

Submitting Assignments in Blackboard 9

Assignments list the name, description, and attachments for class work. Students complete the Assignment in a separate file and send it back to the Instructor. They can include comments for the Instructor if they choose. Assignments may be individual or given to every member of a Course Group.

Submitting an Assignment

1. Select the Content Area from the Course Menu that holds the Assignment. For example, the Course Materials, or Assignments area.
2. Click the name of the Assignment. The Upload Assignment page appears.
3. Complete the Submission field if necessary.
4. Click Browse for Local File and select a file to attach. (**Please note:** the Content Collection is not enabled, so **Browse for Content Collection Item** does not go anywhere. Unfortunately, we cannot remove that button.
5. Enter a Name of link to file, or leave this blank. If the field is left blank, then the file name becomes the link.
6. Click Attach File.
7. Complete the Comments field if necessary.
8. Click Submit when the page is complete.

Saving an Assignment

The Upload Assignment page has a **Save as Draft** option available. This option allows the user to save the Assignment and continue working on it later. Once the Assignment is complete the user can submit it.

NB: If you choose **Save as Draft**, be sure to go back before the due date and time and click **Submit**. The assignment is not complete until you click the **Submit** button, and the instructor has no access to files you have saved in draft format.

The table below details the Assignments functions.

To ...	then ...
attach a local file	click Browse for Local File to select a file stored on your computer.
add multiple files	click Browse for Local File and attach additional files.
remove a file	click Do not attach next to a file. This option appears after a file is added.
save the Assignment	click Save as Draft to save the Assignment and continue working on it later. Save stores the comments and the files on the page, but does not submit them . Students may go back later to modify or finish the Assignment. Submit must be selected to finish.
submit the Assignment	click Submit to send the Assignment to the Instructor. Submit completes the Assignment. Once the page is submitted, the Instructor can access the Student's work. You will not be able to re-submit the assignment unless the instructor has set up that option. In most cases, this will be your only chance to submit the file.