

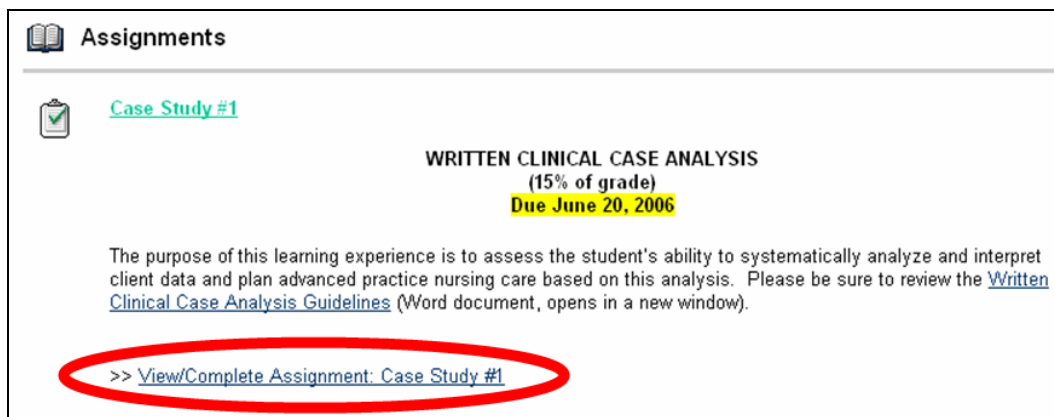
Submitting an Assignment Using Blackboard's Assignment Manager

Blackboard provides a number of ways to submit assignments to your instructor. One way is to simply attach a file to a posting in the Discussion Board. Any files posted to the Discussion Board are accessible by any user who is given access to that Discussion Board. Typically this would include any student in your class. Often, your instructor wants you to submit assignments to him/her only. Blackboard has two options for this kind of submission. One way is to use a tool called the Digital Dropbox which is located under the Tools area in the menu.

However, this documentation discusses the submission of files using Blackboard's "Assignment Tool". This feature allows you to submit a file directly to your instructor. It may be confusing at first because there is often an area called Assignments in the course menu. However, your instructor may use the Assignment Manager feature in any content area (e.g. Course Documents, Unit 1, etc.).

Submitting an Assignment

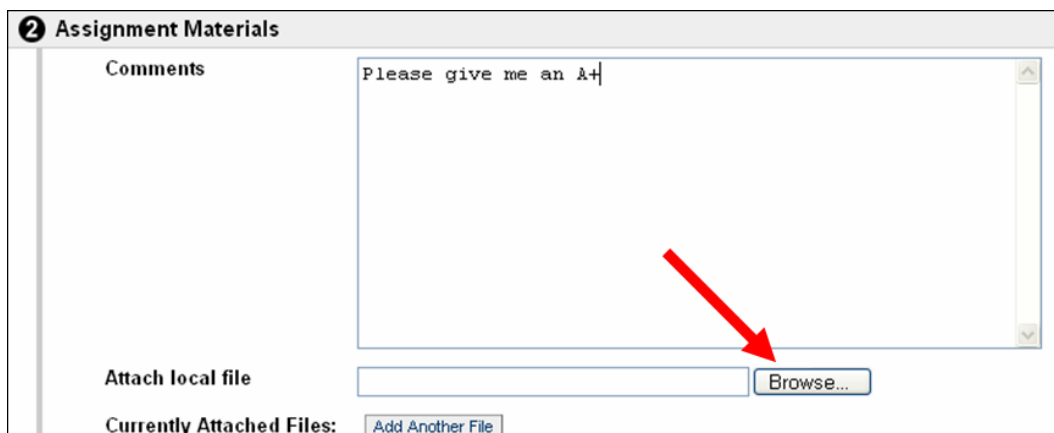
Step 1: Click the **View/Complete Assignment:** link.



The screenshot shows the 'Assignments' section of a Blackboard course. At the top, there is a header 'Assignments' with a book icon. Below it, a green checkmark icon is next to the title 'Case Study #1'. The main content area contains the following text: 'WRITTEN CLINICAL CASE ANALYSIS (15% of grade) Due June 20, 2006'. Below this, a paragraph explains the purpose of the learning experience. At the bottom of the content area, a link '>> View/Complete Assignment: Case Study #1' is circled in red.

