

Assignments

The Assignments tool is used to present a variety of learning activities to students, allowing them to view and submit assignments from one location. You can submit assignments in the following ways:

- Text typed on the **Upload Assignment** page.
- Files attached from your computer or from the Content Collection.
- A combination of both text and attached files.

Assignments list the name, description, and attachments for class work. You can also include comments for your instructor.

[Frequently Asked Questions](#)



How to Submit an Assignment

WARNING! When you finish your assignment, you must click **Submit**. If you do not, your instructor will not receive your completed assignment.

1. On the Course Menu, select the Content Area that holds the assignment, for example, the **Assignments** Content Area.
2. Click the name of the assignment.

[Image](#)

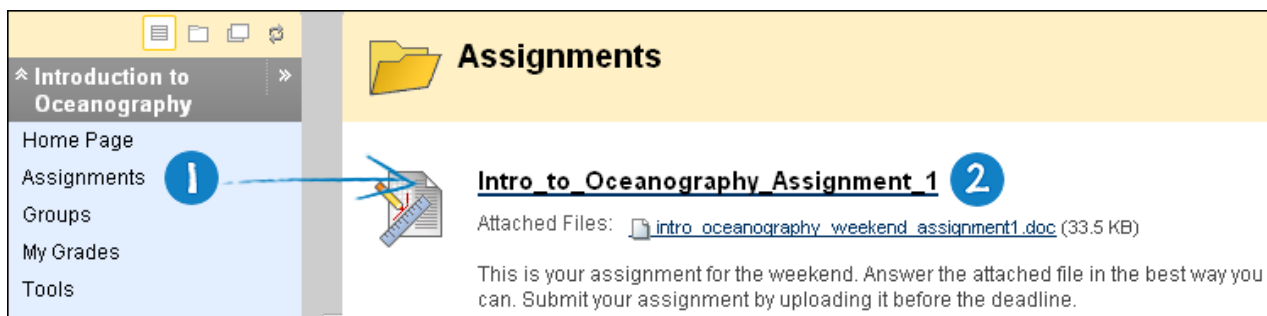
| 1. Assignment Information | |
|---------------------------|--|
| Name: | Intro_to_Oceanography_Assignment_1 |
| Instructions | This is your assignment for the weekend. Answer the attached file in the best way you can. Submit your assignment by uploading it before the deadline. |
| Due Date | January 10, 2011 11:30:00 AM EST |
| Points Possible | 30 |
| Assignment Files | intro_oceanography_weekend_assignment1.doc (intro_oceanography_weekend_assignment1.doc) |

3. On the **Upload Assignment** page, download any files provided by your instructor and complete the assignment using one or both of the following:

- In the **Submission** box, type your response. You can use the Text Editor functions to format the text and include files, images, external links, multimedia, and Mashups.
- If your response to the assignment is in a separate file, click **Browse My Computer** and select a file to attach. If you attach a file, type a **Link Title**. If the box is left blank, the file name becomes the link. Follow any instructions that your instructor provided for naming your file.

Note: The **Do not attach** option appears next to an uploaded file. If you have selected an incorrect file, you can remove it with this option. If the same file is attached to your assignment more than once, the new file is saved with a number"

Image



3. On the **Review Submission History** page, view the details of your first submission. Click **Start New Submission**.

Image

4. On the **Upload Assignment** page, download any files provided by your instructor and complete the assignment using one or both of the following:

- In the **Submission** box, type your response. You can use the [Text Editor](#) functions to format the text and add files, images, external links, multimedia, and [Mashups](#).
- If your response to the assignment is in a separate file, click **Browse My Computer** and select a file to attach. If you attach a file, type a **Link Title**. If the box is left blank, the file name becomes the link. Follow any instructions that your instructor provided for naming your file.

Note: The **Do not attach** option appears next to an uploaded file. If you have selected an incorrect file, you can remove it with this option. If the same file is attached to your assignment more than once, the new file is saved with a number appended to the name. For example, hi story_assi gnment (1) . doc.


