



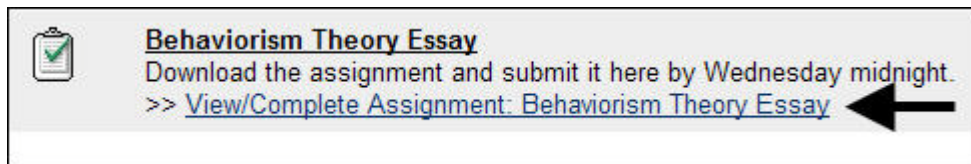
Student Handout: Assignment Tool

When your instructor posts an assignment using Blackboard's Assignment tool, you are able to download any documents found in that assignment area, and, more importantly, you are able to upload or "hand in" your assignment to this same area when you are finished. The basic steps are easy and involve clicking on a link to open the assignment area, downloading any documents your instructor might have posted, doing your work, then coming back to the assignment tool area and uploading your completed assignment.

Here's how to use Assignment Tool:

Find and View Your Assignment

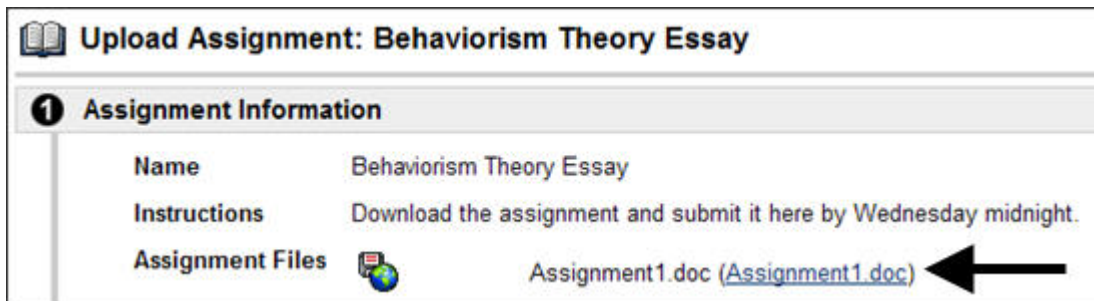
- Your instructor will tell you where your assignment is located within your Blackboard course.
- Locate the assignment and click the **View/Complete** link.



Selecting the View/Complete link to Open Assignment

Download Assignment File

- If your instructor attached files related to the assignment, click on the file to download and save it to your computer (see below).



Selecting the link to download the file

Submit Assignment to Your Instructor

Once you have completed and saved your assignment (make sure you have a copy on your computer!):

1. Return to the place within your course where your instructor placed the assignment.
2. Select the **View/Complete** link.
3. In the **Assignment Materials** section of the page, do the following:
 - a. *Comments* - Enter comments to your instructor about the assignment you are about to submit. This is not a required step. Do not paste your assignment in this comment box.
 - b. *Attach local file* - Use the **Browse** button to locate the file (your completed assignment) you want to attach. To attach more than one file, click *Add Another File* link.
 - c. Click **Submit** at the bottom of the page to submit the assignment to your professor.



Submitting an assignment

Tips for using Assignment Tool successfully:

- When downloading a document to your computer from Blackboard, you need to save it to your computer *before* working on it. If you work on it in your browser, you won't be able to save it.
- When naming documents that you will be uploading back to Blackboard to “hand in” use a simple naming convention such as last name, assignment name, date. For example, “smith_essay_4-2-09”. Your instructor might have a naming convention you need to use. At all costs, avoid symbols such as: # % \$ & * and / in your file names.
- Use the comment box to add comments to your instructor about the assignment as clarification or just a simple comment, but do not paste your assignment into the comment box.