

Blackboard Getting Started Guide

Use this guide to help you better understand how your online class works.

Submitting an Assignment

Your online class has tools that enable you to submit assignments to your instructor directly. It is an easy tool to use and all course assignments should be submitted using the assignment submission tool unless otherwise instructed. You can submit assignments in two ways: typed answer directly in the submission area or upload a file (usually rtf...see How To's to learn how to save files with this extension)

Step 1: Locating Assignment Submission Area

1. Open the Unit in which your assignment(s) is located.
2. Locate the assignment folder and open it.
3. Locate the assignment icon and link.
4. Click on the underlined link to open.



Unit 1: Assignment 1A



Step 2: How to Upload and Assignment

Assignment Information

The first part of this area gives you information about the assignment. It includes the assignment name, special instructions, and Points Possible.



1. ASSIGNMENT INFORMATION

Name:	Unit 1: Assignment 1A
Instructions	
Due Date	
Points Possible	10

Assignment Materials

In the Assignment Materials area is where you either

- type in the information requested to complete the assignment or
- You type in information you wish to send to your instructor about your assignment



2. ASSIGNMENT MATERIALS

Submission

Visual Editor is: ON

The answer to the requested definition is the following:
"World Geography is the study of Earth; it includes all physical and cultural aspects. Geography also includes the study of maps."

3. ASSIGNMENT MATERIALS

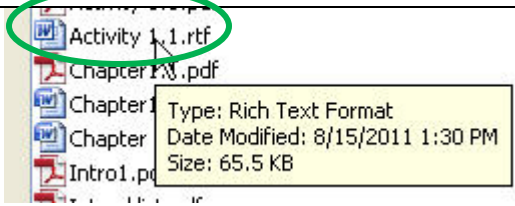

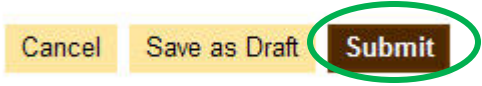

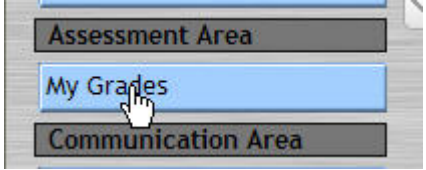

Submission

Please accept the attached file that includes the required essay for this assignment.

Path: body » p

Browse My Computer Browse Content Collection



<p>How to Attach a File</p> <p>Locate the file you wish to upload and send to your teacher to be graded. Make sure it is saved as an rtf file...unless directed to save as another extension.</p>	
<p>Make sure the correct file as been attached.</p>	
<p>Submit the file...if you choose "Save as Draft" this will not send the assignment to the teacher for grading. The only time you would want to save a Draft is if you are not ready to submit it for grading.</p>	
<p>Finally, press "OK" to take you out of the assignment submission area for that assignment.</p>	
<p>Step 2: How to Make Sure Assignment was Submitted</p>	
<p>If you are unsure that your assignment was properly uploaded and sent, it is easy to check. To check, do the following steps:</p> <ul style="list-style-type: none"> • Open your "My Grades" button in the Assessment area of your class 	
<p>Unit 1: Assignment 1A</p> <p>Details Alignments</p> <p>Aug 15, 2011 1:40 PM</p> 	<ul style="list-style-type: none"> • Locate the area in the grade book where the assignment is located. • Notice the green square, this indicates the assignment has been delivered to the teacher and is ready to be graded. • Once it is graded, the green square will be replaced with a grade by the teacher.