Blackboard Tutorial

Submitting an Assignment from the Viewpoint of a Student

This document shows what happens when a student submits an assignment.

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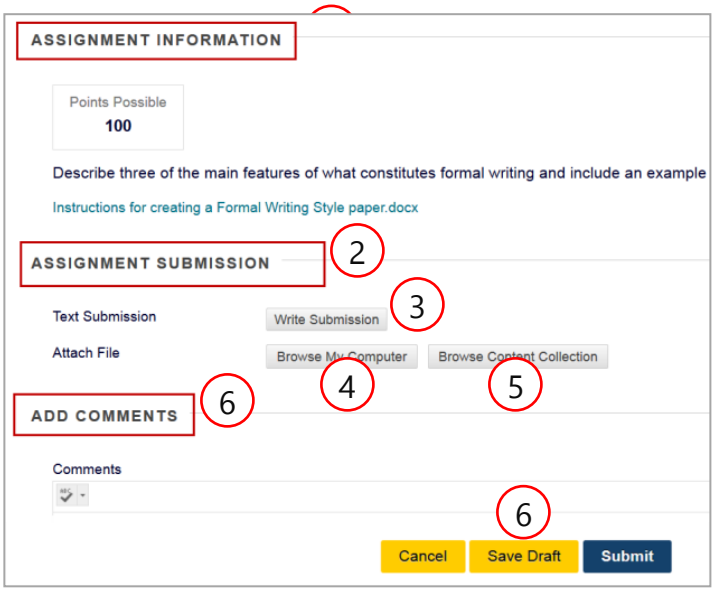
1. Students generally access their assignments by clicking a link from within **Course Content**.



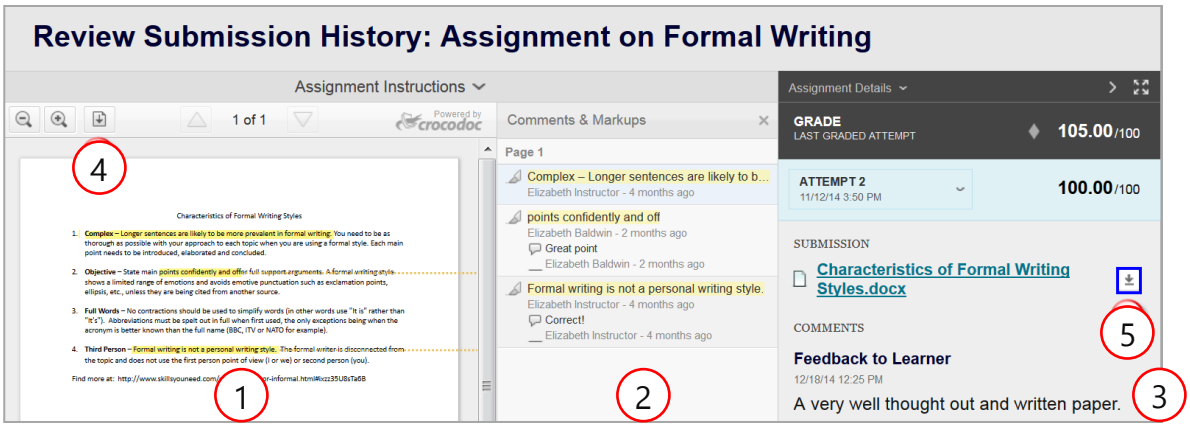
   Assignment Information (1) displays the point value of the assignment and any instructions you may have provided.
2. Students submit assignments from the **Assignment Submission** (2) section one of three ways:
   - They can type their assignment into the text editor by clicking on **Write Submission** (3) link.

   Please note: If you wish to annotate student papers within your Blackboard course (via the Grade Center) then let them know **not** to select the option **Write Submission**.

   - If the file is located on their computer they need to select **Browse My Computer** (4).
   - If one or more students have already uploaded their file(s) to the **Content Collection** area of the course (this tab is located on the main page of our Blackboard site, Suffolk Online), then they would choose the option **Browse Content Collection** (5).
   - In addition to uploading a file, students can provide additional information in the **Add Comments** section.

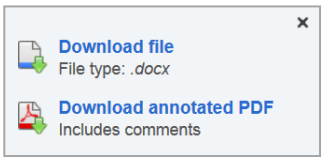
   - Students can save a draft of their submission if they are not yet ready to submit it by clicking on **Save Draft** (6). However, they are still responsible for submitting assignments on time.

3. The **Review Submission History** screen displays the contents of the assignment after it has been submitted by the student.

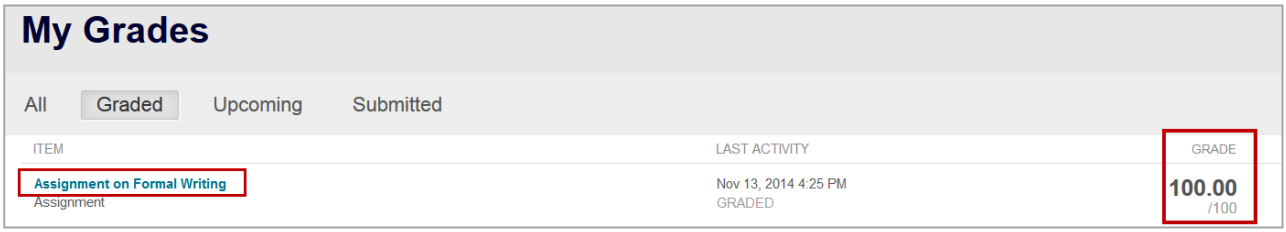


- The student's assignment is displayed in the left pane (1).
- The middle pane displays any annotated comments or markups (2).
- The right pane displays the grade (if any) along with instructor comments (3).
- If the student submitted an assignment file they can click on the **Download** (4) icon located in in the left pane or select the **Download** icon located in the right pane (5) as shown in the image above.

  They can then choose to download their original file or the instructor's annotated file, which is in a pdf format. If they select the annotated file they should save it first to their computer, otherwise pre-2013 versions of MS Word try to open it as a .doc file, which of course, it cannot.



4. A student can view a different assignment submission by selecting the **My Grades** link in the **Course Menu**.



Clicking on an assignment will display the **Review Submission History** page, discussed in item #3 of this document.

For videos and written tutorials on these tasks and more, see the links below:

Suffolk OIT site: www.scccoit.com/blackboard
Blackboard site: https://en-us.help.blackboard.com/Learn/9.1_2014_04/Instructor
Blackboard YouTube channel: https://www.youtube.com/user/BlackboardTV/videos