



Submitting Assignments

Your instructor can add assignments to different areas of your course. You might access assignments from a link in the course menu called "Assignments." Or, your instructor might incorporate assignments into each week's content. Below, it is on the Course Information page. Ask your instructor if you have questions about how your course is organized. [Blackboard has a short video on Assignments.](#)

Click the title (ex. the words "Week One Assignment") to open it.

Learn 101

- Course Dashboard
- Course Information
- Discussions
- Additional Resources

University Libraries

Create a Support Ticket

How to Use Learn


My Groups

Course Information

Welcome to Learn 101!

Instructor: Lucy Lobo
Email: lucylobo@unm.edu
Office Hours: MW 10-2

[*Syllabus](#) [*Course Schedule](#)



Week One Assignment

Attached Files: [Week One Assignment-Instructions \(PDF\) \(35.427 KB\)](#)

You should be able to see the instructions here. Sometimes longer instructions will be added as an attachment.

Quiz - Week 1 Readings



Upload Assignment: Week One Assignment

ASSIGNMENT INFORMATION

Due Date Friday, May 12, 2017 11:59 PM	Points Possible 25
---	------------------------------

You should be able to see the instructions here. Sometimes longer instructions will be added as an attachment.
[Week One Assignment-Instructions \(PDF\)](#)

ASSIGNMENT SUBMISSION

Text Submission

On the Upload screen, you will find the Due Date, Points Possible, and Instructions

If there is a document attached, download it by clicking the link.

Attach Files

To attach a file, click **Browse My Computer** or just Drag and Drop into the box. *Note: Be sure to close the file before you upload it.*

ASSIGNMENT SUBMISSION

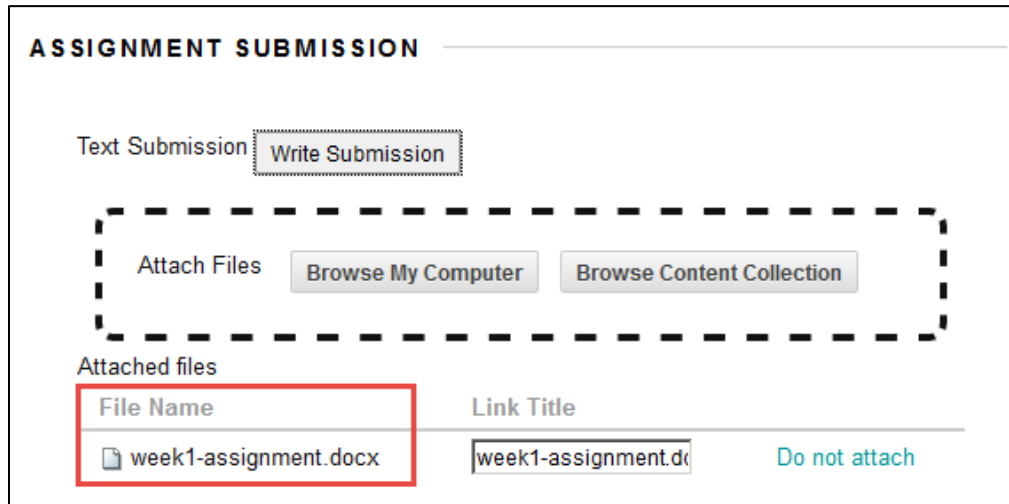
Text Submission

Attach Files

Drag and drop into the box OR click Browse My Computer

ADD COMMENTS

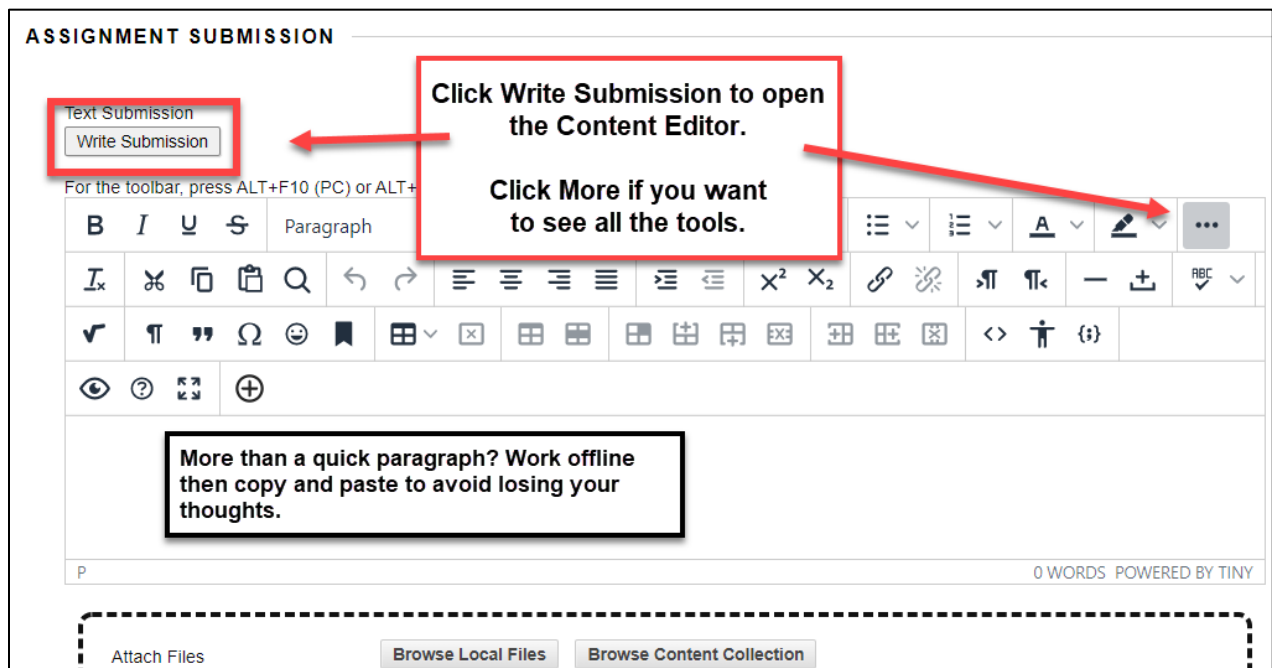
The File Name will be added underneath the **Attach Files** box. If you need to add an additional file, simply repeat the process. *Best Practice: Take a moment to look carefully at the name of the file to make sure you got the correct one.*



