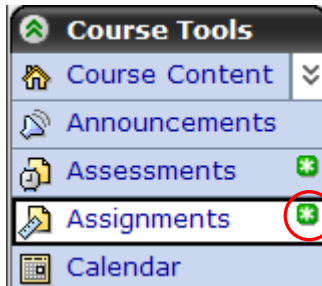


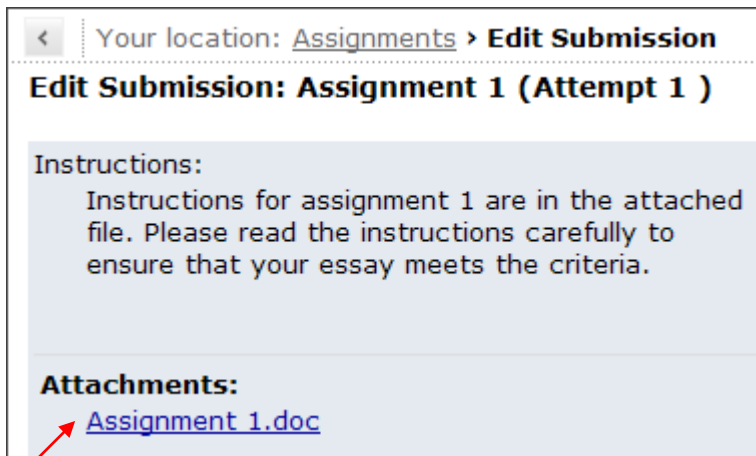
Accessing an assignment

1. Click on **Assignments** under **Course Tools**.



Indicates there is an assignment that you haven't opened yet.

2. Read the instructions for the assignment.



3. Click on the links to any attachments. The file will be displayed and can then be saved to your computer or printed.

You can now begin work on your assignment. Make sure to keep a back up copy!

Submitting an assignment

Access your assignment details by repeating step 1 above.

Attach your assignment file

1. Click **Add Attachments**.
2. Find the file on your computer and click **Open**.

Using the assignment submission tool

3. The file will be attached to your Assignment submission area.

4. Add comments if required.
5. Click **Submit** to submit your assignment.
6. You will be asked if you are sure you want to submit. Click on **OK**.
7. A confirmation will then appear indicating that you have successfully submitted your assignment, and providing you with date and time. You may like to print this confirmation for your record.

Note: if you are not ready to submit your assignment you can choose **Save as Draft** and submit at a later date.

After submitting

When you have submitted an assignment it will no longer be visible in the Assignments **Inbox**. It will now be located under the **Submitted** tab. Click on the name of the assignment to view more details.

Using the assignment submission tool

After grading

When your lecturer has graded the assignment it will then be located under the **Graded** tab along with your grade. Click on the name of the assignment to view comments from your lecturer.

Your location: **Assignments**

Inbox Submitted **Graded** Published

Submissions that have been reviewed by the Section Instructor.

 [Assignment 1](#) 
Grade: 37/50

Your grades will also be visible from **My Grades** on the **My Tools** menu on the left of your screen.

My Tools

 **My Grades** 

Indicates there are new grades that you haven't viewed yet.

Click on **My Grades** to view your grade and comments.

Your location: **My Grades**

June 16, 2006

Student: Jerry Clark (jc)

Course: HFE100

Section: Thinking and Writing at University

Section Instructor: UTAS Admin

User ID:	
Role:	
Assignment 1:	37 (out of 50) Well done Jerry!

(XX) - Indicates a grade that is partial or not complete

References:

Designer and Instructor Reference: Application Pack 2 for Blackboard Learning System – Vista Enterprise License (Release 4) 2006 Blackboard Inc

Vista 4.2 Online Help (Blackboard Inc.)

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