

## Using Assignment Links to Submit an Assignment

**Assignment links** contain the name of a course assignment, instructions for the assignment, and any files students may need to complete the assignment.

**Assignment links** allow students to browse and attach completed assignments. Students typically complete the assignment in a separate file and then submit it to the instructor through the assignment link.

The following topics will be addressed in this handout:

1. Accessing an Assignment Link – Page 1
2. Accessing Assignment Files – Page 3
3. Submitting an Assignment – Page 6
4. Reviewing the Assignment Results – Page 9

### Accessing an Assignment Link

1. Go to the content area within the course where your instructor has placed the assignment. Assignment links can be identified by the assignment icon  and the “View/Complete Assignment” link.



#### Chapter 4 Assignment

After reading Chapter 4 (pages 91-118), answer the attached questions. Questions must be answered in complete sentences. Type your responses in MS Word. Save your assignment in **Rich Text** Format and attach your assignment to the assignment link. **Due Date: June 27, 2008 at 5:00 p.m.**

**\*\*\*Please note: You will NOT be able to submit your assignment after 5:00 p.m. on June 27th.**  
>> [View/Complete Assignment: Chapter 4 Assignment](#)

2. Once you locate an assignment link, read the instructions for the assignment.



#### Chapter 4 Assignment

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>> [View/Complete Assignment: Chapter 4 Assignment](#)

3. After reading the instructions for the assignment, open the assignment by clicking the assignment name OR the “View/Complete Assignment” link.



#### [Chapter 4 Assignment](#)

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4. After the assignment has been opened, an **Upload Assignment** page will appear. Review the assignment instructions and check to see if your instructor has added *assignment files* that you may need to complete the assignment. If the course instructor has attached any assignment files, the files would be located directly under the instructions. (See the **Accessing Assignment Files** section on **Page 3** for information on downloading assignment files.)



### Upload Assignment: Chapter 4 Assignment



#### Assignment Information

Name	Chapter 4 Assignment
Instructions	After reading Chapter 4 (pages 91-118), answer the attached questions. Questions must be answered in complete sentences. Type your responses in MS Word. Save your assignment in <b>Rich Text</b> Format and attach your assignment to the assignment link. <b>Due Date: June 27, 2008 at 5:00 p.m.</b>  <b>***Please note: You will NOT be able to submit your assignment after 5:00 p.m. on June 27th.</b>
Assignment Files	 Unit_4_Questions.doc ( <a href="#">Unit_4_Questions.doc</a> )

5. Follow the instructions provided by your instructor to complete the assignment.

### Options

- a. If you are **NOT** ready to **Submit** your assignment, you may scroll down to **Section 3** and click **Cancel**. You may return to the assignment link **BEFORE** the assignment deadline and **Submit** your assignment. (See the **Submitting an Assignment** section on **Page 6** for more information.)
- b. If you have started the assignment and you would like to **Save** a copy in Blackboard, scroll down to **Section 3** and click **Save**. You must return to the assignment link **BEFORE** the assignment deadline and officially **Submit** your assignment. (See the **Submitting an Assignment** section on **Page 6** for more information.)

## Accessing Assignment Files

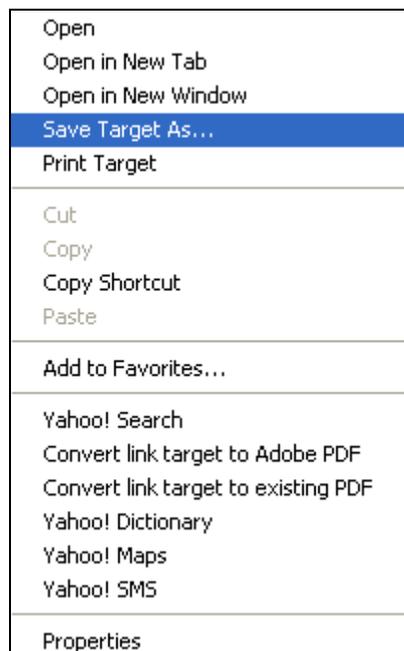
After you open an assignment link and review the instructions for the assignment, check below the instructions to see if the course instructor has attached any **assignment files**. These files may be needed to complete the assignment.

