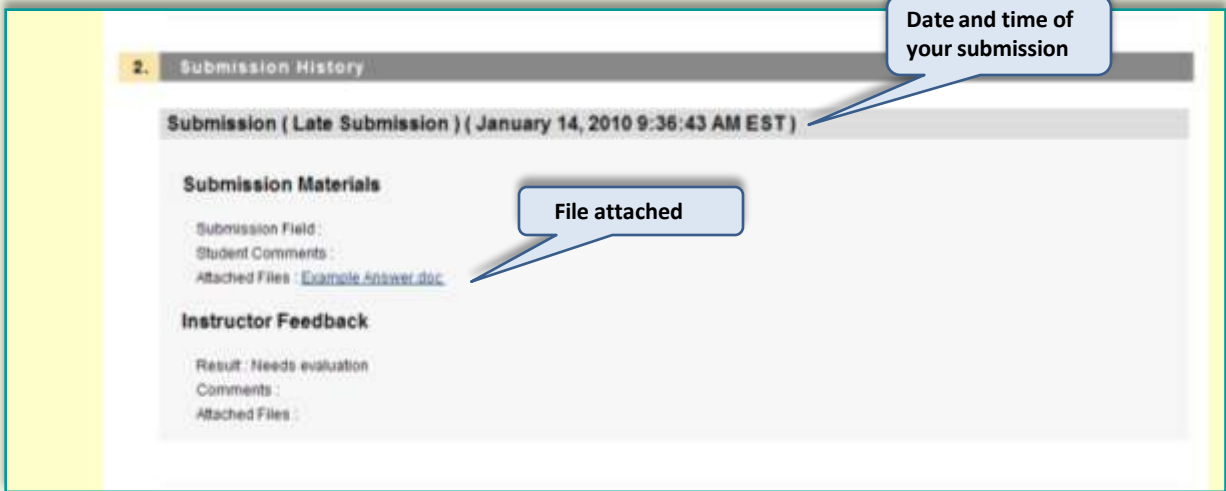
## Confirmation Message:

Once you submit your assignment you will receive a confirmation message. You also have the option to start a new submission in case you want to attach another file or in case you clicked the “Submit” button without attaching you file.



## Submission History:

You will have records of your assignment submissions with the date, time and the attached file (s)  
You will have as many submission history entries as attempts you have made.



The screenshot shows a submission history entry with the following details:

- 2. Submission History**
- Submission ( Late Submission ) ( January 14, 2010 9:36:43 AM EST )**
- Submission Materials**
  - Submission Field :
  - Student Comments :
  - Attached Files : [Example Answer.doc](#)
- Instructor Feedback**
  - Result : Needs evaluation
  - Comments :
  - Attached Files :

Two callouts are present: one pointing to the date and time of the submission, and another pointing to the attached file name.

## Congratulations !

You have completed your assignments submission.