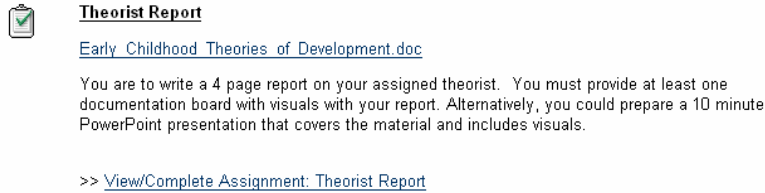


# Submitting an Assignment via Blackboard

– Michael Renock-Welker, Instructional Technologist

Scope of This Document: This document illustrates how to submit an assignment via Blackboard and verify successful submission. This assumes that you are familiar with how to access your Blackboard course site (If not, see the “How to Access Your Blackboard Class Site” document).

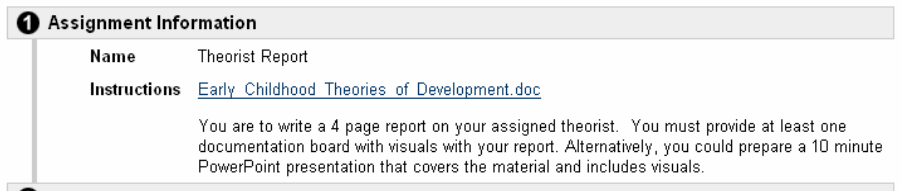
1. Locate the assignment within your Blackboard course such as this example:



The screenshot shows a Blackboard assignment page. At the top, there is a green checkmark icon and the title "Theorist Report". Below the title is a link to "Early Childhood Theories of Development.doc". The main text of the assignment reads: "You are to write a 4 page report on your assigned theorist. You must provide at least one documentation board with visuals with your report. Alternatively, you could prepare a 10 minute PowerPoint presentation that covers the material and includes visuals." At the bottom of the assignment page, there is a link that says ">> View/Complete Assignment: Theorist Report".

(Note: Contact your instructor if you have problems locating this on Blackboard.)

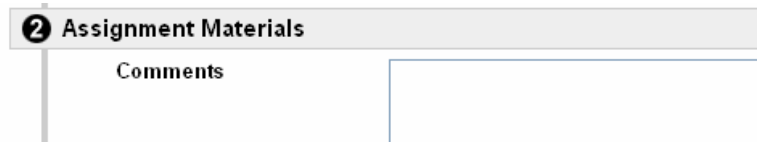
2. Click the “View/Complete” link
3. If you have not already, read the **Instructions** in Section 1
4. If you have not already, view any attached/linked files in Section 1



The screenshot shows the "Assignment Information" section of the Blackboard interface. It has a header "1 Assignment Information". Below the header, there are two fields: "Name" with the value "Theorist Report" and "Instructions" with the value "Early Childhood Theories of Development.doc". The same instructional text from the previous screenshot is displayed below these fields.

(Note: If you have not completed the assignment and wish to submit it later, you can then click the “Save” button at the bottom of the page. Follow the next steps when you are ready to submit your work by accessing the assignment as outlined in steps 1 & 2.)

5. Enter some sort of text in the “Comments” field



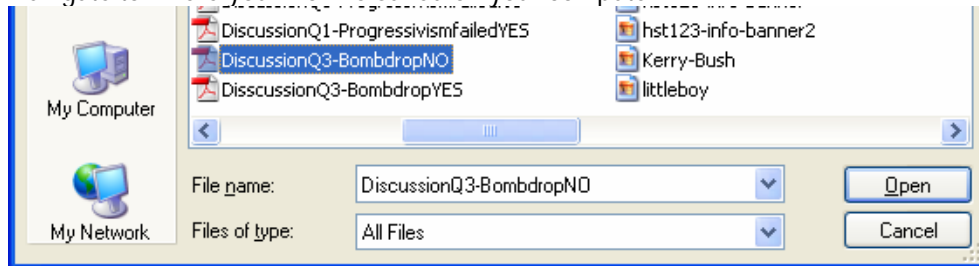
The screenshot shows the "Assignment Materials" section of the Blackboard interface. It has a header "2 Assignment Materials". Below the header, there is a "Comments" field with a text area and a "Browse..." button.

6. To attach your completed assignment, click the “Browse...” button



The screenshot shows the "Attach local file" dialog box. It has a text input field for the file name and a "Browse..." button to the right.

7. Navigate to where your work is saved on your computer



The screenshot shows a Windows file explorer window. The left sidebar shows "My Computer" and "My Network". The main area displays a list of files and folders: "DiscussionQ1-ProgressivismfailedYES", "DiscussionQ3-BombdropNO", "DiscussionQ3-BombdropYES", "hst123-info-banner2", "Kerry-Bush", and "littleboy". The "DiscussionQ3-BombdropNO" file is selected. Below the list, the "File name" field contains "DiscussionQ3-BombdropNO" and the "Files of type" field is set to "All Files". There are "Open" and "Cancel" buttons at the bottom right.

8. Click the assignment file
9. Click “Open”

10. If you have multiple assignment files to submit, click “Add Another File” button and repeat steps 7 thru 9

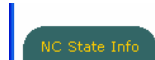
Attach local file    
Currently Attached Files:

11. Click the “Submit” button to turn in your assignment

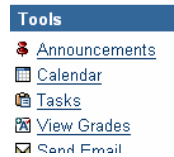


Verify that your Assignment was submitted ok:

1. Click the “NC State Info” tab



2. Click “View Grades” under “Tools”



3. Click the class name that you just submitted the assignment for



4. Verify that the Assignment “Grade” is an Exclamation Mark (!)

Item Name	Date	Grade
Assignment #5	10/24/05 9:34 AM	!

If the Grade is not an exclamation mark or you experience any problems submitting your assignment, contact your instructor immediately and let them know what specific problems you are experiencing. Your instructor can check on the status of your assignment and confirm receiving it or reset the assignment to allow you to attempt to submit your work again or provide you with an alternate submission method.

For Further Help:

Contact the IT Help Desk:  
8am-5pm, Monday thru Friday  
(419)755-4734 or [helpdesk@ncstatecollege.edu](mailto:helpdesk@ncstatecollege.edu)

Additional Documentation at: [www.ncstatecollege.edu/it/](http://www.ncstatecollege.edu/it/)