

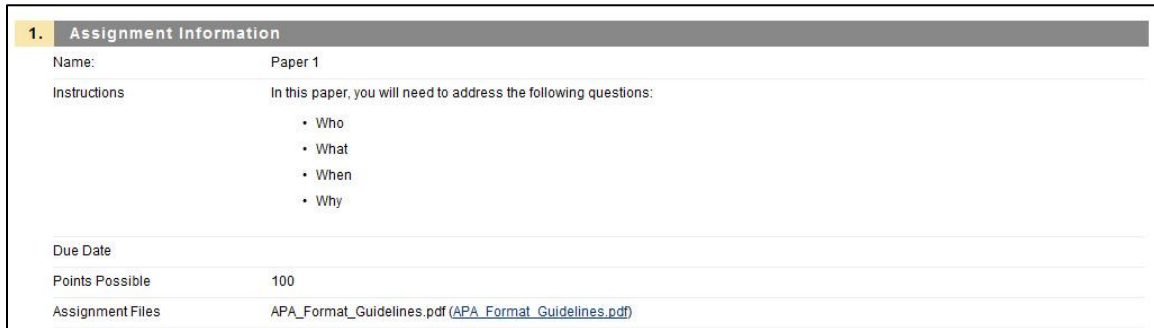
Submitting a File Using Blackboard's Assignment Manager

Blackboard has a tool called the Assignment Manager that allows you to submit your papers electronically to your instructor. The Digital Dropbox tool is no longer available.

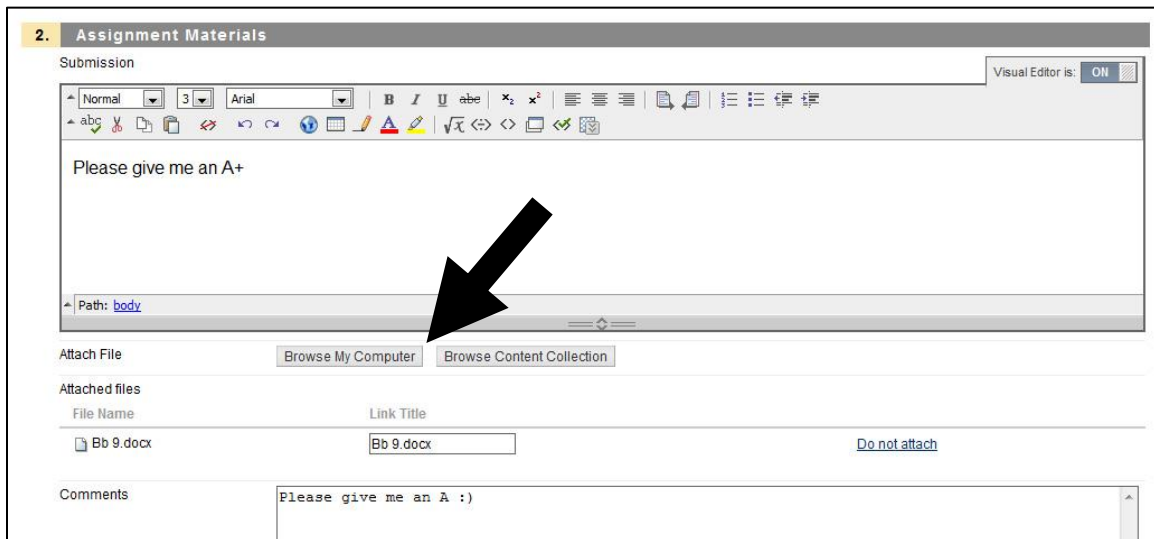
- Click on the link with the assignment's name which is Paper 1 in this example.



- Area 1 will list the Assignment Information.



- Depending on the assignment, you may copy and paste your text into the **Submission** text box.
- However, typically you will submit a file by clicking on the **Browse My Computer** to locate, select and **Open** the first file.



