

## STUDENT INSTRUCTIONS FOR SUBMITTING ASSIGNMENTS

### TO THE INSTRUCTOR FOR GRADING IN BLACKBOARD

1. Login to Black Board at <http://fishersnet.blackboard.com> with your assigned Username and Password.
2. Select the appropriate class from your list of courses.
3. Click the **Assignments** button on the left side of the window that opens.
4. Click on the name of the assignment you wish to complete.
5. Carefully read the information about the assignment:
  - a. **Exercise Information** – Assignment Name, Instructions, Due Date, Points Possible. Make sure your name is displayed.
  - b. **Submission History** – If this is your first attempt for this assignment, this area will be empty. If your instructor allows you to complete this exercise more than one time, information about your previous attempts and instructor feedback will be visible.
    - i. Click **Start New Submission** (first attempt) or **Continue Current Submission** (if you did not submit your previous try).
    - ii. Clicking on the name of a previous submission will display information about that attempt.
6. The **Upload Exercise** window will open.
  - a. **Exercise Information** - Assignment Name, Instructions, Due Date, and Points Possible will be displayed.
  - b. **Exercise Materials** –
    - i. You may manually type information in the large text box, e.g. answers to question, lists, essays, etc.
    - ii. You may submit a paper by clicking the **Browse For Local File** button, navigate to the file stored on your computer, select it by clicking on the file name, and clicking the **Open** button. If the correct file has been selected, click the “Attach File” button, failure to do this will prevent your file from being sent to the instructor. If you selected the wrong file select “Do not attach” and try again. The paper name should appear in the **Attached Files** line under the button. Unless otherwise instructed, your instructor will expect submitted papers to be in MS Word or Rich Text format.
    - iii. You may enter comments about your assignment in the text box labeled **Comments**.

c. **Submit** –

- i. Clicking the **Submit** button will send the file to your instructor for evaluation. You may not change your entry at this point.
  - ii. Clicking the **Save As Draft** button will save all the information about this assignment but will not submit it to your instructor. You may return to this assignment and continue working on it (see **Continue Current Submission** above.)
  - iii. Clicking **Cancel** will not save anything you have done so far and will take you out of the **Upload Exercise** window and return you to the **Assignments** window.
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## **STUDENT INSTRUCTIONS FOR VIEWING GRADED ASSIGNMENTS IN BLACKBOARD**

1. Login to Black Board at <http://fishersnet.blackboard.com> with your assigned Username and Password.
2. Click the **Assignments** button on the left side of the window that opens.
3. Click on the name of the assignment you wish to review.
  - a. **Exercise Information** - Assignment Name, Instructions, Due Date, Points Possible. Make sure your name is displayed.
  - b. **Submission History** – information about your exercise will appear including a list of the materials you submitted. **Instructor Feedback** will include the results of your evaluation, instructor comments, and a link if the instructor attached any documents to your submission.
  - c. Click **OK** to return to the **Assignments** page.
  - d. Click **Start New Submission** if the instructor has allowed multiple attempts for this assignment.