



# Quick Start Guide to Blackboard Assignments

## About Submitting Blackboard Assignments

Your Instructor may choose to create an Assignment in Blackboard for you to share your work. When submitting work via Blackboard Assignments, you have the option to upload a completed file or to use the content editor to work on your assignment right within Blackboard. When you submit, Blackboard will indicate to your Instructor that your work is ready for grading. You can review the Submission History to confirm your Assignment submission dates and times, and you can view your grades for all Assignments in the Grade Center.

### Submit an assignment

1. Access the assignment in the proper folder or lesson. On the **Upload Assignment** page, review the instructions, due date, points possible and download any files provided by your instructor. If your instructor has added a rubric for grading, you can view it here.
2. Click **Browse My Computer** to locate a file of your work to upload to the assignment.
  - To remove a file you've attached, select **Do Not Attach**.
  - If you upload the same file more than once, the new file is saved with a number appended to the name, such as history\_assignment(1).doc.
3. You may also select **Write Submission** to expand the area where you can type your submission. You can use the functions in the editor to format the text.
  - You have creative control over how your content appears and the flexibility to change the order and appearance.

4. You have the option to type **Comments** about your submission.

5. Select **Submit**. The Review Submission History page appears with information about your submitted assignment and a success message.

**This assignment is complete. Review the Submission History.**

- When you finish your assignment, you must select Submit. If you don't, your instructor won't receive your completed assignment.
- If your instructor hasn't allowed multiple attempts, you may submit your assignment only once. Before you submit, be sure that your files or written work meet all required submission components.

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### Save an assignment as a draft and submit later

1. On the **Upload Assignment** page, select **Save Draft** to save your work and continue later. Your text and files are saved on the page. When you return, you can resume working.
2. Return to your assignment and select the assignment title.
3. On the Review Submission History page, select **Continue**.
4. On the **Upload Assignment** page, continue your work and make your changes.
5. Select **Submit**. The Review Submission History page appears with information about your submitted assignment.
  - When you finish your assignment, you must select Submit. If you don't, your instructor won't receive your completed assignment.

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### Resubmit an assignment

1. If you are permitted to make more than one attempt at an assignment, select the assignment link in the proper folder or lesson of your course. Click **Start New** on the Review Submission History page.
  - You may realize you made an error after you've submitted your assignment. **However, you may not be allowed to resubmit the assignment.** Contact your instructor to ask for the opportunity to resubmit the assignment.

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### To learn more about Blackboard Assignments

1. Visit the Blackboard Help website: <https://en-us.help.blackboard.com/Collaborate/Ultra>.
2. Attend a workshop offered by the E-Learning Support Services staff. For information about upcoming opportunities or to request a group training session, contact our office or visit our website: <http://www.american.edu/library/technology/blackboard/>.
3. Contact us for immediate live support at (202) 885-3904 or [blackboard@american.edu](mailto:blackboard@american.edu). We are available from 9:00 am until 5:30 pm, Monday through Friday, in Room 321 of AU's Bender Library.