

## ASSIGNMENTS

### About Assignments

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Assignments list the name, description, and attachments for class work. Students complete the assignment in a separate file and send it back to the Instructor. They may also include comments for the Instructor if they choose.

### Submit an Assignment

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Submitting an Assignment is very simple. On the **Upload Assignment** page, Students can add comments and specify files to attach.

Instructors may create Assignments where Students do not need to attach files to complete them; Students can submit an Assignment without attaching a file. If **Submit** is selected, and no files are listed to attach, the Assignment is submitted and will no longer be available to the Student to complete.

If the same file is attached to an Assignment more than once, the file name of the duplicate will automatically include a numeric suffix. For example, History\_assignment1.doc.



- **Warning: Be careful in cases where files must be submitted in order to complete the assignment! Assignments can only be submitted once.**

Follow the steps below to submit an Assignment:

1. Select the Content Area from the Course menu that holds the Assignment. For example, the Course Documents area.
2. Click the name of the Assignment. The Upload Assignment page appears.
3. Complete the **Comments** field on the Upload Assignment page.
4. Click **Browse** next to **File To Attach** to browse the local system and select a file to attach. Multiple files may be attached using the **Add Another File** option. Click **Submit** when the page is complete.



~~In Step 4, files may also be uploaded from the *Blackboard Content System*. Select **Browse** next to **Copy file from Content Collection** to choose a file.~~

## Save an Assignment

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The Upload Assignment page has a Save option available. This option allows the user to save the Assignment and continue working on it later. Once the Assignment is complete the user can submit it.