



BLACKBOARD: SUBMITTING A WRITTEN ASSIGNMENT

Learning objective: this document help students submit a written assignment.

1. Every item on Blackboard features a specific icon – this is the icon for written assignments:



2. An assignment will feature the icon, a bold, underlined title and often details under the title:



Writing the US Constitution

What was the primary aim of the framers of the Constitution in creating that document?

- Why did they think it was necessary?
- What did they hope to accomplish?
- What did they hope to avoid?

3. Select the assignment title to open the assignment:

Writing the US Constitution



4. *Assignment Information* features the due date, total points possible, and a reiteration of the question

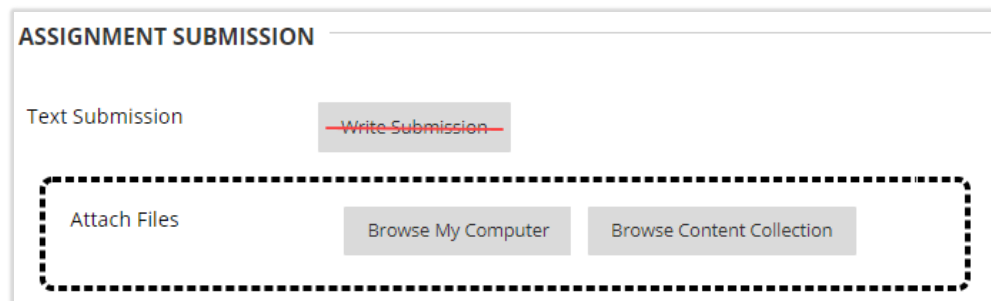
ASSIGNMENT INFORMATION

Due Date Wednesday, November 14, 2018 12:19 PM	Points Possible 100
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What was the primary aim of the framers of the Constitution in creating that document?

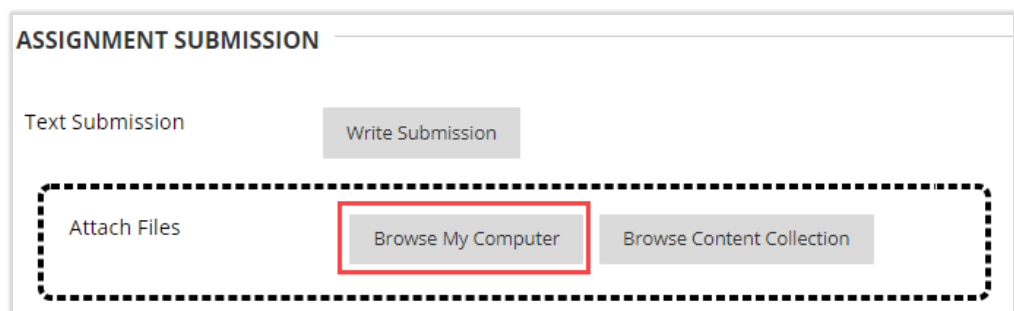
- Why did they think it was necessary?
- What did they hope to accomplish?
- What did they hope to avoid?

5. Unless your instructor specifies otherwise avoid typing the answer directly into the interface (*write submission*) because doing so increases the possibility of losing everything you've written.



The screenshot shows a web interface titled "ASSIGNMENT SUBMISSION". Below the title, there is a section labeled "Text Submission". To the right of this label is a button labeled "Write Submission" which has a red horizontal line drawn through it. Below this section, there is a dashed rectangular box containing three elements: the text "Attach Files" on the left, and two buttons, "Browse My Computer" and "Browse Content Collection", on the right.

6. You can browse your computer to locate and attach a document, or you can simply drag and drop file onto the *Browse my Computer* interface.



This screenshot is similar to the previous one, showing the "ASSIGNMENT SUBMISSION" interface. The "Text Submission" section now has a button labeled "Write Submission" without a red line through it. The dashed box below contains "Attach Files", "Browse My Computer", and "Browse Content Collection". The "Browse My Computer" button is highlighted with a red rectangular border.

7. Precautions

- a. Assignment filenames should consist of letters and numbers. Special characters in filenames are not allowed with these exceptions: period, hyphen, underscore.

Using ampersand &, number #, at @, and parentheses (), etc. in the filename will prevent your assignment from being uploaded.

- b. Use a computer to upload documents. The mobile app is usually not an appropriate tool for this purpose.
- c. If drag-and-drop doesn't work try Browse your Computer