

Submitting an Assignment from the Viewpoint of a Student



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

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**.

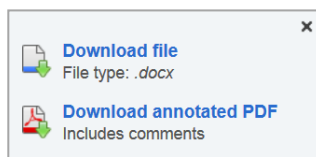
The screenshot shows the Blackboard assignment submission interface. It is divided into three main sections: **ASSIGNMENT INFORMATION** (1), **ASSIGNMENT SUBMISSION** (2), and **ADD COMMENTS** (6). The **ASSIGNMENT INFORMATION** section shows 'Points Possible' as 100 and includes instructions: 'Describe three of the main features of what constitutes formal writing and include an example' and a link to 'Instructions for creating a Formal Writing Style paper.docx'. The **ASSIGNMENT SUBMISSION** section has three options: 'Text Submission' (with a 'Write Submission' link (3)), 'Attach File', and 'Add File'. Under 'Attach File', there are two buttons: 'Browse My Computer' (4) and 'Browse Content Collection' (5). The **ADD COMMENTS** section has a 'Comments' field with a dropdown menu and a 'Save Draft' button (6). At the bottom right, there are three buttons: 'Cancel', 'Save Draft', and 'Submit'.

- 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**.

ITEM	LAST ACTIVITY	GRADE
Assignment on Formal Writing Assignment	Nov 13, 2014 4:25 PM GRADED	100.00 /100

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.sccoit.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>