### Upload Assignment: Chapter 4 Assignment

1 Assignment Information	
Name	Chapter 4 Assignment
Instructions	After reading Chapter 4 (pages 91-118), answer the attached questions. Questions must be answered in complete sentences. Type your responses in MS Word. Save your assignment in <b>Rich Text</b> Format and attach your assignment to the assignment link. <b>Due Date: June 27, 2008 at 5:00 p.m.</b>  <i>***Please note: You will NOT be able to submit your assignment after 5:00 p.m. on June 27th.</i>
Assignment Files	 <a href="#">Unit_4_Questions.doc</a> (Unit_4_Questions.doc)

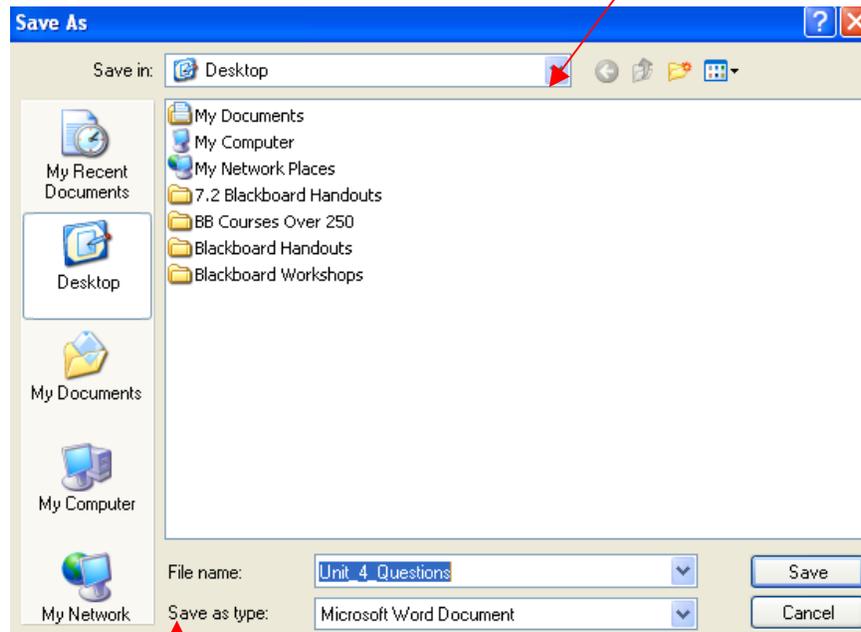
If you see links for assignment files, you may need to save the files to your computer (or to an external storage device – ex. USB flash drive). If your instructor has requested that you complete your assignment by typing **directly on the file/document**, save the file to your computer first (or to a USB flash drive).

1. To save an assignment file to your computer (or to an external storage device), **right-click** on the assignment link. A window should pop up with a “**Save Target As**” option.

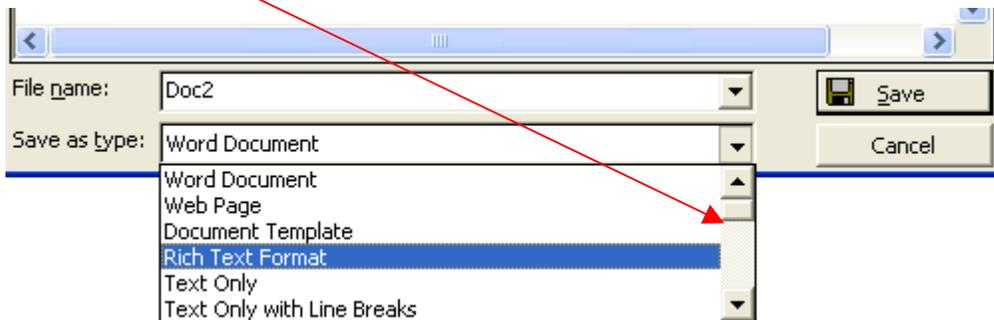


2. Choose **Save Target As**.

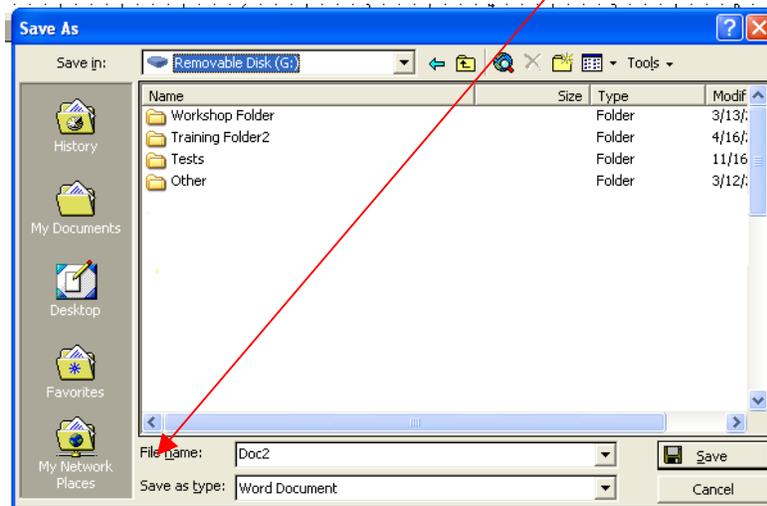
3. A “**Save As**” window should appear. Locate the **Save in:** option and click the drop-down menu to select the location to which you’d like to save the document.



