

Assignments: How to Submit Your Work

Now that you have been given an assignment in Blackboard you may be wondering exactly what to do with it. The first thing is to click the [View/Complete](#) link next to the Assignment Icon.



Trial

Do this now or else.

>> [View/Complete](#)

When you click that link you will see the name of the assignment and the directions for completing it. You may also encounter links to attached files that your instructor wants you to use to do the necessary work. When you click the links for the attached files you will be asked if you want to open or save. If you decide to open the document will open in a browser window. If you elect to save the attachment the computer will allow you to decide where you want to save it. We would suggest that if you need to make changes to the file itself that you save it to your "My Documents" folder or another place where you will remember where it is.

1 Assignment Information	
Name:	Trial
Instructions:	Do this now or else.
Assignment Files:	 Click Here for the assignment file (Blackboard 6 Overview.doc)

As you work on the assignment you can attach files until you have completely finished the work. To do this you need to be in part two of the assignment area, which is labeled **Your Files**.

The screenshot shows a web interface for file management. At the top left, there is a tab labeled "Your Files". Below it, there is a "Comments:" section with a large, empty text area. Underneath the comments area, there is a "File To Attach:" section with a file input field. A "Browse..." button is circled in black, and an "Add Another File" button is located to its right. Below the file input field, there is a "Currently Attached Files:" section. At the bottom of the interface, there is a "Submit" section with the instruction "Press save to continue working on this assignment later, or submit when you are ready to turn in this assignment." and three buttons: "Cancel", "Save", and "Submit".

In order to attach a file click the Browse button and locate the file you need to attach, select it and click Open. After you have attached the file there are two options for you, **Save**, and **Submit**. If you have not completed the work and have more files to attach be sure to select **Save**, this will allow you to go back and attach more files as needed while saving the attachments you have already made. When the work is completed and you have attached all necessary files be sure to select **Submit**, this will send a notice to the online Gradebook letting your teacher know that the work has been completed.

When the work has been graded you will be able to see the results and get feedback when you view your grades. The grade for an assignment will be a link that will show you the original Assignment Information, the work you submitted (Your Work), and the Feedback from the Instructor which may include more files for you to look at.