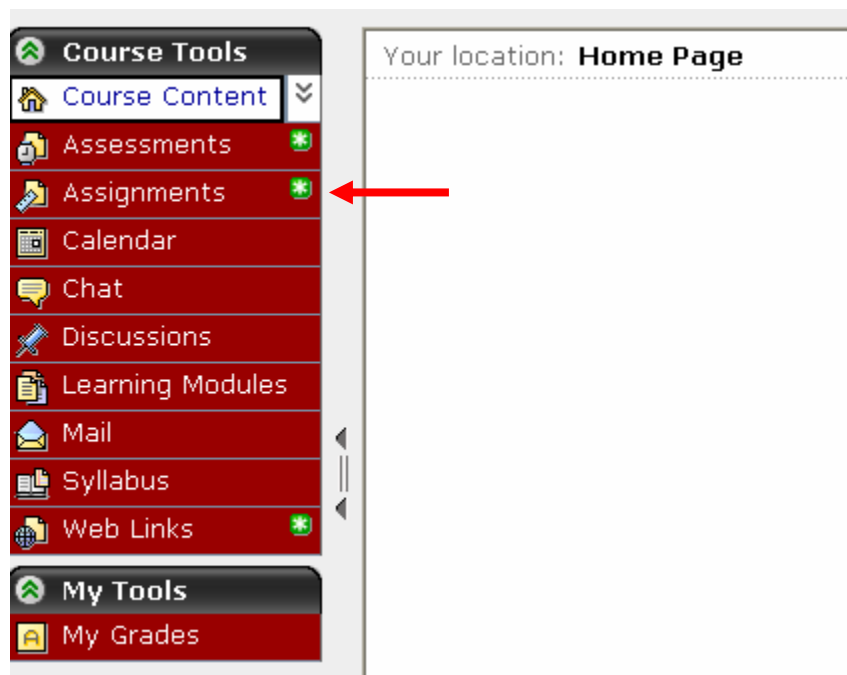




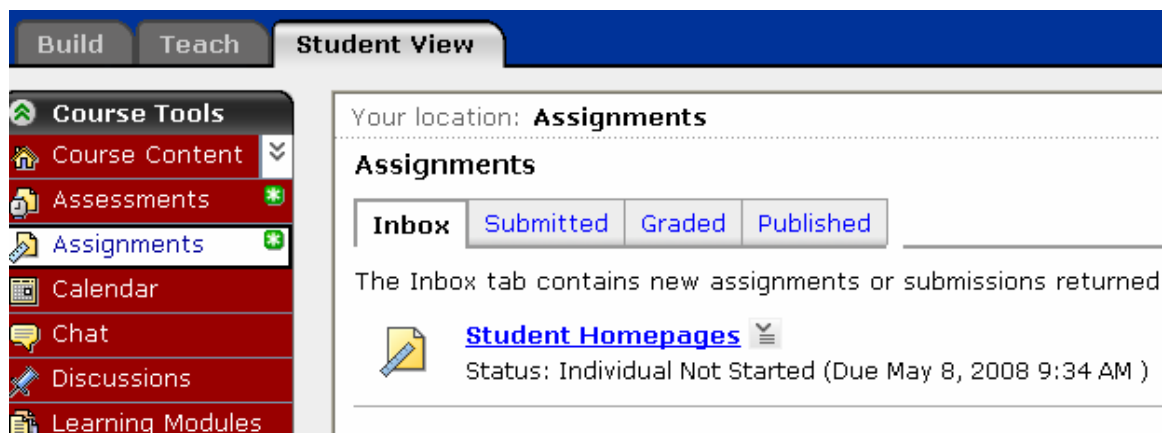
Submitting Assignments in Blackboard CE6

This tutorial will show you how to submit an assignment in Blackboard CE6

- 1) To submit an assignment click on the *Assignments* menu box located under Course Tools.



- 2) Find the assignment that you wish to submit. Click on the title and read the instructions.



- 3) You will provide your submission inside the **Submission:** box. Please note that you can type your submission or you can paste your submission from a previously typed document.

Assignments

Calendar

Chat

Discussions

Learning Modules

Mail

Syllabus

Web Links

My Tools

My Grades

Instructions:

Enter instructions for this web site assignment.