While the most common workflow is for instructors to request you attach a file (above), pay attention to their instructions. They may ask you to use the **Write Submission** feature.

Write Submission – for Text & My Media videos

The Text Submission area lets you compose, or copy and paste in text, then use [Content Editor](#) to create bulleted lists, include working web links, use the [Mashups/Kaltura Media](#) drop-down menu to add media files you have made with Kaltura Capture and much more.





Comments
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

*Optional space for comments.

Ch **When ready, click 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.*

Submission Confirmation – Email Notification and link in My Grades:

You will see a rendering of your paper, and receive a confirmation number (at the top). Learn will also send an email to your UNM-preferred address with this confirmation number in addition to details about your submission (ex: date, time, file name and size).

Success! Your submission appears on this page. The submission confirmation number is 5a76f832-e54a-4cdc-b330-65d0fd572fde. Copy and save this number as proof of your submission. View all of your submission receipts in My Grades.

Review Submission History: Week One - Assignm

1 / 6

Lucy Lobo
1 July 2020

"Ipsum Lorem" – Corrupted Version of a Text by Cicero

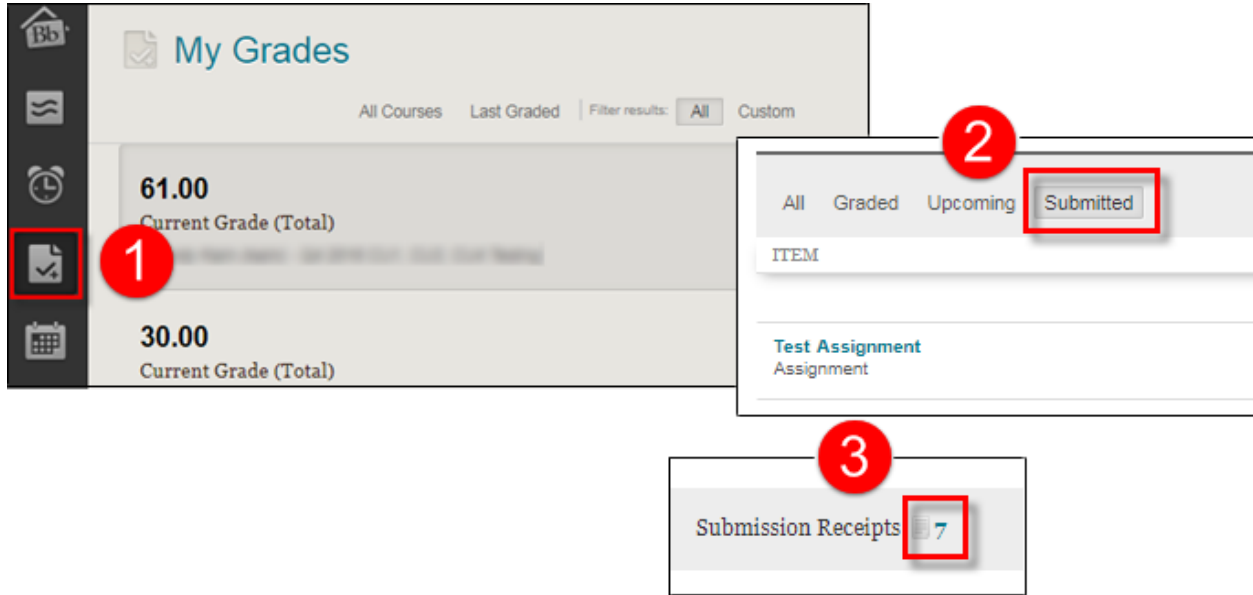
7/29/20 4:43 PM

SUBMISSION
[LLobo-Assngt1-ipsu.docx](#)

To confirm that your assignment has been submitted, look for a submission confirmation number at the top. They can be accessed through My Grades.



You can also access receipts by going to **My Grades**. Click **Submitted** then scroll down. The link for **Submission Receipts** is at the bottom of the page. Your instructor has a report that will record your number confirmation as well.



Multiple Attempts

If the assignment is set to allow multiple attempts, click to open it. If necessary, scroll down to find the buttons. Click **Start New**. Then repeat the process as outlined above.

