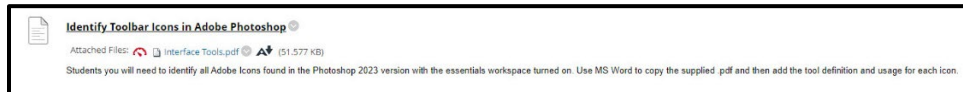




SUBMITTING AN ASSIGNMENT

Step 1: Click on the Assignment Link

Assignments can be placed in any course module. You will need to acquaint yourself with where your professor places these items for completion. In this example, “Identify Toolbar Icons in Adobe Photoshop” is the link to open the assignment. Your professor will use their own naming conventions for your class assignments. **Click on it.**



Step 2: Check the Due Date, Points Possible, and Description

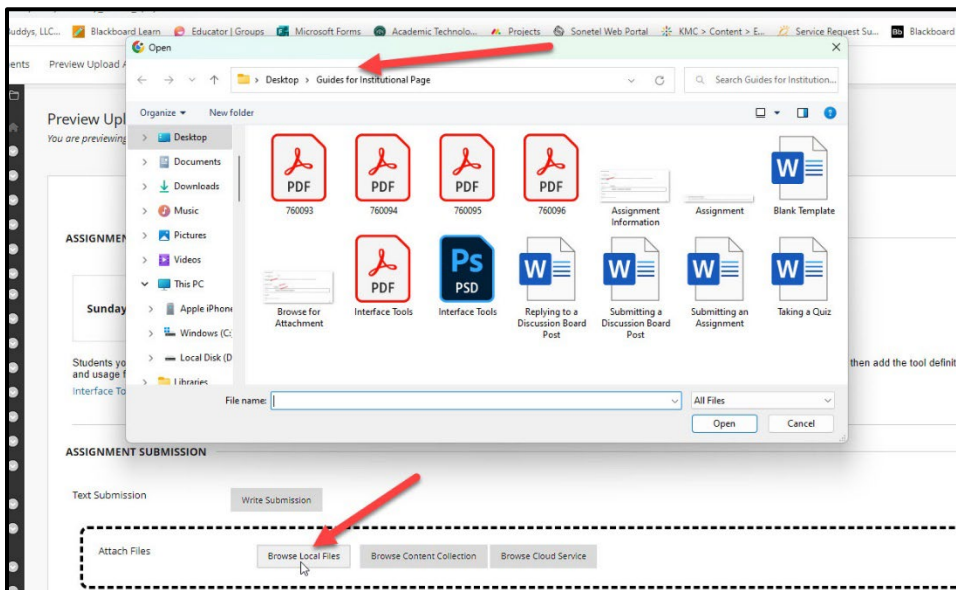
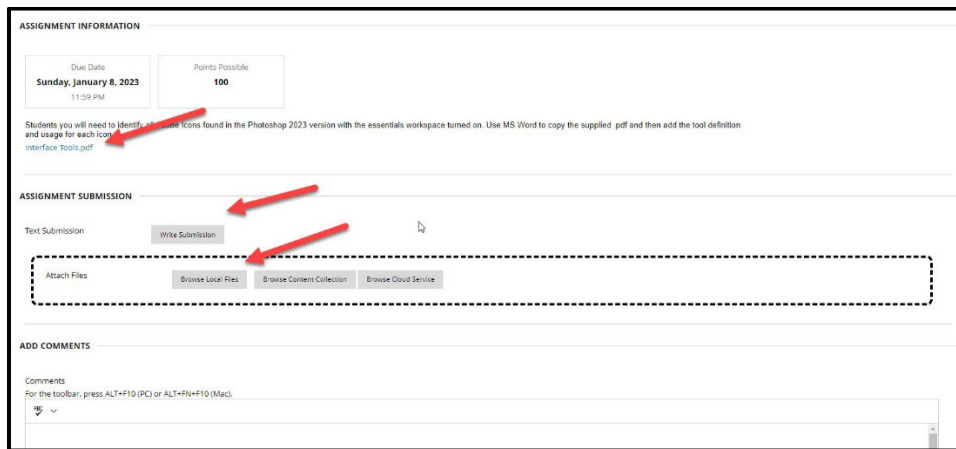
Check the due date, and points possible and read the description located under the assignment information. In this example, the assignment attachment is in a link titled “**Interface Tools**”. Click on it to download the assignment details or supplemental course file.





Step 3: Write Or Attach the Assignment

You have the option (check with the instructor) to either write content as a **Text Submission** or attach the assignment. If you wish to write (or paste the text into Blackboard) click on the **“Write Submission”** button. A text box will appear for you to write/paste your assignment text. If you wish to attach your assignment, such as a Microsoft Word document, click on **“Browse My Computer”** and a navigation dialog will appear for you to attach the document from your computer or drag the file to the **Attach Files** area.





Step 4: Submit the Assignment (Or Save the Draft)

You now either need to submit your assignment or if you're not finished, you can click **"Save Draft"**. Saving as a draft will keep any work you have already completed on this assignment. When you return and open the assignment you will see what you already submitted. If you are finished with your assignment, click **"Submit"**.