5. Optionally, in the **Comments** box, type your comments.

WARNING! Ensure that you have attached any required files to your assignment before you click **Submit**.

6. Click **Submit**.

WARNING! When you finish your assignment, you must click **Submit**. If you do not, your instructor will not receive your completed assignment.

Image"

 **Upload Assignment: Intro_to_Oceanography_Assignment_1**

Cancel Save as Draft **Submit**

1. Assignment Information

Name: Intro_to_Oceanography_Assignment_1

Instructions: This is your assignment for the weekend. Answer the attached file in the best way you can. Submit your assignment by uploading it before the deadline.

Due Date: January 10, 2011 11:30:00 AM EST


Points Possible: 30

Assignment Files: intro_oceanography_weekend_assignment1.doc ([intro_oceanography_weekend_assignment1.doc](#))

2. Assignment Materials

Submission


Text Editor is: **ON**




Path: [body](#)


Attach File:


Attached files

| File Name | Link Title |
|--|---|
|  intro_oceanography_weekend_assignment1_tbrown_final.docx | <input type="text" value="intro_oceanography_w"/> Do not attach |

Comments

 This is the final version of my assignment.




3. Submit 

Cancel Save as Draft **Submit**

7. On the **Review Submission History** page, you can see all of your submissions listed by date and time. To view the details of a submission, click the plus sign next to an attempt.

 [Image](#)



Review Submission History

OK

1. Assignment Information

| | |
|-----------------|--|
| Name: | Intro_to_Oceanography_Assignment_1 |
| Instructions | This is your assignment for the weekend. Answer the attached file in the best way you can. Submit your assignment by uploading it before the deadline. |
| Due Date | March 4, 2011 11:30:00 AM EST |
| Points Possible | 30 |
| Student Name | Tony Brown |

2. Review Submission History

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- Attempt #2 (February 24, 2011 1:42:12 AM EST)
- Attempt #1 (February 22, 2011 1:39:15 AM EST)

Attempt #2 (February 24, 2011 1:42:12 AM EST)

Submission Materials

Submission Field :

Student Comments : This is the final version of my assignment.

Attached Files : [intro_oceanography_weekend_assignment1_tbrown_final.docx](#)

Instructor Feedback

Grade : Needs Grading

Comments :

Attached Files :

Attempt #1 (February 22, 2011 1:39:15 AM EST)

Submission Materials

Submission Field :

Student Comments : I added one question to the end of the document. I need help understanding the chart on page 58.

Attached Files : [intro_oceanography_weekend_assignment1_tbrown.docx](#)

Instructor Feedback

Grade : Needs Grading

Comments :

Attached Files :



