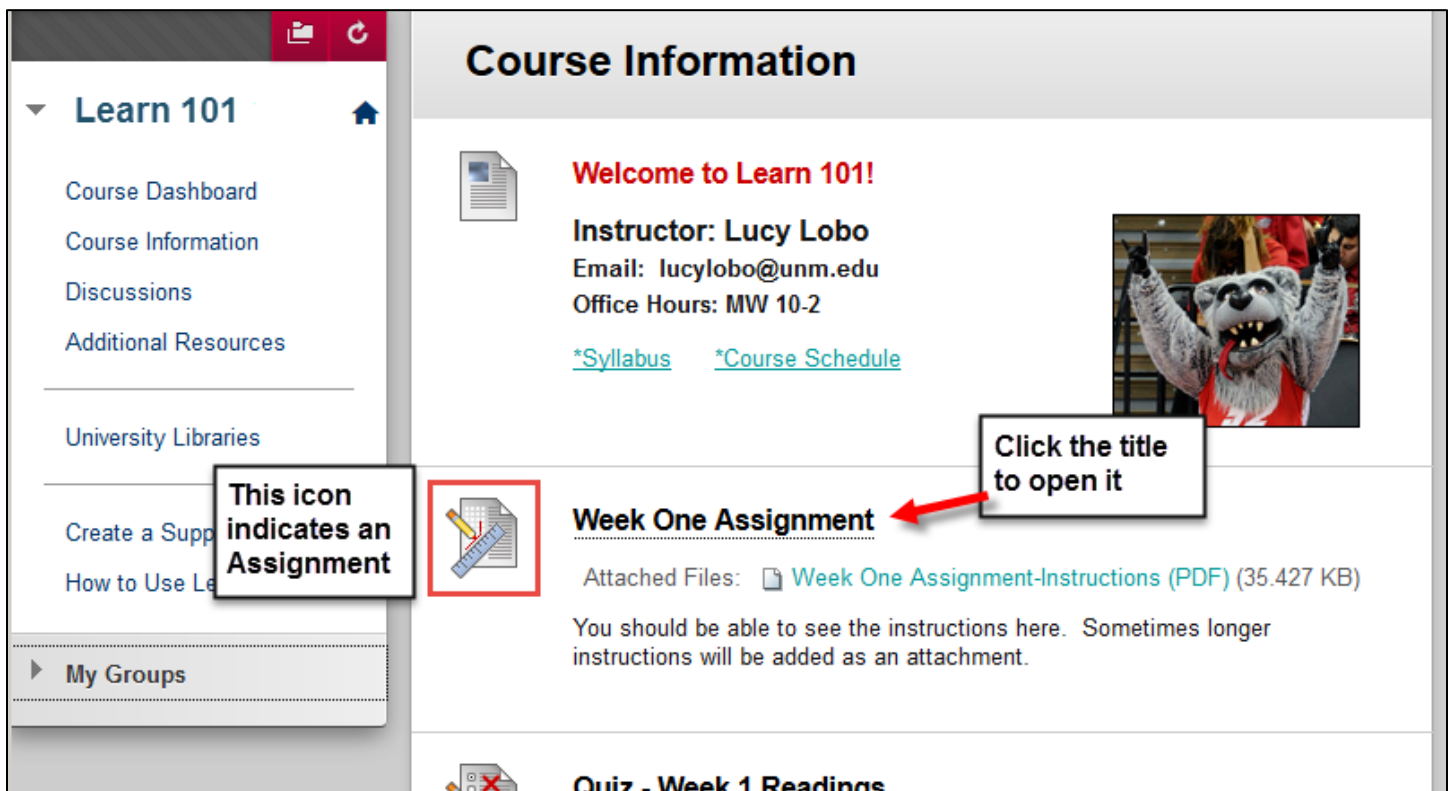


Submitting Assignments

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.



