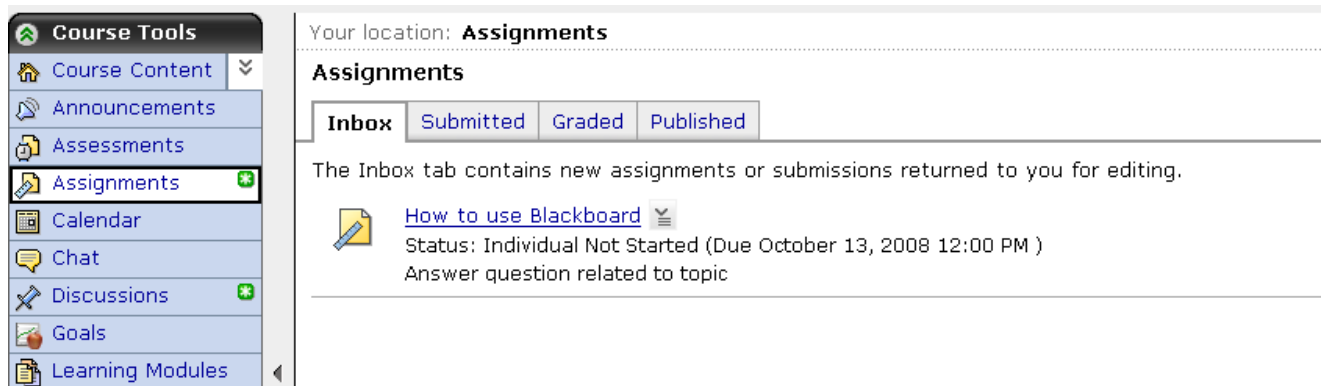


Submitting Assignments in Blackboard

Submitting Text Assignments

1. Create/Complete your Assignment
2. Save your Assignment (Remember the location, you will need to upload it in Blackboard)
3. In Blackboard, go to the course
4. Click the **Assignments** tool, located in the left hand side of the screen under **Course tools**
5. You'll be directed to a screen that should look like this



6. From the **Inbox** tab, you can do one of the following:
 - a. Select the hyperlink name of the assignment you want to submit
 - b. Click the **ActionLinks** icon next to the assignment title
7. You'll be directed to a screen that may look like this

< | Your location: [Assignments](#) > **Edit Submission**

Edit Submission: How to use Blackboard (Attempt 1)

Due Date: October 13, 2008 12:00 PM Status: In Progress (Attempt 1)
Type: Work individually

Instructions:

Read carefully and answer question in the document

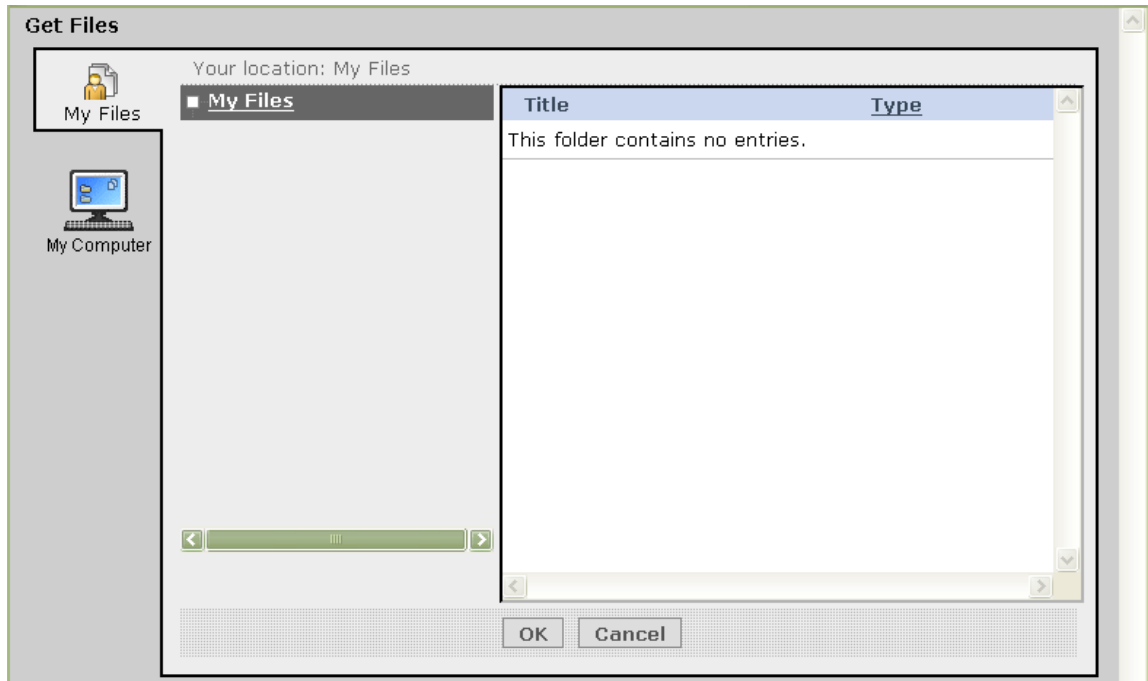
Attachments:

