Assignments

About Assignments

Assignments list the name, description, and attachments for class work. Students complete the Assignment in a separate file and send it back to the Instructor. They may also include comments for the Instructor if they choose.

Submit an Assignment

Submitting an Assignment is very simple. On the **Upload Assignment** page, Students can add comments and specify files to attach.

Instructors may create Assignments where Students do not need to attach files to complete them; Students can submit an Assignment without attaching a file. If **Submit** is selected, and no files are listed to attach, the Assignment is submitted and is no longer available to the Student to complete.

If the same file is attached to an Assignment more than once, the file name of the duplicate will automatically include a numeric suffix. For example: History_assignment1.doc.

	Warning: Be careful in cases where files must be submitted to complete the Assignment! Assignments can only be submitted once.

Follow the steps below to submit an Assignment:

1. Select the Content Area from the Course Menu that holds the Assignment. For example, the Course Documents area.

2. Click the name of the Assignment. The Upload Assignment page appears.

3. Complete the **Comments** field on the Upload Assignment page.

4. Click **Browse** next to **File To Attach** to browse the local system and select a file to attach. Multiple files may be attached using the **Add Another File** option. Click **Submit** when the page is complete.

	Note: In Step 4, files may also be uploaded from the Blackboard Content System. Select **Browse** next to **Copy file from Content Collection** to choose a file.

Functions

The table below details the Assignments functions.

To . . .	then . . .
access the files attached to the Assignment	select a link in the **Assignment Files** field.

| To . . .	then . . .
add comments for the Instructor	enter the comments in the **Comments** field. The Instructor receives these comments with the submitted Assignment.
attach a local file	click **Browse** to select a file stored locally. Click **Save**, **Submit** or **Add Another File** to attach the file.
add multiple files	click **Add Another File** to add all files before saving or submitting.
remove a file	click **Remove** next to a file. This option appears after a file is added.
save the Assignment	click **Save** to save the Assignment and continue working on it later. Save stores the comments and the files on the page, but does not submit them. Students may return later to modify or finish the Assignment. Submit must be selected to finish.
submit the Assignment	click **Submit** to send the Assignment to the Instructor. Submit completes the Assignment. Once the page is submitted, the Instructor can access the Student's work. The Assignment cannot be submitted again.

Save an Assignment

The Upload Assignment page has a Save option available. This option allows the user to save the Assignment and continue working on it later. Once the Assignment is complete the user can submit it.

Copy files from the Content Collection

Users may select files stored in the Content Collection to add to different Course areas, such as Assignments, items, and Assessments. Select **Browse** next to **Copy file from Content Collection**. A new window opens displaying the Content Collection view. Once the file has been selected, choose **Submit** or **Add Another File** to attach the file.

When files are attached, users must select either **Attach Local File** or **Copy File from Content Collection**. If files that are stored both locally and in the Content Collection should be submitted, use one of the options to select a file, click **Add Another File**, and then use the other option to select the other files.
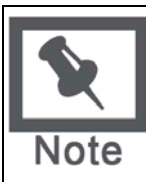
	Note: Administrators control the default of the Course Menu for the entire system. This does not limit the Instructor's ability to make changes within their Courses; it only dictates the appearance of the default Course Menu.