The screenshot shows the Blackboard interface for a course titled "Learn 101". On the left is a navigation menu with options like "Course Dashboard", "Course Information", "Discussions", and "Additional Resources". The main content area is titled "Course Information" and includes a "Welcome to Learn 101!" message, instructor details for Lucy Lobo (Email: lucylobo@unm.edu, Office Hours: MW 10-2), and links for the syllabus and course schedule. A red-bordered box highlights a document icon next to the "Week One Assignment" title. A callout box with a red arrow points to the title, stating "Click the title to open it". Another callout box points to the document icon, stating "This icon indicates an Assignment". Below the assignment title, it shows an attached PDF file named "Week One Assignment-Instructions (PDF) (35.427 KB)". At the bottom, a "Quiz - Week 1 Readings" is partially visible.

Upload Assignment: Week One Assignment

ASSIGNMENT INFORMATION

Due Date Friday, May 12, 2017 11:59 PM	Points Possible 25
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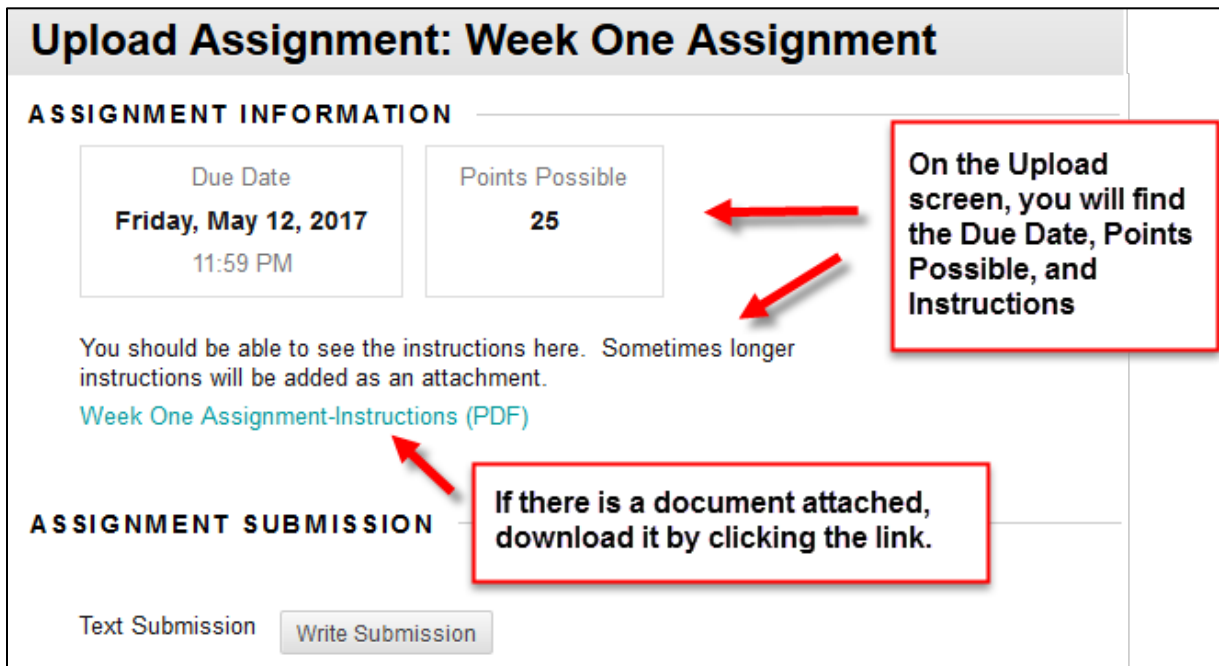
You should be able to see the instructions here. Sometimes longer instructions will be added as an attachment.
[Week One Assignment-Instructions \(PDF\)](#)

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.