Attachments:

Submission:

Enable HTML Creator

YOUR SUBMISSION GOES HERE!

Use HTML

Select ZIP file

Add Attachments

- 4) You can also add an attachment from your files. To do this, click on **Add Attachments**.

Syllabus

Web Links

My Tools

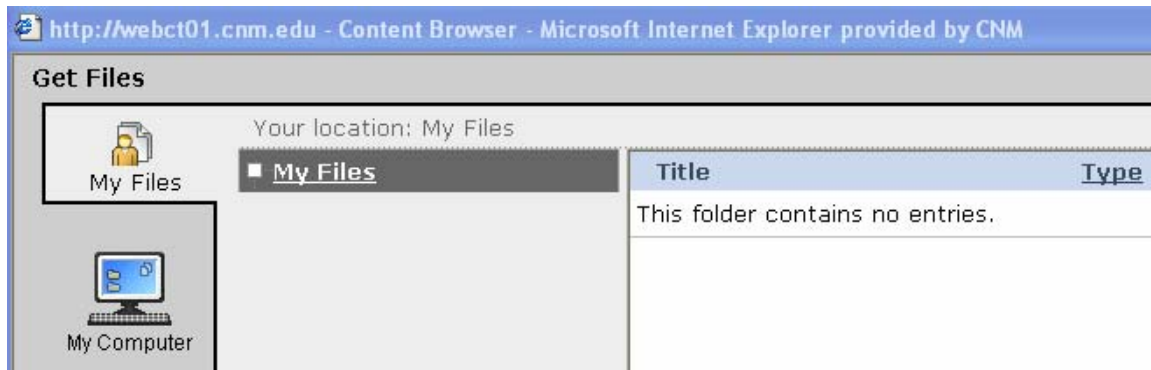
My Grades

Use HTML

