



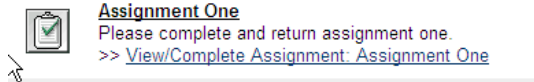
Student Submission of Assignments

Blackboard Basic 7.0

INFORMATION SYSTEMS & SERVICES

SUBMISSION OF ASSIGNMENTS

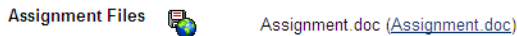
1. Locate the assignment in the content area as constructed by your instructor.



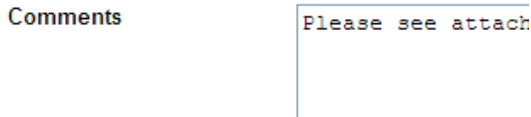
2. Select the **View/Complete** link located below the assignment's instructions.

>> [View/Complete Assignment: Assignment One](#)

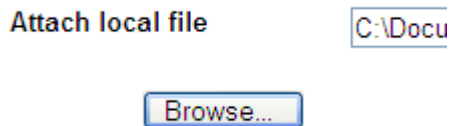
3. Download the attached assignment if required by the instructor. To download, you can either left click once the document link or right click the document link and choose "Save Target As".



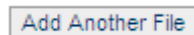
4. Provide **Comments** (required) related to the assignment.



5. Attach the completed assignment under the **Attach Local File** section using the **Browse** button to locate your file.



6. If you need to attach more than one file, select the **Add Another File** button. This will save the file you have attached, and allow you to attach a second file. Repeat the process to attach more files.



7. Choose the **Save** or **Submit** buttons as appropriate.
8. The **Save** button will only save the assignment but will not submit it to the instructor. The assignment may be modified once you have saved it.

9. The **Submit** button will submit the completed assignment to the instructor but it can not be modified by the student.



10. To review the status of your assignment, you may return to assignment located within the content area. By clicking the View/Complete link, you will see the status of the assignment.

Grade ! out of 50.0

Comments

Files From Instructor

For further help, questions, or comments please contact Instructional Technology at 3807 or instruction@berea.edu