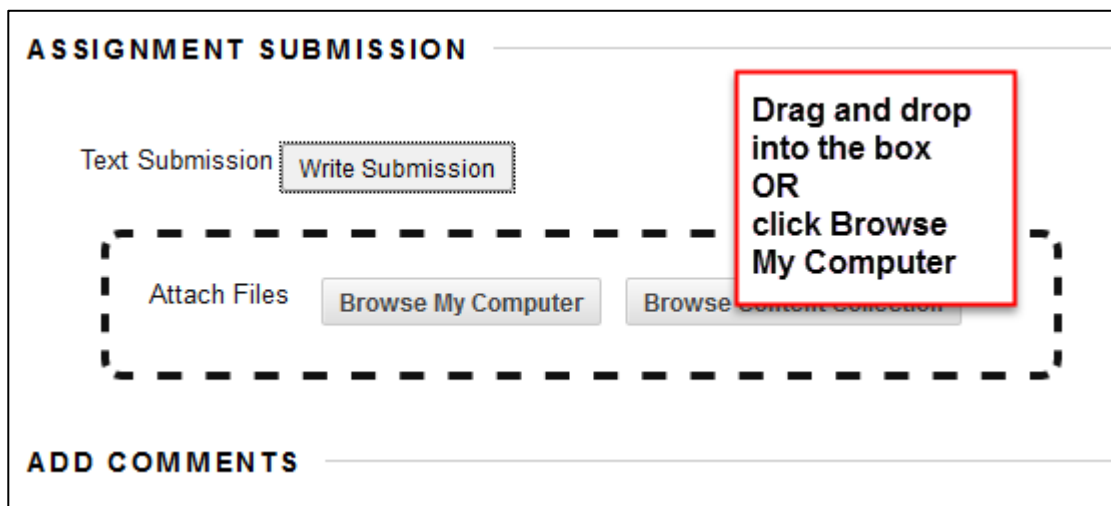
ASSIGNMENT SUBMISSION

Text Submission

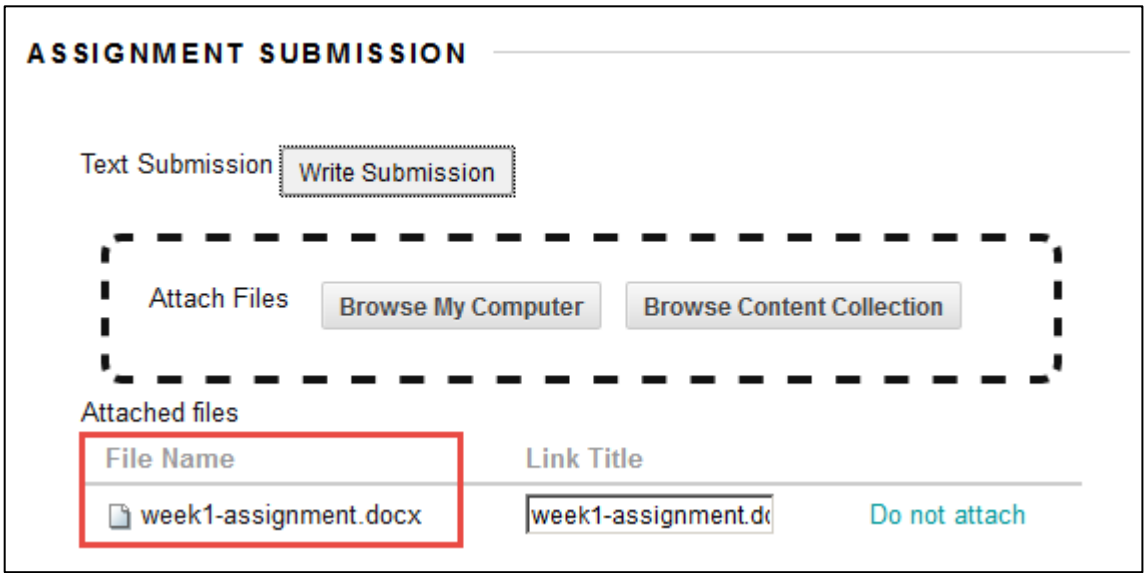
Attach Files

Drag and drop into the box OR click Browse My Computer

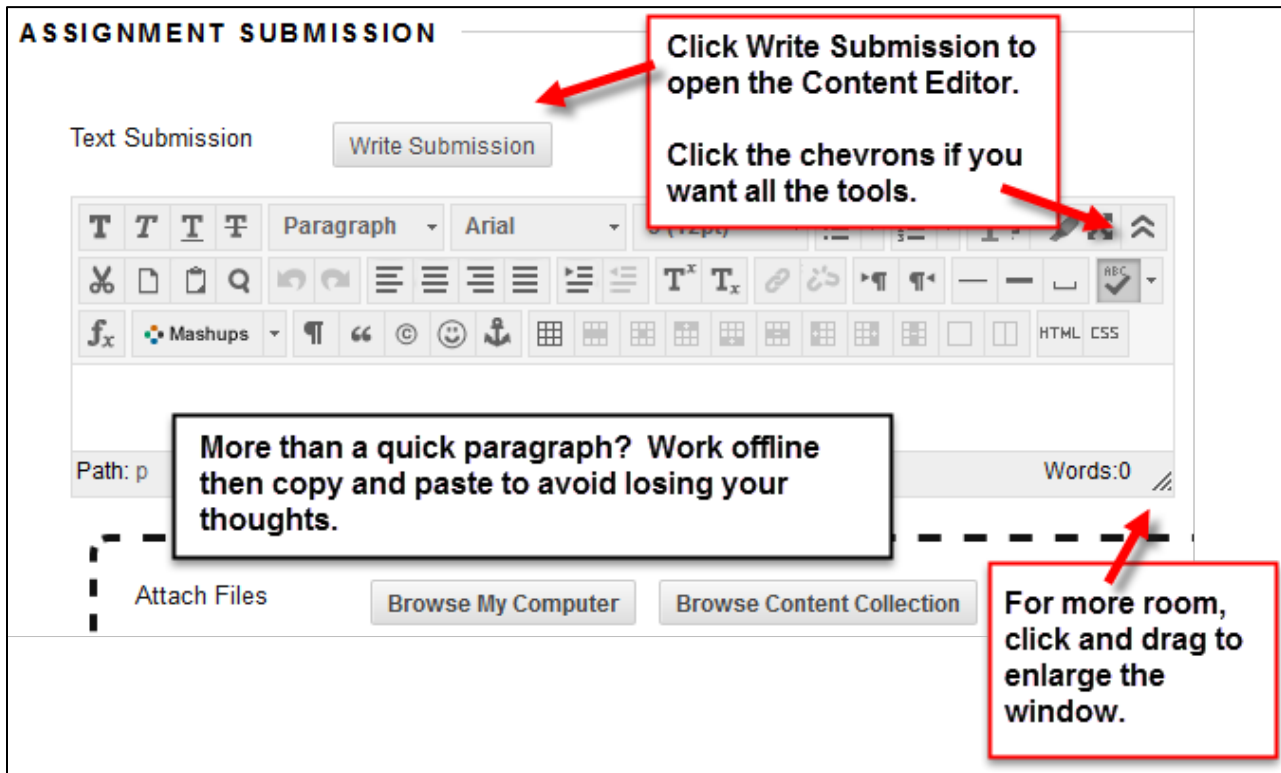
ADD COMMENTS



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 **Text Submission** feature. 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 drop down menu to add media files you have made with CaptureSpace Lite and much more.



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

RBC

*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.*

Cancel Save Draft **Submit**

Submission Confirmation:

You will see a rendering of your paper, and receive a confirmation number. Copy and save the number as proof of your submission. (Your instructor will receive this confirmation automatically.)

Success! Your submission appears on this page. The submission confirmation number is cb51554b-9891-4f87-9625-dc03ee2b9938. Copy and save this number as proof of your submission.

