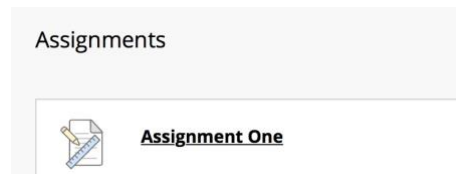


Submitting and Viewing Assignments

Submitting an Assignment

1. To submit an assignment in Blackboard, click on the content area where the assignment is located (many instructors use the Assignment content area). If you are unable to locate the assignment contact your instructor.
2. Click on the assignment. It will have an icon with a pencil and ruler



3. A new screen will load where you will see further instructions, a due date, points possible, an area to type comments, a space to write a submission, and the ability to attach a file.
 - **Write Submission:** Click Write Submission and begin typing.
 - **Attach a File:** Click Browse My Computer and select the file to attach.
4. When finished with your submission, click **Submit**. Only do this if you have completed your entire submission. Most assignments in Blackboard only allow for one submission.
5. If you want to submit later, click **Save Draft**. You can then come back to the assignment at a later time to finish and submit it.

ASSIGNMENT INFORMATION

Points Possible
10

By submitting this paper, you agree: (1) that you are submitting your paper to be used and stored as part of the SafeAssign™ services in accordance with the Blackboard Privacy Policy; (2) that your institution may use your paper in accordance with your institution's policies; and (3) that your use of SafeAssign will be without recourse against Blackboard Inc. and its affiliates.

Institution Release Statement

ASSIGNMENT SUBMISSION

Text Submission

Attach Files

SafeAssign accepts files in .doc, .docx, .docm, .ppt, .pptx, .odt, .txt, .rtf, .pdf, and .html file formats only. Files of any other format will not be checked through SafeAssign.

*When finished, make sure to click **Submit**.
Optionally, click **Save as Draft** to save changes and continue working later, or click **Cancel** to quit without saving changes.*

Viewing Graded Assignments

Once your assignment has been graded by your instructor, you can view the comments, score, and files submitted by your instructor. This is done by going to Grades and clicking on the assignment name. You can also click on the blue comment bubble to view feedback.

My Grades				
All	Graded	Upcoming	Submitted	Order by: Course Order
ITEM	LAST ACTIVITY	GRADE		
Total View Description Grading Criteria		43.25000 /60		
Assignment One Assignment	Feb 16, 2018 10:54 AM GRADED	 10.00000 /10		