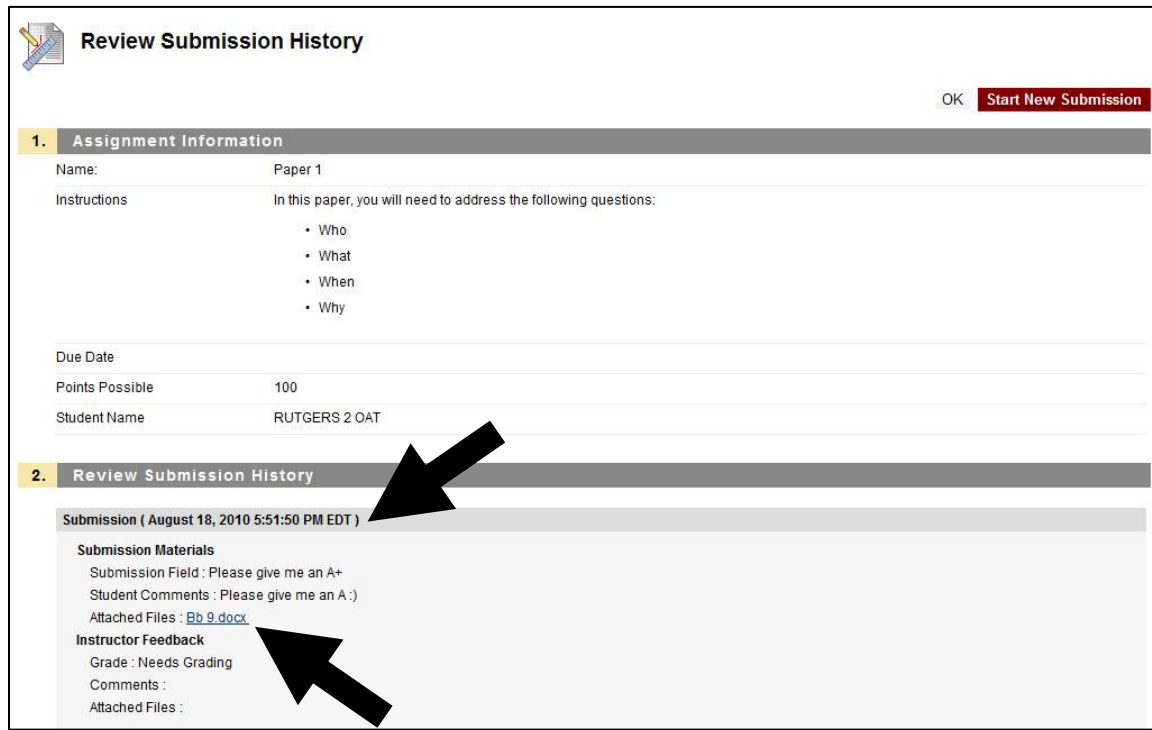
- Attach any additional files if needed.
- You may enter optional text regarding the specific file in the **Comments** text box.
- Click **Submit** at the top right or bottom left.



- Once submitted, you can print out the **Submission History** for your records.

Reviewing a Previously Submitted Assignment

Once you have submitted your assignment, you may review it by clicking on the link as you did in the first step on page 1. The date and time of submission will be listed along with any comments and a link to the submission.



The screenshot shows the 'Review Submission History' page. At the top right, there is an 'OK' button and a red 'Start New Submission' button. The page is divided into two main sections:

- 1. Assignment Information**
 - Name: Paper 1
 - Instructions: In this paper, you will need to address the following questions:
 - Who
 - What
 - When
 - Why
 - Due Date: [blank]
 - Points Possible: 100
 - Student Name: RUTGERS 2 OAT
- 2. Review Submission History**
 - Submission (August 18, 2010 5:51:50 PM EDT)
 - Submission Materials
 - Submission Field : Please give me an A+
 - Student Comments : Please give me an A :)
 - Attached Files : [bb_9.docx](#)
 - Instructor Feedback
 - Grade : Needs Grading
 - Comments :
 - Attached Files :

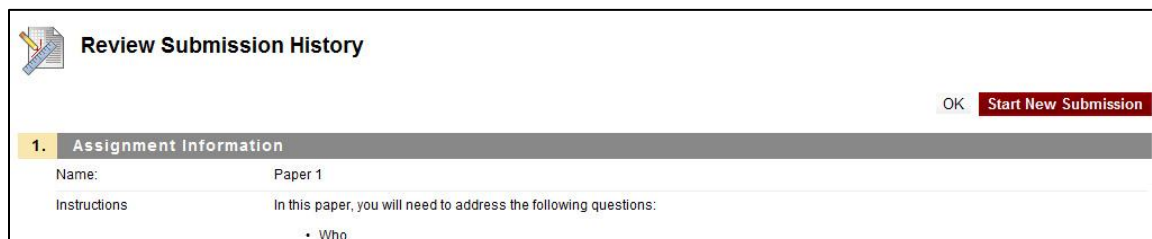
Two large black arrows point to the submission record in section 2. One arrow points to the submission date and time, and the other points to the 'Instructor Feedback' section.

After your instructor grades your assignment, it will be displayed here along with any comments or returned files.

If you accidentally submitted the wrong file, you may need to contact your instructor so the (s)he can remove your first submission.

Multiple Submissions

If your instructor has allowed multiple submissions, you can use the **Start New Submission** to resubmit an assignment from the Review Submission History page accessible by clicking on the assignment link as described in the first step on page 1.



This screenshot shows the 'Review Submission History' page, focusing on the 'Start New Submission' button. The page is partially visible, showing the 'Assignment Information' section. A large black arrow points to the red 'Start New Submission' button in the top right corner.