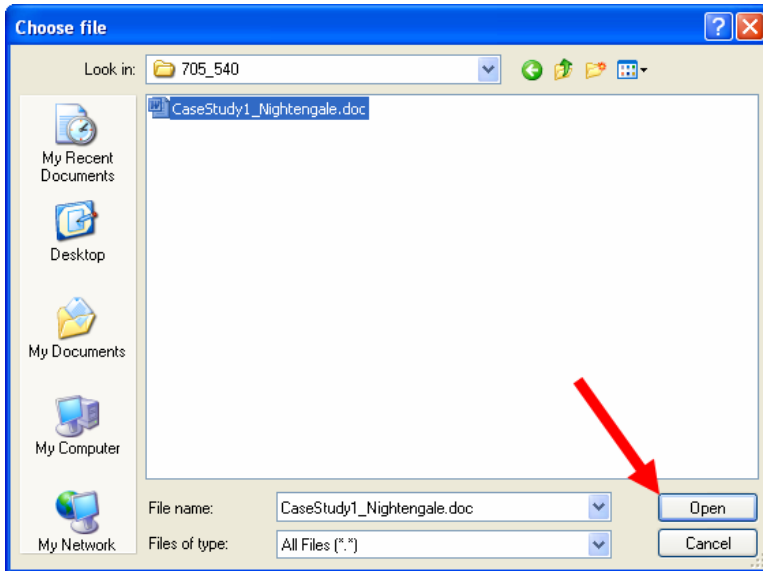
Step 2: Enter text in the **Comments** field.

Step 3: Click the **Browse** button.

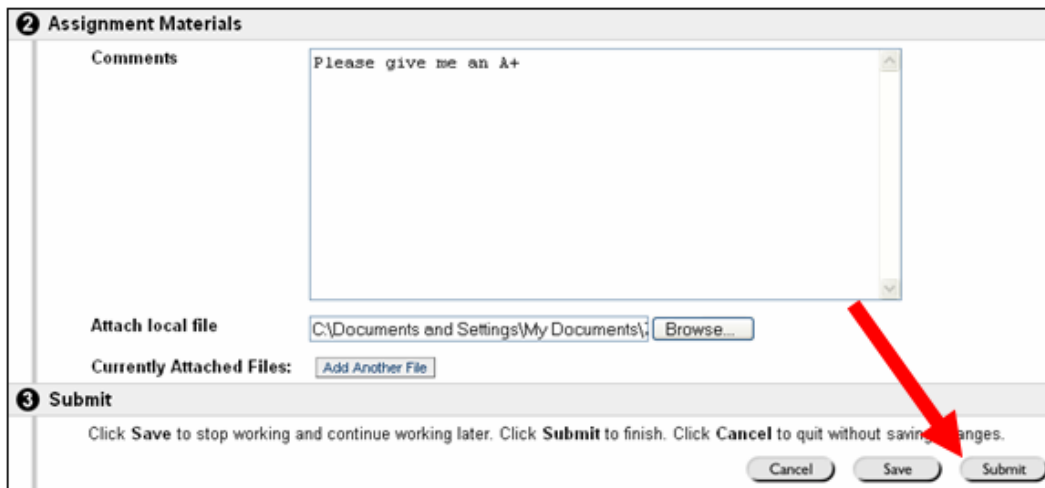


The screenshot shows the 'Assignment Materials' page. At the top, there is a header 'Assignment Materials' with a circled '2'. Below it, there is a 'Comments' field with a text area containing the text 'Please give me an A+'. Below the comments field, there is a 'Browse...' button. A red arrow points to the 'Browse...' button. Below the 'Browse...' button, there is a 'Currently Attached Files:' section with an 'Add Another File' button.

Step 4: Locate and select the file, and click **Open**.



Step 5: You will be returned to the previous screen with a location in the Attach Local File field. Click **Submit**.



Step 6: If necessary, additional files may be attached using the **Add Another File** button.

Step 7: A receipt will indicate the successful submission with a date and time. Click **OK**.



Reviewing a Previously Submitted an Assignment

Once you have submitted an assignment, you may review it by clicking on the **View/Complete Assignment:** link. You will get a message indicating that the Assignment is complete. Simply click the **OK** button. Your comments and submission(s) will be displayed in area **2 Assignment Materials**. Your grade, comments from your instructor, and any returned files will be displayed in area **3 Feedback From Instructor**. If you see an **exclamation point (!)**, relax, that just means your instructor hasn't finished grading the assignment.

Review Assignments: Case Study #1

1 Assignment Information

Name **Case Study #1**

Instructions **WRITTEN CLINICAL CASE ANALYSIS**
(15% of grade)
Due June 20, 2006

The purpose of this learning experience is to assess the student's ability to systematically analyze and interpret client data and plan advanced practice nursing care based on this analysis. Please be sure to review the [Written Clinical Case Analysis Guidelines](#) (Word document, opens in a new window).

2 Assignment Materials

Comments Please give me an A+

Student's Files [CaseStudy1_Nightengale.doc](#)

3 Feedback From Instructor

Grade **! out of 15.0**

Comments

Files From Instructor

OK

Resubmitting an Assignment

The Assignment Manager only allows you to make one submission. That submission may include multiple files, but they must all be submitted at the same time. If you need to submit a revised assignment, either your instructor will create another "assignment" to be submitted or your original submission would be cleared out of the gradebook to "make room" for the revised submission.