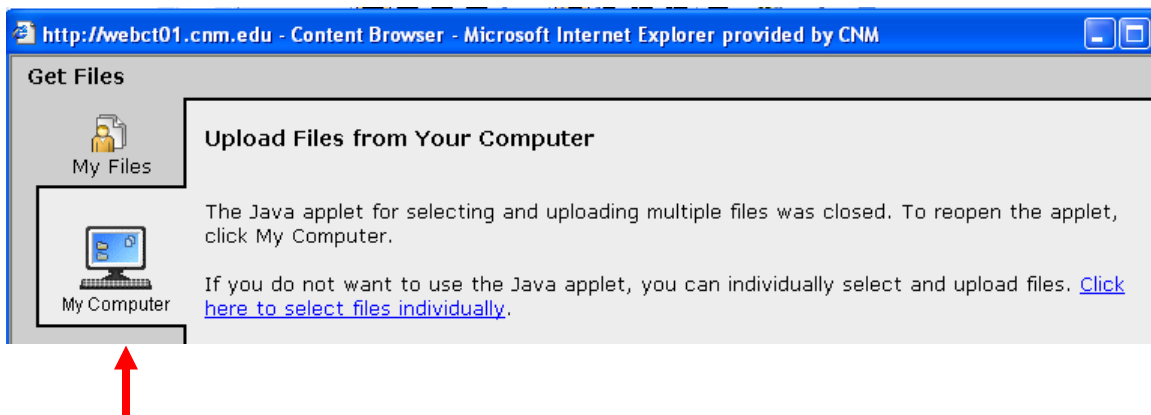
Select ZIP file

Add Attachments

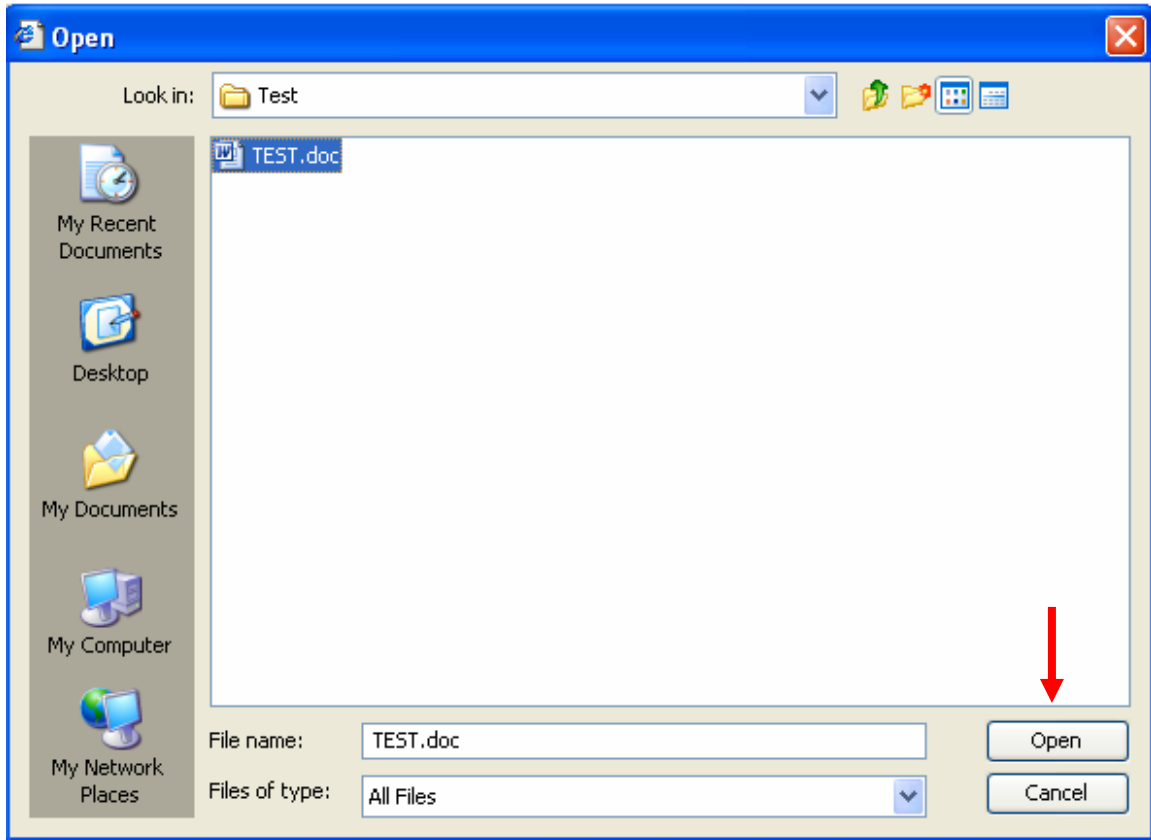
5) When you click on the *Add Attachments* button, the *Get Files* window will open.



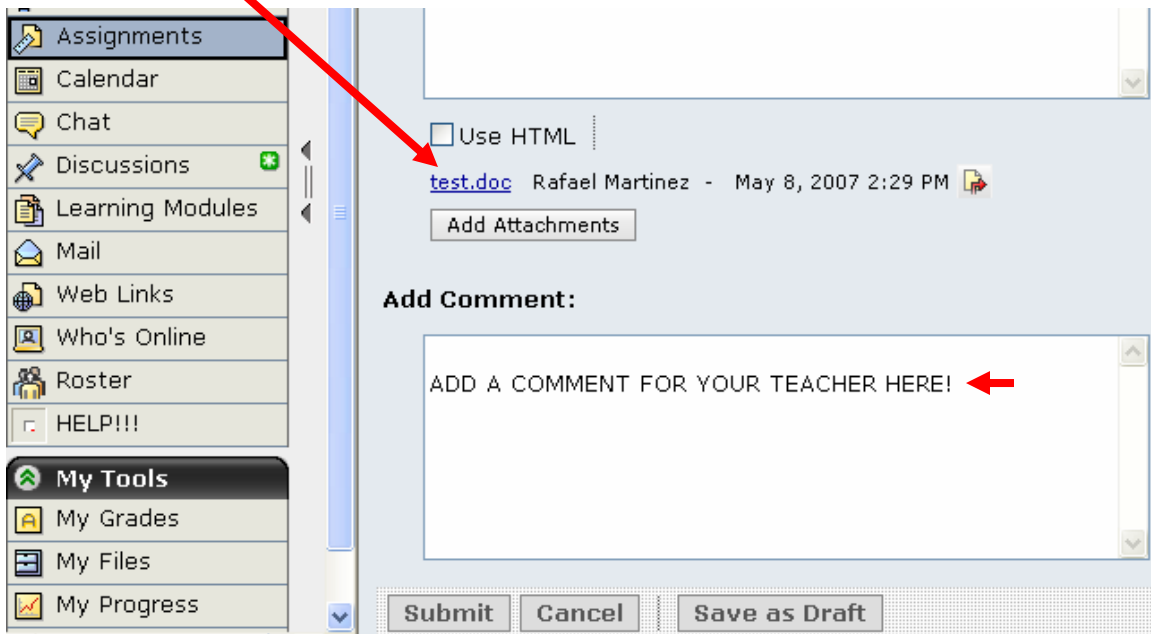
6) You need to click on *My Computer* to upload files from your computer.