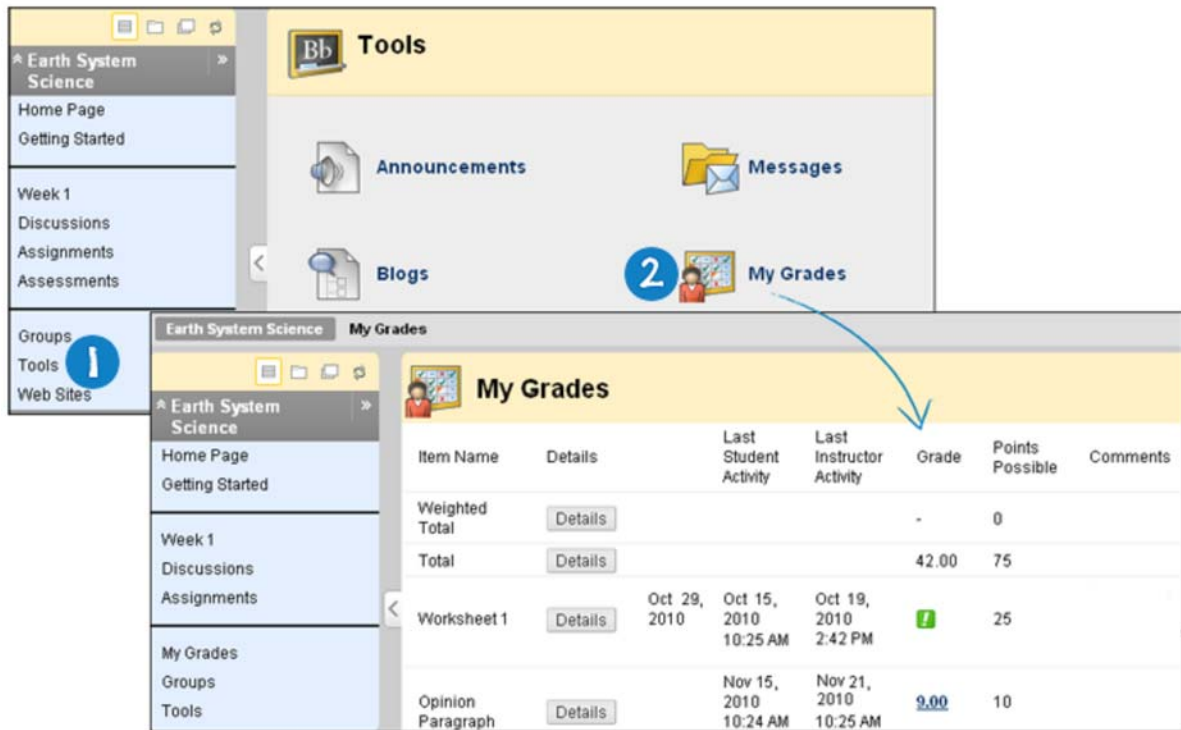
How to View Assignment Grades and Feedback

Blackboard does not score assignments automatically. Each assignment needs to be graded by your instructor. You can review the information provided by your instructor in **My Grades** or on the assignment's **Review Submission History** page.

Accessing My Grades From Within Your Course

1. On the **Course Menu**, click **Tools**.
2. On the **Tools** page, click **My Grades**.

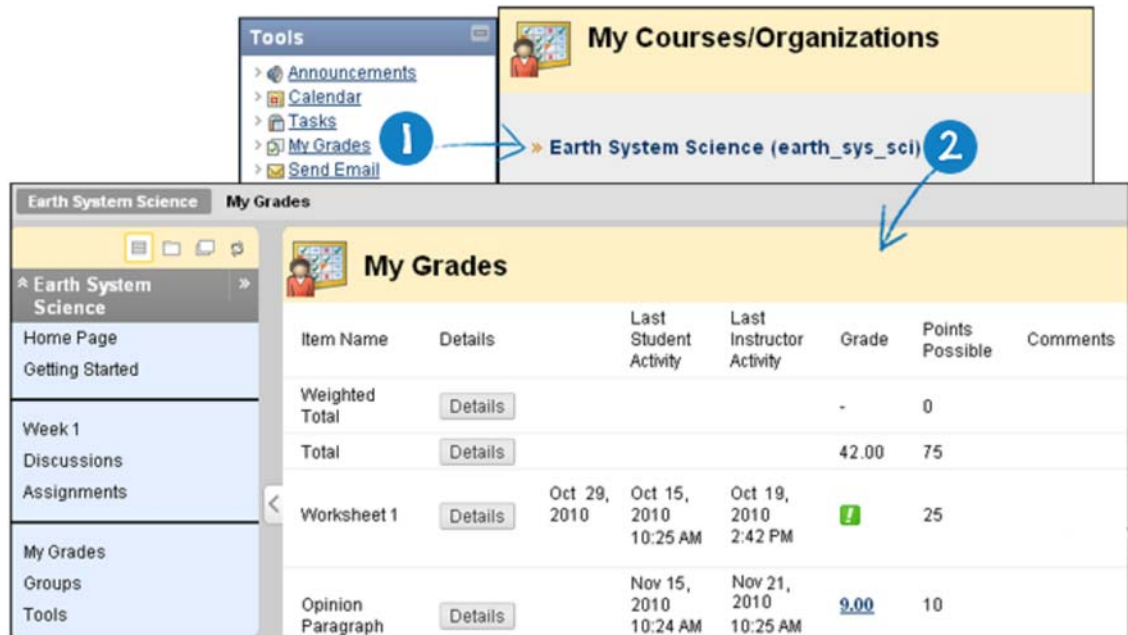
 [Image](#)



