

Students are now able to access their class assignments, work on them, and submit them directly through the content areas of Blackboard. Students can then retrieve their assignments, once the professor has graded them. It is useful to think of the **Assignment Tool** as an electronic mailbox.

Some courses may post assignments in a separate **Assignments** area in the navigation box on the left; in other cases, assignments will be posted in **Documents**.

➔ **Note:** the assignments area is **not** the same as the Assignments tool. The tool is always attached to a specific assignment and identified with a clipboard icon and text link.

Submitting Assignments

1. Click the area where your professor has placed the course assignments. Once you are in the course site, examine the navigation box on the left. You will find your assignments under **Course Documents** or **Assignments**.
2. The course assignments to be completed using the **Assignment Tool** will be identified by an icon of a clipboard with a check mark. Simply click the **View/Complete** link to view information about the assignment.
3. After you click the **View/Complete** link, a page explaining the **Assignment Information** will appear. It will include the name of the task and instructions for completing it. Instructions may also include the due date and acceptable file types (i.e. Word, RTF) for submitting the assignment.
4. Once you have finished working on the assignment, you can submit it directly from the **Assignment Tool**. Browse your directory for the file or files you wish to submit or save.
5. It is always a good idea to add comments to accompany the files you submit. Insert comments you want your professor to receive with your attached file(s).
6. You can attach one or more files using the **Assignment Tool**. Once you've attached a file or files, you can either submit them immediately or save them to be sent at another time. If you wish to delete attached files and comments from the **Assignments Tool**, click **Cancel**.
7. After you click **Submit**, a verification notice that your assignment has been sent will appear. Click **OK** to return to the Course Area where your assignment was posted.

Tips

- Submit all files required for an assignment at one time.
- Add meaningful comments to the comment area.
- Send inquiries only after the stated time has passed for receiving notice that your assignment was received.
- To make sure your assignment has been received by Blackboard, check in MyGrades. If an exclamation mark (!) appears beside the name of the assignment, it has arrived, but has not yet been graded.