

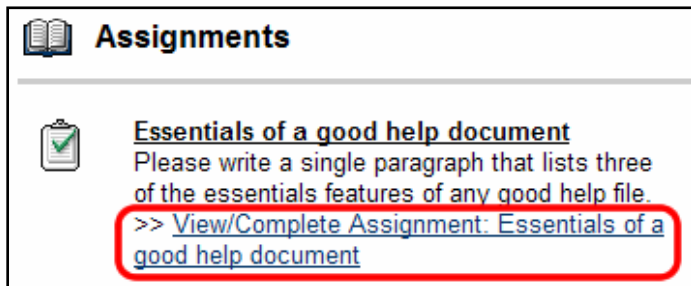
## COMPLETE AND SUBMIT ASSIGNMENTS IN BLACKBOARD



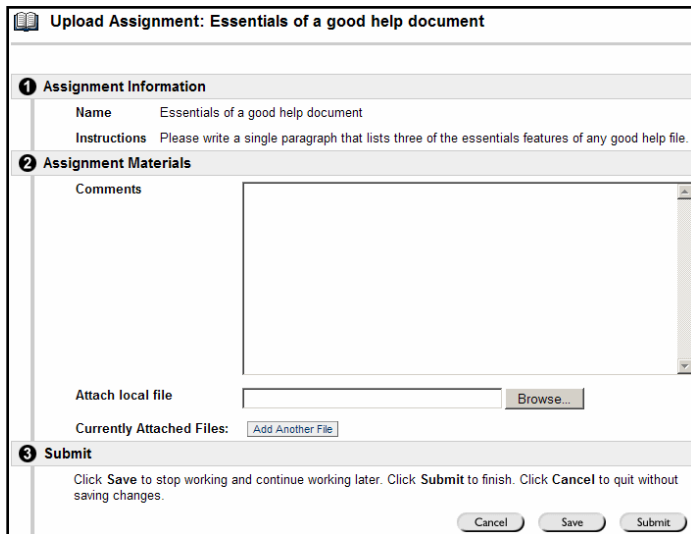
### HOW TO LOCATE AN ASSIGNMENT

When you are in your specified Blackboard course, click on the "Assignment" option, located in the course menu on the left-hand side of your screen, to go to your instructor's assignments.

Once you have located the specific assignment, click on the **View/Complete Assignment** link at the bottom of the assignment.



The link should take you to screen that looks similar to this:



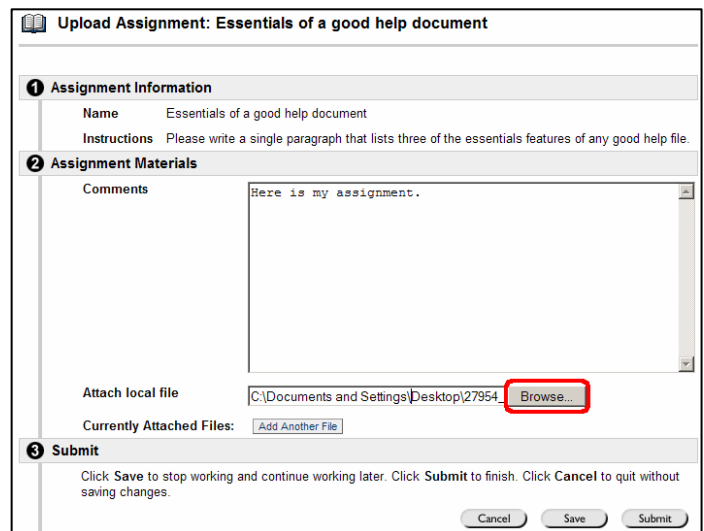
### COMPLETING AND SUBMITTING AN ASSIGNMENT: DESCRIPTION OF THE THREE SECTIONS

There are three sections to complete and submit an assignment:

- 1.) **Assignment Information** contains the name and instructions for the assignment as posted by your instructor.
- 2.) **Assignment Materials** where you can make comments and, when necessary, upload the files (i.e., a Microsoft Word document) associated with your assignment.
- 3.) **Submit** allows three choices upon completing your assignment: You can "Save" your assignment and continue working on it later, "Submit" it when you are finished, or "Cancel" when you want to quit without saving the changes.

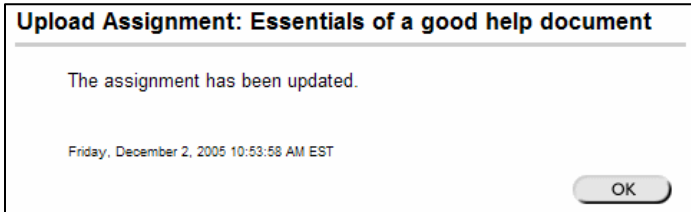
### AN EXAMPLE OF COMPLETING AND SUBMITTING AN ASSIGNMENT

This is an example of completing and uploading an assignment:



There are comments in the comment field and a file attached in the file attachment field. You can use the "Browse" button to locate and attach your file on your computer or laptop.

If you wish to make any future changes, please click the "Save" button in the **Submit** section to save a draft of your assignment. Your assignment will not be submitted to your instructor. Once you are ready to submit your assignment, click the "Submit" button, and you will see the following screen:



Please note that although you will be able to review your submission, you will not be able to make any further changes to your assignment. Your assignment has been submitted and is ready for viewing by your instructor.