4. Locate the **Save as type** option. Your document should be saved in **Rich Text Format (.rtf)**. By saving a document in **Rich Text Format**, you can open the file in many word processors with most of its formatting left intact.
5. To save in **Rich Text Format**, click the drop-down menu next to the **Save as type** option and **scroll** down until you locate **Rich Text Format**. Choose **Rich Text Format** from the list.



6. To add the file name for this document, locate the **File name:** option above the **Save as type:** option.



7. Enter a file name. **For students**, type your file name so that it includes **only** text and/or numbers. Do **NOT** include any special characters (ex. \$, #, %, !, @, &, \*). If you include special characters in the file name, your instructor may not be able to open your document and you may not receive credit for the assignment.
8. After you add a file name, click **Save**.
9. After you have successfully saved the document, complete the assignment following the instructions provided by your instructor.
10. After you complete the assignment, save your changes. (Go to the **File** menu and then click **Save**.)
11. You are now ready to upload and submit the assignment in Blackboard. (See the **Submitting an Assignment** section on **Page 6** for more information.)

## Submitting an Assignment

To submit an assignment using an assignment link, you must access the assignment link **BEFORE** the assignment deadline.

1. Go to the content area within the course where your instructor has placed the assignment. After reading the instructions for the assignment, open the assignment by clicking the assignment name OR the “View/Complete Assignment” link.



### [Chapter 4 Assignment](#)

After reading Chapter 4 (pages 91-118), answer the attached questions. Questions must be answered in complete sentences. Type your responses in MS Word. Save your assignment in **Rich Text** Format and attach your assignment to the assignment link. **Due Date: June 27, 2008 at 5:00 p.m.**

**\*\*\*Please note: You will NOT be able to submit your assignment after 5:00 p.m. on June 27th.**

>> [View/Complete Assignment: Chapter 4 Assignment](#)

2. Review the instructions for the assignment to ensure that you have completed the assignment according to the instructor’s guidelines.
3. Scroll down to **Section 2 (Assignment Materials)**. Under the **Comments** text box, locate the **Attach local file** section and then click **Browse**. You will be able to search for and attach your assignment.