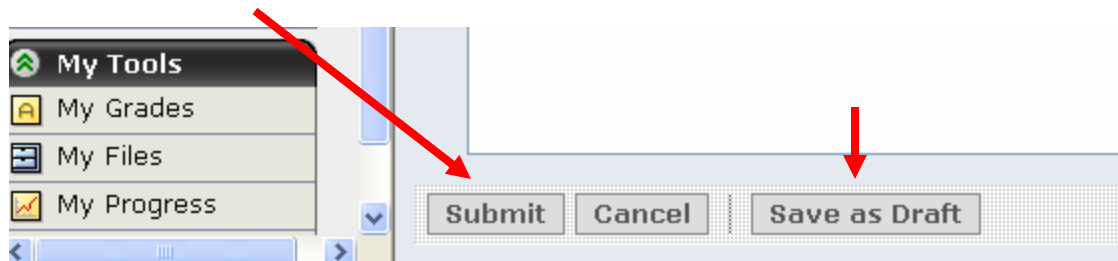
7) Locate and select the file(s) you wish to submit and click on *Open*.



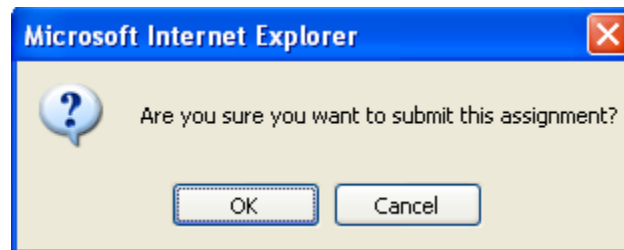
8) The attachment will be displayed and now you can attach a comment if necessary.



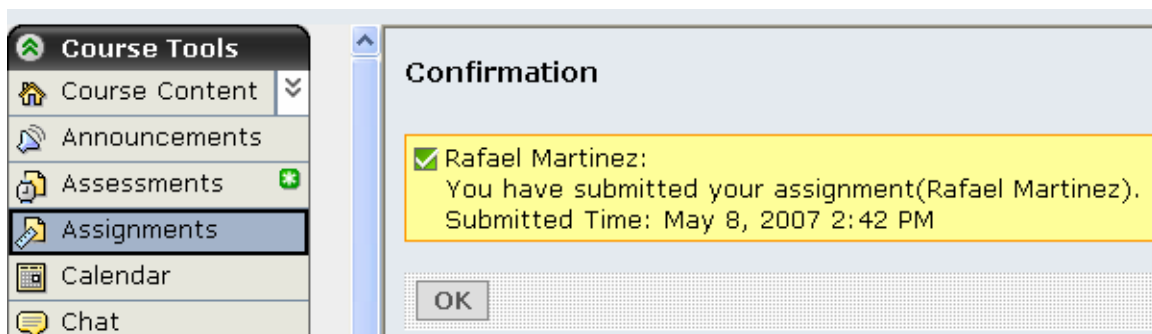
- 9) You can save this submission to send later by clicking on *Save as Draft* or you can click the *Submit* button to send it.



