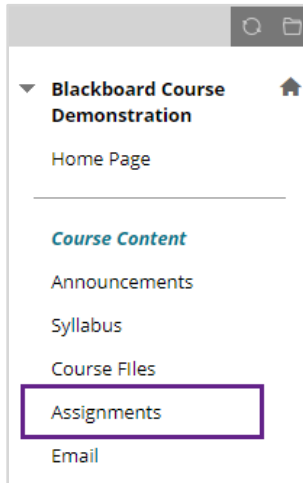


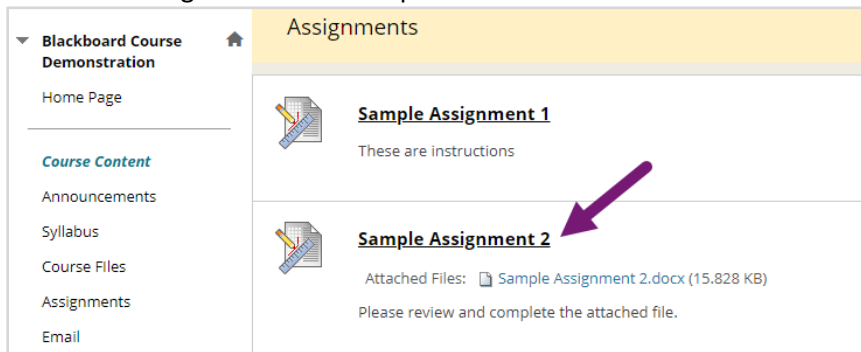
## Blackboard: Upload an Assignment

Submitting your work with the Assignment tool in Blackboard allows you to easily upload your homework files to your instructor. Your instructor may send you feedback via your email or may grade your work within Blackboard. Below are the instructions on how to submit an Assignment in Blackboard and how to view your grade and feedback if your instructor uses that feature.

1. If your instructor informs you that an assignment is available in Blackboard, navigate to your Blackboard course
2. On the left course menu select **Assignments**



3. Locate the assignment to be completed and follow the instructions



4. Select the **Assignment Title** to view additional details about the assignment
5. The Assignment page will open (your assignment page may look different)
  - a. Review the instructions
  - b. Download any attached files
  - c. If you are not ready to submit your assignment, select Cancel to quit without saving changes.
6. Complete your assignment and return to the Blackboard Assignment

- In the **Assignment Submission** area select **Browse My Computer** to locate and attach your assignment file(s).

The screenshot shows the 'Upload Assignment: Sample Assignment 2' page. It includes an 'ASSIGNMENT INFORMATION' section with 'Points Possible: 100' and a 'Sample Assignment 2.docx' file. Below is the 'ASSIGNMENT SUBMISSION' section with 'Text Submission' and 'Write Submission' buttons. The 'Attach Files' area contains 'Browse My Computer' and 'Browse Content Collection' buttons. At the bottom are 'Cancel', 'Save Draft', and 'Submit' buttons. Annotations include:
 

- A box pointing to 'Browse My Computer' with the text: 'Select Browse My Computer to attach your assignment(s)'
- A box pointing to the 'Submit' button with the text: 'Select Submit when ready to submit Assignment'
- A box pointing to the 'Cancel' button with the text: 'Select Cancel to exit the Assignment area without submitting'

*Note: The Assignment example above includes SafeAssign which is a plagiarism prevention tool that allows your instructor to check the originality of a submission. SafeAssign automatically conducts the check by comparing your assignment against a database of other assignment submissions. If you would like to learn more about SafeAssign visit [Blackboard Getting Started with SafeAssign](#).*

## View Grades and Feedback in Blackboard

If your instructor is using the Blackboard grading tools you will be able to view your grade and assignment feedback in the My Grades area of your course.

select the **My Grades** link in left menu

- Select the **Assignment Name** to view your assignment submission, feedback and returned files
- Select **Feedback Icon** to view only feedback and returned files

The screenshot shows the 'My Grades' page for a 'Blackboard Course Demonstration'. The left sidebar has 'My Grades' highlighted. The main content area shows a table of grades with columns for 'ITEM', 'LAST ACTIVITY', and 'GRADE'. The table lists 'Total' (95.00 /100), 'Sample Assignment 2' (95.00 /100, GRADED), and 'Sample Assignment 1' (UPCOMING). A 'View Feedback' button is highlighted with a box and an arrow pointing to the feedback icon next to 'Sample Assignment 2'.

ITEM	LAST ACTIVITY	GRADE
Total <a href="#">View Description</a> <a href="#">Grading Criteria</a>		95.00 /100
Sample Assignment 2 Assignment	Mar 11, 2020 1:44 PM GRADED	95.00 /100
Sample Assignment 1 Assignment	UPCOMING	-