Review Submission History: Week One Assignment

Assignment Instructions

1 of 1

Powered by crocodoc

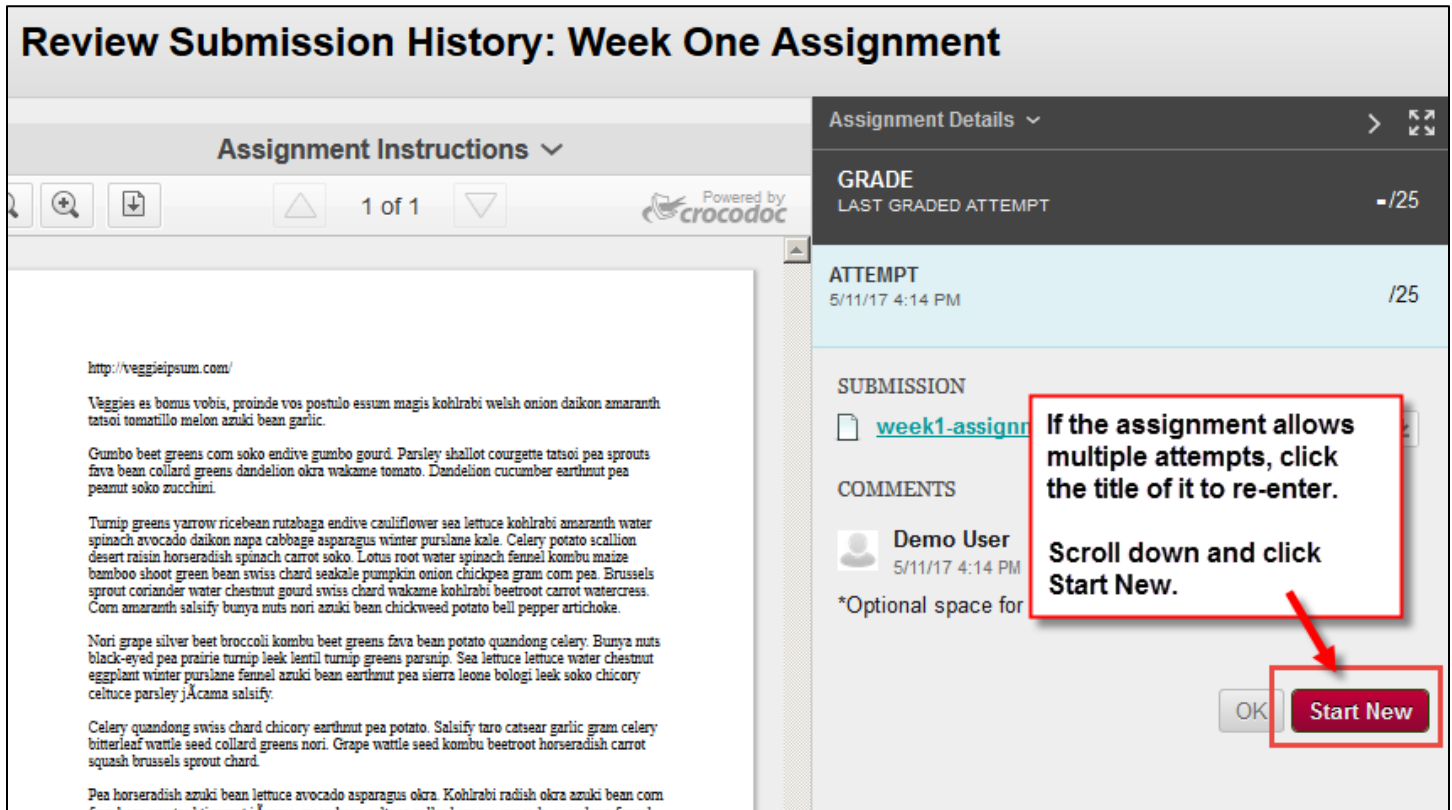
Assignment Details

GRADE	-/25
LAST GRADED ATTEMPT	
ATTEMPT	/25
5/11/17 4:14 PM	
SUBMISSION	
week1-assignment.docx	Download

Copy and save your submission confirmation number.

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.



Review Submission History: Week One Assignment

Assignment Instructions ▾

Assignment Details ▾

GRADE
LAST GRADED ATTEMPT -/25

ATTEMPT
5/11/17 4:14 PM /25

SUBMISSION
week1-assignn

COMMENTS
Demo User
5/11/17 4:14 PM
*Optional space for

Start New

If the assignment allows multiple attempts, click the title of it to re-enter.

Scroll down and click Start New.