

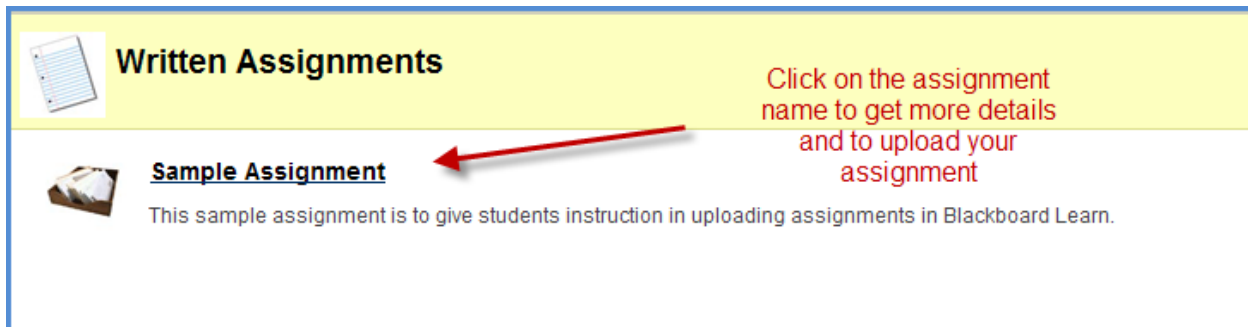
Community College of Rhode Island
Distance Learning Program

Blackboard Student How-To Guide

Uploading Your Assignment in Blackboard

Prepared by: Professor Daniel J. Donovan
Distance Learning Coordinator - Academic Affairs

To complete your assignments in the Blackboard Learning Management System and submit them online, please complete the following steps. First, find the assignment that you are to work on in Blackboard and click on the name of the assignment. The assignments may be in a group with a name such as Written Assignments in the Blackboard menu (left side of the screen) or the assignment may be within a collection of material for a unit or module or week of a course. Instructors can organize their course in a variety of ways so you need to make yourself familiar with the organization selected by your particular instructor.



The screenshot shows a yellow header bar with a document icon and the text "Written Assignments". Below this, there is a white area containing a folder icon and the text "Sample Assignment". A red arrow points from the text "Click on the assignment name to get more details and to upload your assignment" to the "Sample Assignment" link. Below the link, there is a line of text: "This sample assignment is to give students instruction in uploading assignments in Blackboard Learn."

When you click on the assignment name as indicated by the red arrow above, the screen shown on the next page will appear. Your instructor may include some supporting files in “pdf” or “rtf” format for you to download as part of the assignment. For files with a “pdf” (portable document format) extension, you will need the free Adobe Reader to view them. It can be obtained at www.adobe.com. For files with an “rtf” (rich text format) extension, any word processor would be able to read those files. Your instructor may intend for you to use the “rtf” file as a template for your assignment.

When you are preparing your assignment file for uploading, make sure to include your last name as part of the assignment file name (e.g. jonesassign1.doc). The file name should not include any characters or symbols other than ordinary letters and numbers. Please avoid the use of the “#” symbol, as this can cause downloading problems. You can use the underscore character () in place of a space in the file name. For MAC users, be sure that your file names have extensions (such as “doc”) since some MAC programs do not add these extensions to file names.

- LAWS-2100-001:Law of Torts
- Home Page
- Written Assignments

COURSE MANAGEMENT

- Control Panel
- Course Tools
- Course Links
- Evaluation
- Users and Groups
- Customization
- Packages and Utilities
- Help

Upload Assignment: Sample Assignment

Cancel Save as Draft Submit

1. Assignment Information

Name: Sample Assignment

Instructions: This sample assignment is to give students instruction in uploading assignments in Blackboard Learn.

Due Date: March 31, 2010 11:59:00 PM EDT

Points Possible: 50

Assignment Files: Sample Instructions.pdf ([Sample Instructions.pdf](#))

Due Date & Points are set out here

Any file needed for the assignment can be downloaded from here

2. Assignment Materials

Submission

Visual Editor: ON

No text need be entered here

Path: body

Attach File:

Find your assignment file on your hard drive or flash drive

| Attached files | File Name | Link Title |
|--|-----------|------------|
| WARNING: After you browse for your file, you must attach it as shown on the next screen and then submit it | | |

Comments

No text need be entered here

If you do not submit assignment, instructor will not receive it

3. Submit

Click Save as Draft to save changes and continue working later. Click Submit to finish. Click Cancel to quit without saving changes.

Cancel Save as Draft Submit

There are several text boxes on this Upload Assignment page, but there is no reason for a student to place any information in those text boxes. You just need to upload your completed assignment file.

To submit the assignment, first browse for the file on your hard drive or flash drive that you want to upload. Be sure to include your last name in the file name along with the name of the assignment. Once the file you want to submit is listed on the screen as shown below, click on the Attach File button.

Attach File

Selected File

| | |
|----------------------|-------------------------------|
| File Name | donovanassignment.docx |
| Name of link to file | <input type="text"/> |

Attached files

| File Name | Link Title |
|-----------|------------|
|-----------|------------|

Include your last name as part of the file name

You must click here to attach the file

After clicking on the Attach File button, your screen should show the file as attached similar to the screen below:

Attach File

Attached files

| File Name | Link Title |
|------------------------|----------------------|
| donovanassignment.docx | <input type="text"/> |

File is now attached

Scroll down to the bottom of the screen, and click on the word "Submit" to finish the upload of your assignment.

3. Submit

Click **Save as Draft** to save changes and continue working later. Click **Submit** to finish. Click **Cancel** to quit without saving changes.

The final step is to submit assignment at the bottom of the screen