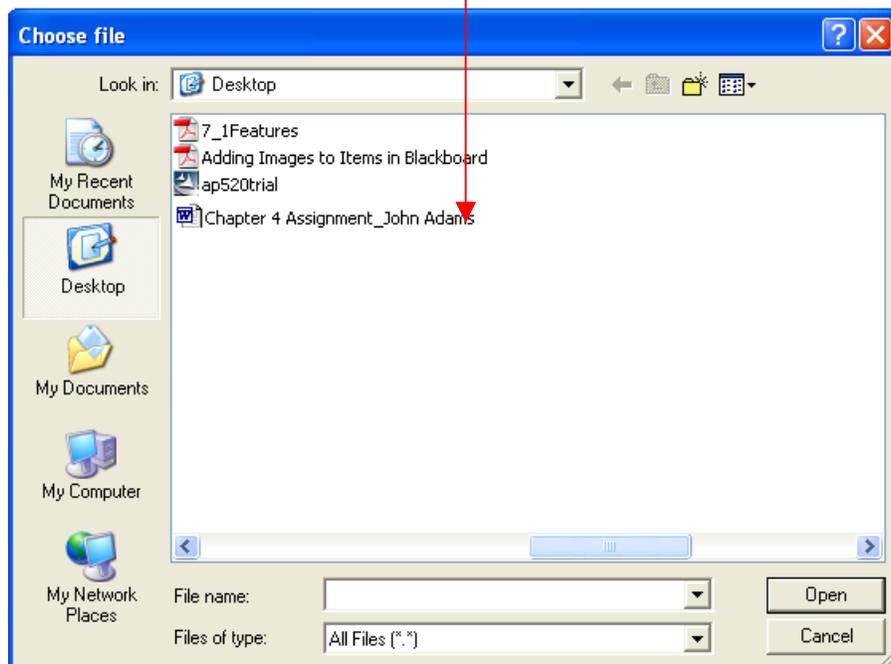
**2 Assignment Materials**

Comments

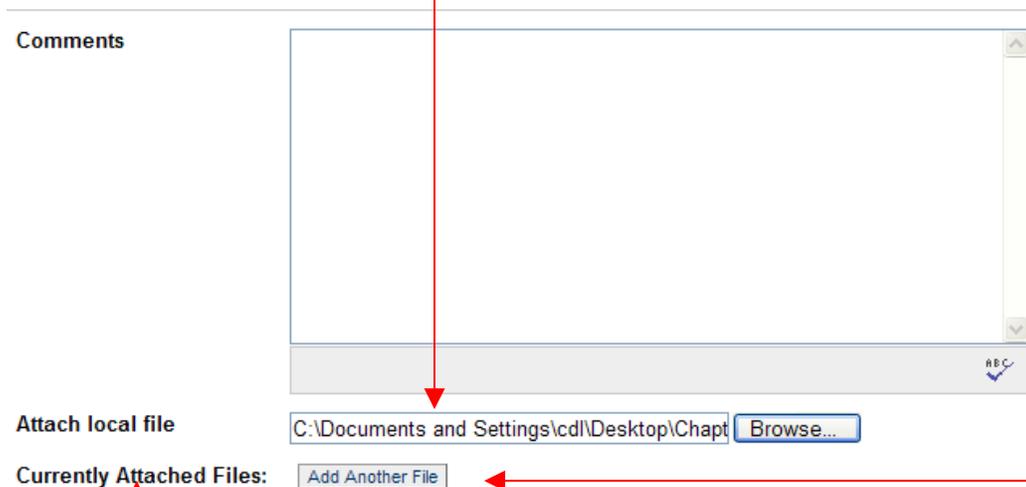
Attach local file

Browse...

4. A **Choose file** window will appear. Locate the assignment that you have completed.

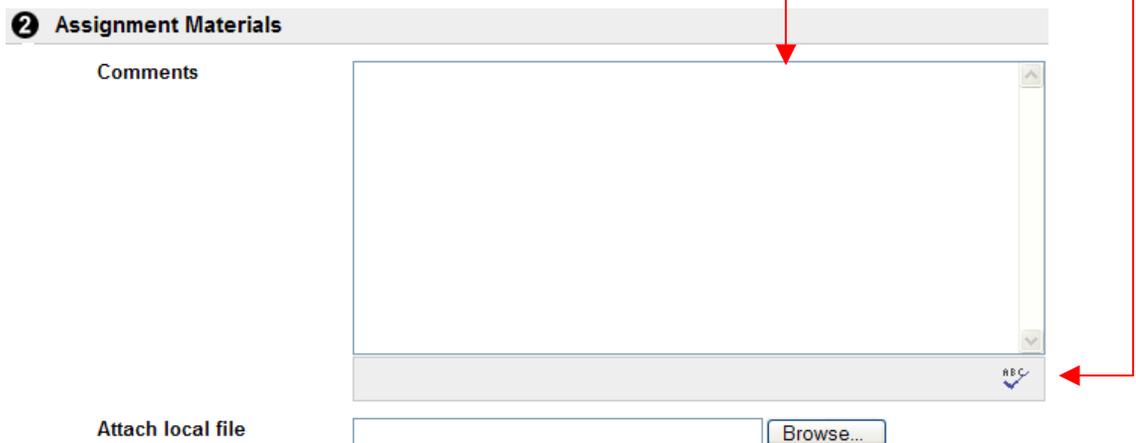


5. Select the file by **double-clicking** the file **OR** by clicking the file once and then clicking **Open**. Do **NOT** attach any zipped or compressed folders!
6. Once you select the file, the path of the location and name will appear next to the **Browse** button.



7. If your assignment requires you to attach more than one document to this link, locate the **Currently Attached Files** option and click **Add Another File**.
8. Your first file will be added. You can then **Browse** and choose another file to attach. Do **NOT** attach any zipped or compressed folders!

9. Once you have attached all of the necessary files for the assignment, you can also provide **Comments** for your instructor in the **Comments** text box under **Section 2**. Please note that a spell-check feature is available.



