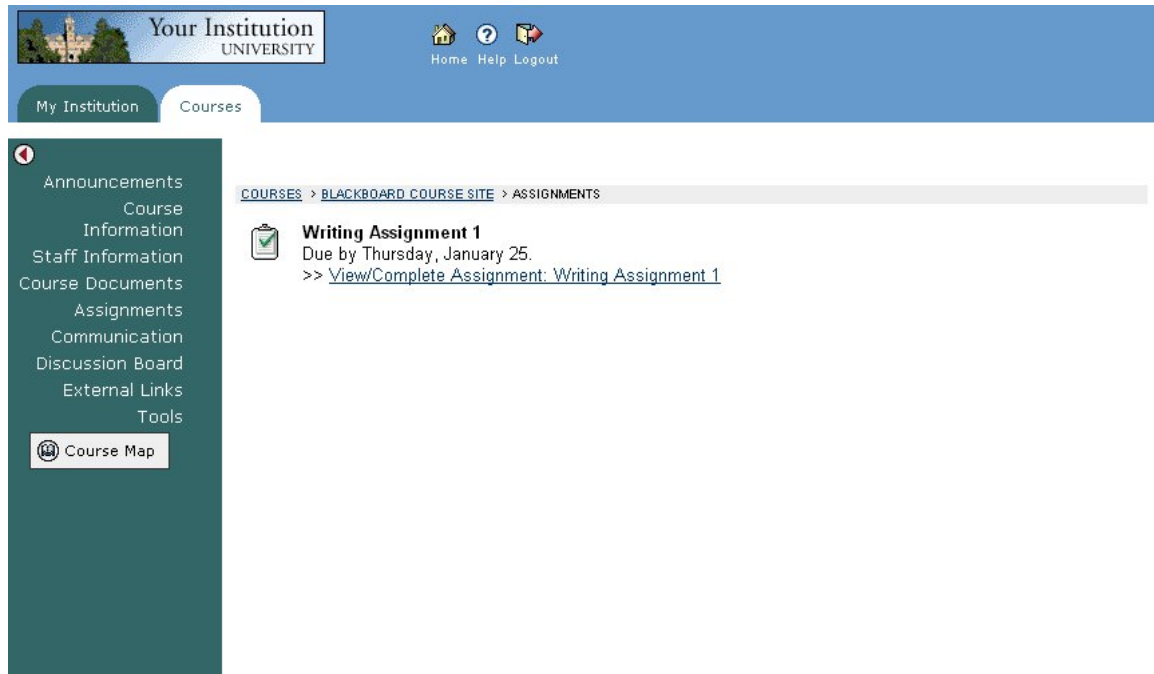


## Working with Assignments

Instructors may create Assignments as a method of distributing and collecting course work and consist of an assignment name, description/instructions and attachments for the assignment. Assignments can be identified by:

- The clipboard icon with a green checkmark
- The View/Complete Assignment link directly below



The screenshot shows a Blackboard course site interface. At the top, there is a blue header with the text "Your Institution UNIVERSITY" and navigation links for "Home", "Help", and "Logout". Below the header, there are two tabs: "My Institution" and "Courses". A dark green sidebar on the left contains a list of navigation options: "Announcements", "Course Information", "Staff Information", "Course Documents", "Assignments", "Communication", "Discussion Board", "External Links", "Tools", and "Course Map". The main content area shows a breadcrumb trail: "COURSES > BLACKBOARD COURSE SITE > ASSIGNMENTS". Below this, there is a clipboard icon with a green checkmark, followed by the text "Writing Assignment 1", "Due by Thursday, January 25.", and a link ">> View/Complete Assignment: Writing Assignment 1".

To access the Assignment, click the View/Complete Assignment link.

The screenshot shows the Blackboard interface for uploading an assignment. The top navigation bar includes 'Your Institution UNIVERSITY' and links for 'Home', 'Help', and 'Logout'. The left sidebar contains a 'Course Map' and various navigation options like 'Announcements', 'Course Information', and 'Assignments'. The main content area is titled 'Upload Assignment: Writing Assignment 1' and is divided into two sections. The first section, '1 Assignment Information', lists the assignment name as 'Writing Assignment 1', the due date as 'Thursday, January 25', and provides a link to the assignment files: 'Assignment #1 Instructions (Assignment\_1\_Instructions.doc)'. The second section, '2 Assignment Materials', features a large 'Comments' text area for instructor feedback and a 'File To Attach' field with a 'Browse...' button and an 'Add Another File' button. Below this is a 'Currently Attached Files:' section.

To access files attached by the instructor:

- Select a link in the Assignment Files field

To add comments to the assignment for the instructor:

- Enter the comments in the Comments textbox.
- These comments will only be available to the instructor after submitting the assignment

To submit a file:

- Click Browse and locate the file to attach
- More than one file can be attached by clicking the Add Another File button

To remove an attached file:

- Click Remove next to the attached file to be removed

To save the Assignment for later:

- Click Save to save the assignment and continue working on it later
- This does not send the assignment to the instructor

To submit the Assignment:

- Click Submit to send the Assignment to the instructor