

Submitting a Blackboard Assignment



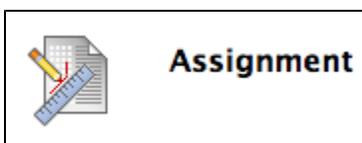
- [Topic Overview](#)
- [Submit an Assignment](#)
- [Assignment Submission Receipt](#)

Topic Overview

If an assignment has been set up by the instructor for electronic submission, follow the steps in the video or text outline below.

Submit an Assignment

1. Find the assignment in the Blackboard Content Area as set up by the instructor. An assignment can be placed in any content area and can be easily identified by the icon that has the pencil and ruler associated with it.



2. Click on the assignment name to access it
3. To upload the assignment file, attach the file under Assignment Submission. You can choose to put information in the text editor, but it's not necessary for submitting a document
4. Click on Browse Local Files.



Note: When submitting documents, do not use any special characters (Bad example: Name#Title-1) (Good example: Name_Title1). If there are special characters in the title of the attachment, your instructor may not be able to open the assignment.

ASSIGNMENT SUBMISSION

Text Submission Write Submission

Attach Files

Browse Local Files Browse Content Collection Browse Cloud Service

ADD COMMENTS

Comments

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

RBC ✓

5.

6. Once the file is selected for attachment, the student has the opportunity to name the link to the file

Attached files	
File Name	Link Title
Assignment 1.docx	<input type="text" value="My Assignment"/>

7. The file is now attached and the system confirms the submission

8. If you need to attach multiple files to a single submission, repeat steps 4-6 until all of your files are attached

- Click on Submit or Save as Draft. Submit will hand the file in and will be immediately accessible to the instructor. A confirmation will be given.

Review Submission History: Bb Grader Assignment

Assignment Instructions

box

What is Lorem Ipsum?

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum.

Why do we use it?

It is a long established fact that a reader will be distracted by the readable content of a page when looking at its layout. The point of using Lorem Ipsum is that it has a more-or-less normal distribution of letters, as opposed to using 'Content here, content here', making it look like readable English. Many desktop publishing packages and web page editors now use Lorem Ipsum as their default model text, and a search for 'lorem ipsum' will uncover many web sites still in their infancy. Various versions have evolved over the years, sometimes by accident, sometimes on purpose (injected humour and the like).

Where does it come from?

Contrary to popular belief, Lorem Ipsum is not simply random text. It has roots in a piece of classical Latin literature from 45 BC, making it over 2000 years old. Richard McClintock, a Latin professor at Hampden-Sydney College in Virginia, looked up one of the more obscure Latin words, consectetur, from a Lorem Ipsum passage, and going through the cites of the word in classical literature, discovered the undoubtable source. Lorem Ipsum comes from sections 1.10.32 and 1.10.33 of "de Finibus Bonorum et Malorum" (The Extremes of Good and Evil) by Cicero, written in 45 BC. This book is a treatise on the theory of ethics, very popular during the Renaissance. The first line of Lorem Ipsum, "Lorem ipsum dolor sit amet..", comes from a line in section 1.10.32.

The standard chunk of Lorem Ipsum used since the 1500s is reproduced below for those interested. Sections 1.10.32 and 1.10.33 from "de Finibus Bonorum et Malorum" by Cicero are also reproduced

Assignment Submission Receipt

- Student Submission Receipt - When students submit assignments successfully, a success message with a confirmation number appears. Top of screen - green bar

Success! Your submission appears on this page. The submission confirmation number is ab9ea590-71c1-4310-8da9-a94ac5fc6f66. Copy and save this number as proof of your submission. View all of your submission receipts in My Grades.

Review Submission History: Bb Grader Assignment

Assignment Instructions

Assignment Details

GRADE
LAST GRADED ATTEMPT

~/25

- Students should copy and save this number for proof of submission
- You can retrieve the confirmation number from the Grade Center
- Access course
- Click Tools or My Grades
- Click Submission Receipts - bottom left hand corner

My Grades

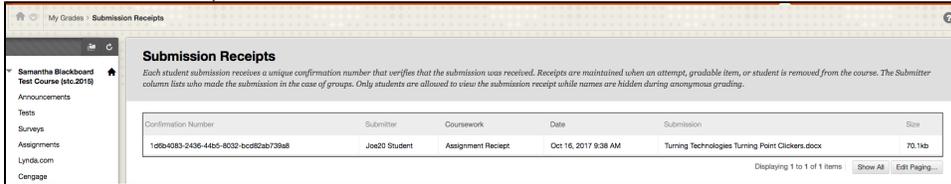
All Graded Upcoming Submitted

Order by: Course Order

ITEM	LAST ACTIVITY	GRADE
Statistics Tracking Assignment Assignment	Feb 17, 2015 9:28 AM SUBMITTED	-
Attempt Statistics Test	Mar 13, 2015 9:59 AM SUBMITTED	-
Delete Column in Grade Center_Can you edit assignment Assignment	May 31, 2015 9:48 AM SUBMITTED	-
Assignment Receipt Assignment	Oct 16, 2017 9:38 AM SUBMITTED	-

Submission Receipts 1

7. View Submission Receipt details



The screenshot shows the Blackboard interface for viewing submission receipts. The breadcrumb trail at the top reads "My Grades > Submission Receipts". The main heading is "Submission Receipts", followed by a descriptive paragraph: "Each student submission receives a unique confirmation number that verifies that the submission was received. Receipts are maintained when an attempt, gradeable item, or student is removed from the course. The Submitter column lists who made the submission in the case of groups. Only students are allowed to view the submission receipt while names are hidden during anonymous grading." Below this is a table with the following data:

Confirmation Number	Submitter	Coursework	Date	Submission	Size
1d6b4083-2436-44b5-8032-6cd82ab739a8	Joe20 Student	Assignment Receipt	Oct 16, 2017 9:38 AM	Turning Technologies Turning Point Clickers.docx	70,14b

At the bottom right of the table area, it says "Displaying 1 to 1 of 1 items" with links for "Show All" and "Edit Paging". On the left side of the interface, there is a navigation menu with the following items: "Samantha Blackboard Test Course (Fall 2018)", "Announcements", "Tests", "Surveys", "Assignments", "Lynda.com", and "Cengage".