Submission:

Use HTML |
Select ZIP file

Add Comment:

8. Read the instructions carefully
 - a. Under **Attachment** if the Instructor included attachments, view them by clicking the file names
 - b. Under **Due Date and Type**, note the due date and whether you should complete the assignment by yourself or with a group
 - c. Under **Grading Criteria**, note the information about how the assignment will be graded
9. If you submitted the assignment previously, the most recent comment associated with this submission appears under **Most Recent Comment**. To view a log of all comments, click **View Previous Comments**
10. Fill out or complete the information
11. To attach a file, click **Add Attachment** button
12. You'll be directed to the following screen



13. In here you will locate the file you want to attach and then click **OK**

14. You'll be directed to the Edit Submission screen; when you finish you will have the following options:

- a. Submit: To submit your assignment. If you select this option a confirmation message appears showing the date and time of your submission
- b. Cancel: To cancel submission
- c. Save as Draft: To save the assignment and submit it later

15. Click **OK**

Submitting Web Site Assignments

To complete a Web site assignment, you must submit a ZIP file containing linked HTML files that create a Web site. The following are considerations when submitting a web site assignment:

- You must specify a start page for your Web site
 - You must also use relative links to link all pages
 - Relative links use relative paths
 - Relative paths locate files referenced in HTML documents instead of using a Uniform Resource Locator (URL)
 - Relative paths establish one point of reference for other files
 - The point of reference is known as the root folder
1. From the **Assignments** screen, click the **Inbox** tab
 2. Locate the assignment and do one of the following:
 - a. click its title
 - b. Click the ActionLinks icon
 3. Read the assignment instructions
 - a. Under **Attachments**, if your Section Instructor included attachments, view them by clicking the file names
 - b. Under **Due Date and Type**, note the due date and whether you should complete the assignment by yourself or with a group
 - c. Under **Grading Criteria**, note the information about how the assignment will be graded
 4. If you submitted the assignment previously, the most recent comment associated with this submission appears under **Most Recent Comment**. To view a log of all comments, click **View Previous Comments**. The Comments on Assignment pop-up window appears
 5. If you want to enter text for your assignment, do one of the following:
 - a. To enter plain text, enter it in the **Submission** text box
 - b. To enter text and HTML tags, click **Enable HTML Creator**
 - c. To hand code the HTML:
 - i. Select **Use HTML**
 - ii. In the **Submission** text box, enter the HTML code

6. Attach a ZIP file that contains linked files:
 - a. Under **Select ZIP file**, click **Add Attachments**. The Content Browser pop-up window appears
7. Locate and select the files
8. Select the start page for your Web site:
 - a. Next to Start Page, click **Set Start Page**
 - b. Select the file containing the start page and click **Select**
9. If you want to preview the start page, click **Preview**
10. If you want to add a comment for the person who is evaluating your assignment, enter it in the **Add Comment** text box
11. Either save or submit your assignment:
 - o If you want to save the assignment and submit it later, click **Save as Draft**
 - o If you want to submit the assignment, do the following:
 1. Click **Submit**
 2. Click **OK**. A confirmation message appears showing the date and time of your submission.
 3. Print the confirmation message as a record for yourself
 4. Click **OK**