The screenshot shows a web interface for an assignment. At the top, there is a header bar with a circled '2' and the text 'Assignment Materials'. Below this, the word 'Comments' is displayed above a large, empty text input area. To the right of the text box, there is a vertical scroll bar. Below the text box, there is a 'Attach local file' label followed by a text input field and a 'Browse...' button. In the bottom right corner of the text box area, there is a small 'ABC' icon with a checkmark, indicating a spell-check feature. A red arrow points from the text in step 9 to the 'Comments' text box, and another red arrow points from the text in step 9 to the 'ABC' icon.

10. Once you have attached all files and provided any necessary comments, you can **Submit** the assignment to your instructor. Scroll down to **Section 3**.
11. If you are ready to officially **Submit** the assignment to your instructor, click **Submit**.

If you are not prepared to **Submit** the assignment and you intend to continue working on the assignment, click **Save**. You will be allowed to access any attached documents and comments up until the assignment deadline. In most cases, you will **NOT** be able to access the *saved* assignment after the assignment deadline.

**Warning:** Unless you officially **Submit** the assignment, your instructor will **NOT** receive it, which may result in a grade of zero (0). If you **Save** an assignment, you must remember to access the assignment link and **Submit** the assignment **BEFORE** the assignment deadline. This is **NOT** an automated process.

## Reviewing the Assignment Results

Once you have submitted your assignment, you can review the “results” of the assignment. Results typically include: (1) the original assignment instructions and files, (2) your submitted assignment and comments, and (3) feedback from the instructor.

### Option 1: View Results from the Original Assignment Link

You may view results from the original assignment link as long as the link has not expired or is still visible within the course. If the link is no longer visible, see **Option 2** on **Page 11**.

1. Locate the original assignment link within the course. Click the assignment name or the “View/Complete Assignment” link.



#### Chapter 4 Assignment

After reading Chapter 4 (pages 91-118), answer the attached questions. Questions must be answered in complete sentences. Type your responses in MS Word. Save your assignment in **Rich Text** Format and attach your assignment to the assignment link. **Due Date: June 27, 2008 at 5:00 p.m.**

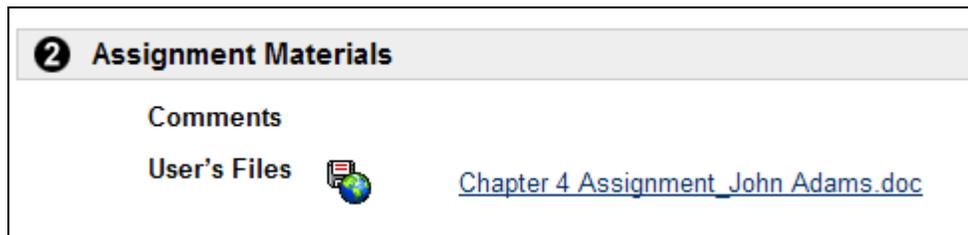
\*\*\*Please note: You will NOT be able to submit your assignment after 5:00 p.m. on June 27th.  
>> [View/Complete Assignment: Chapter 4 Assignment](#)

2. The following message should appear: *The assignment is complete. Click **OK** to review the results.* Click **OK**.
3. A **Review Assignments** page will appear. You will find three (3) sections on the page.

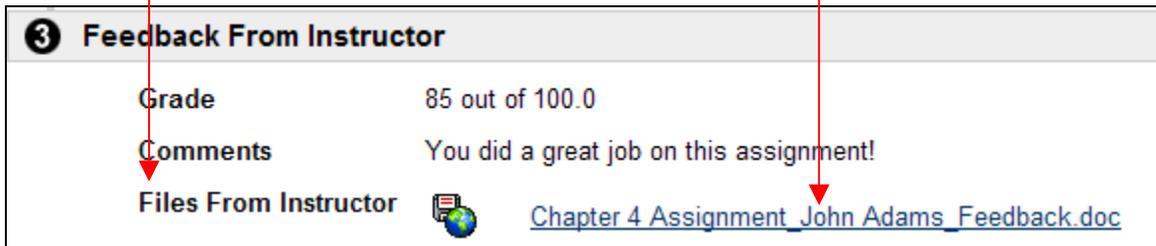
**Section 1:** Contains the original assignment instructions and files from the instructor.