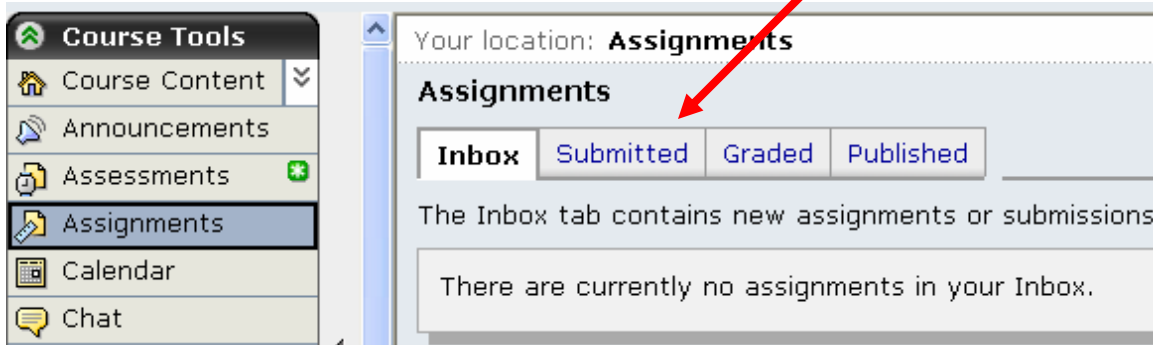
- 10) When you click on *Submit*, you will get a confirmation box asking *Are you sure you want to submit this assignment?* Click OK to send.



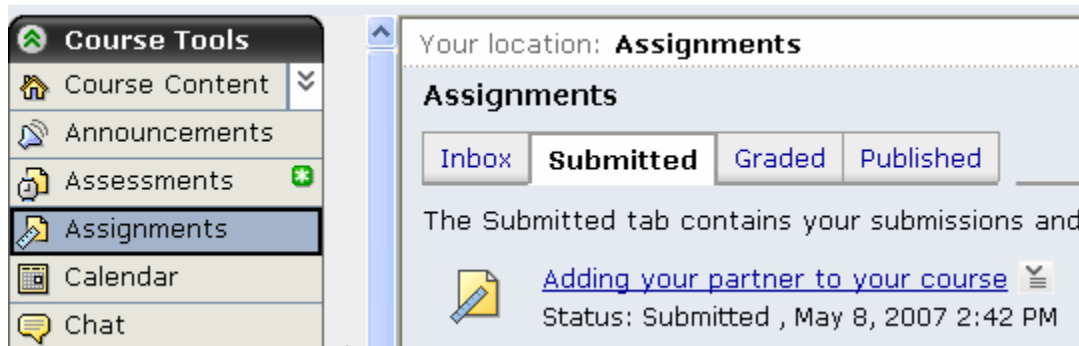
- 11) You will receive a confirmation notice *You have submitted your assignment.* Click OK again.



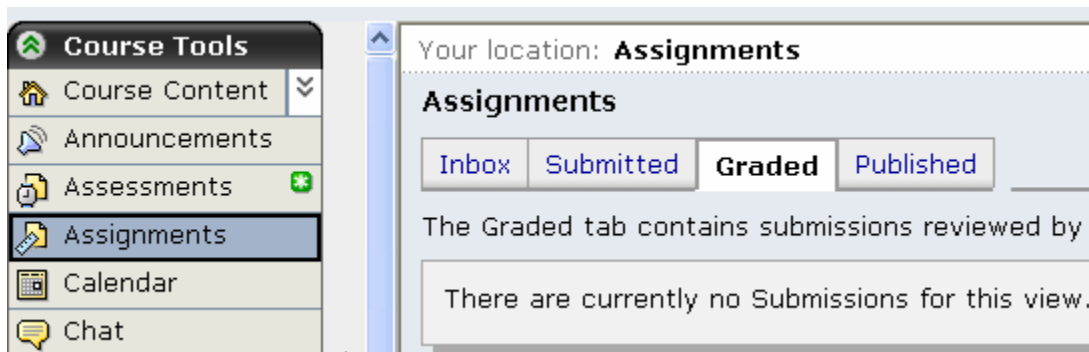
12) To check that the assignment has been submitted, click on the **Submitted** tab.



13) The **Submitted** tab will show the status of your assignment.



14) When the assignment has been graded, you will find it under the **Graded** tab.



Created by the Distance Learning Office, Central New Mexico Community College. 5/21/2007