Accessing My Grades From Outside Your Course

1. On the **My Institution** tab, click **My Grades** on the **Tools** panel.
2. On the **My Courses/Organizations** page, click the name of your course.

Image



Reviewing Your Grade

- If your assignment has not been graded, the **Grade** column contains a [symbol](#) indicating its status.
- If your assignment has been submitted and graded, the grade appears in the **Grade** column. To view more detail, click the link to see the assignment's **Review Submission History** page. This page includes:
 - **Instructor Feedback:** This section lists your grade and any feedback provided by your instructor.
 - **Attached Files:** This section provides links to open or download any files attached by you or your instructor. For example, your instructor might provide comments in a file that you submitted with your assignment. In the following image, notice that the student included his last name in the file name before uploading it.

Image

| Item Name | Details | Last Student Activity | Last Instructor Activity | Grade | Points Possible | Comments |
|-------------|-------------------------|-----------------------|--------------------------|--------------|-----------------|---------------------------------------|
| Unit 3 Quiz | Details | Feb 7, 2011 10:13 AM | | | 30 | |
| Worksheet 1 | Details | Feb 24, 2011 10:13 AM | Feb 24, 2011 10:47 AM | | 10 | I would like you to work on this some |
| Rough Draft | Details | Feb 24, 2011 | Feb 24, 2011 | 48.00 | 50 | I added some comments |

Review Submission History

1. **Review Submission History**

Submission (February 24, 2011 7:17:24 AM EST)

Submission Materials

Submission Field :

Student Comments : Please check my introduction. I am having trouble wording my thesis statement.

Attached Files : [rough_draft_casper.doc](#)

Instructor Feedback

Grade : 48 out of 50

Comments :

I added some comments to your introduction. You are on the right track.

Attached Files : [COMMENTED_rough_draft_casper.doc](#)

Accessing the Review Submission History Page from the Assignment

1. Return to the assignment link in the Content Area that holds the assignment, for example, the **Assignments** Content Area.
2. Click the name of the assignment.

Image

Assignments




Intro to Oceanography Assignment 1

Attached Files: [intro_oceanography_weekend_assignment1.doc](#) (33.5 KB)

This is your assignment for the weekend. Answer the attached file in the best way you can. Submit your assignment by uploading it before the deadline.

My Grades Item Status

The following table describes the symbols appearing on the **My Grades** page.

| Symbol | Description |
|---|---|
| - | Item has not yet been completed. No information is available. |
| ✓ | Item has been completed, but will not be given a grade (for items such as surveys). |
| ! | Item has been submitted. This item is waiting to be reviewed by your instructor. -OR- Item has been submitted. Your instructor may review this item but may not be provide a grade (for items such as surveys). |
| Grade | Item has been graded. Click the grade to view detailed feedback. |
|  | Attempt is in progress. This item has not been submitted. To submit the item, see Submitting a Draft Assignment . |
|  | Grade is exempted for this user. If you do not complete this assignment, it will not affect your grade. |
|  | Error has occurred. Contact your instructor. |

Related Tutorials  [Submitting Assignments](#) (Flash movie | 2m 43s | 5,775 KB)

Next Steps

To learn how to submit a group assignment, see [Group Assignments](#).