1 Assignment Information	
Name	Chapter 4 Assignment
Instructions	After reading Chapter 4 (pages 91-118), answer the attached questions. Questions must be answered in complete sentences. Type your responses in MS Word. Save your assignment in <b>Rich Text</b> Format and attach your assignment to the assignment link. <b>Date: June 27, 2008 at 5:00 p.m.</b>
	***Please note: You will NOT be able to submit your assignment after 5:00 p.m. on June 27th. >> <a href="#">View/Complete Assignment: Chapter 4 Assignment</a>
Assignment Files	 Unit_4_Questions.doc ( <a href="#">Unit_4_Questions.doc</a> )

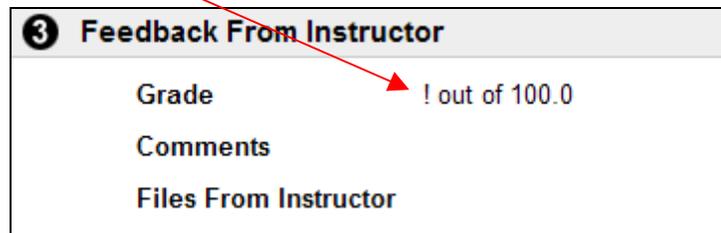
**Section 2:** Contains a copy of the assignment files and comments (if any) you submitted to your instructor.



**Section 3:** Contains any feedback that your instructor has provided for your assignment. If you have any attachments beside the **Files From Instructor** option, you may click the link to view the feedback files from your instructor. (Left-clicking will allow you to open the files. Right-clicking will allow you to save the feedback files to your computer.)



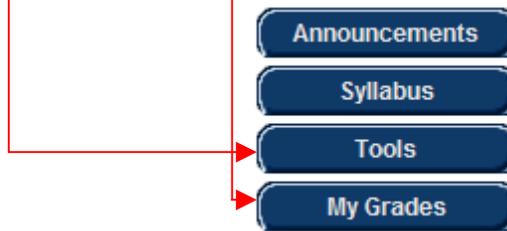
**Section 3:** If your instructor has not graded the assignment, you will see an exclamation point in the place for the grade.



## Option 2: View Results from the My Grades Tool

You may view results from the **My Grades** tool in Blackboard.

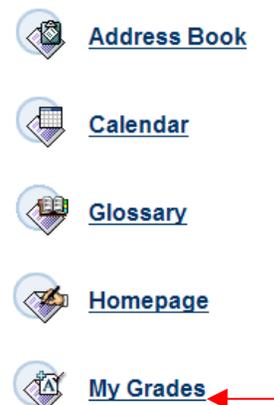
1. Click the **Tools** button/text link on the left side of the course. (Your instructor may have also created a **My Grades** button/text link on the left side.)



You may also access **My Grades** by clicking the **Course Tools** link directly beneath the buttons/text links.



2. If you click the **Tools** button/text link or access the **Course Tools** link, you will be taken to the **Tools** page. Select **My Grades**.



If your class has a **My Grades** button/text link on the left side, you will click that button and skip this step.

3. Once you click **My Grades**, you will be taken to a **View Grades** page. Scroll down and locate the assignment.

- If your instructor has not graded the assignment, you will see a **red** exclamation point beside the assignment name and under the **Calculated Grade** column. You may click the exclamation point to review the assignment. (Read **Item 3** on **Page 9** for more information on reviewing assignments.)

 **View Grades**

Your grades for this Course

Item Name	Due Date	Last Submitted, Modified or Graded	Calculated Grade	Points Possible	Weight	
Assignment 28			-	5	0.36%	
Unit 4 Assignment - Group 3		Jun 19, 2008 10:58 AM	<u>50</u>	100	0.36%	<a href="#">View Comments</a>
Unit 4 Assignment - Group 3		Jun 25, 2008 10:58 AM	!	100	0.36%	

- If your instructor has graded your assignment, you will see a grade beside the assignment name and under the **Calculated Grade** column. You may also see a **View Comments** box in the far right column. Click **View Comments** to read any comments provided by your instructor. If you do not see the **View Comments** box, there were no comments provided by your instructor.

 **View Grades**

Your grades for this Course

Item Name	Due Date	Last Submitted, Modified or Graded	Calculated Grade	Points Possible	Weight	
Assignment 28			-	5	0.36%	
Unit 4 Assignment - Group 3		Jun 19, 2008 10:58 AM	<u>50</u>	100	0.36%	<a href="#">View Comments</a>

- Click the actual grade to review any additional feedback that may have been provided by your instructor. (Read **Item 3** on **Page 9** for more information on reviewing assignments.)