

SAFE ASSIGN – QUICK STUDENT HELP GUIDE

Where do I find my assignments?

☞ Doesn't seem familiar? [Jump to the "Ultra" help about accessing assignments.](#)


Your instructor can add assignments to different areas of your course. You might access assignments from a link on the course menu called "Assignments." Or, your instructor might incorporate assignments into each week's content. Ask your instructor if you have questions about how your course is organized.

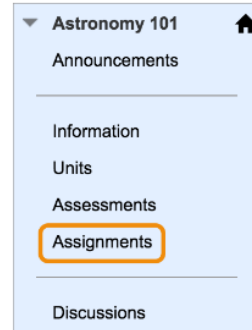
Your instructor can also create group assignments and provide access to them in the same areas as regular assignments. Group assignments may also appear in the *My Groups* panel after the course menu.

☞ [More on accessing and submitting group assignments](#)

Your instructor may make some assignments available after a certain date or after you complete a certain task. For example, you might have to mark a lecture as reviewed before you may access an assignment. Contact your instructor if you don't see an assignment you think you should.

If you submit after the due date, your submission is marked *LATE* and penalties may apply.

 *The digital dropbox has been replaced by the assignments tool in Blackboard Learn. If your instructor has asked you to submit something to the digital dropbox, ask for other instructions.*



Submit an assignment

☞ Doesn't seem familiar? [Jump to the "Ultra" help about submitting assignments.](#)

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 select Submit, be sure that you have attached any required files.

1. Access the assignment. 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.
2. Select *Write Submission* to expand the area where you can type your submission. You can use the [options 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.

Upload Assignment: Week 1 Study Guide Questions

ASSIGNMENT INFORMATION

Due Date

Wednesday, October 5, 2016

3:00 PM

Points Possible

30

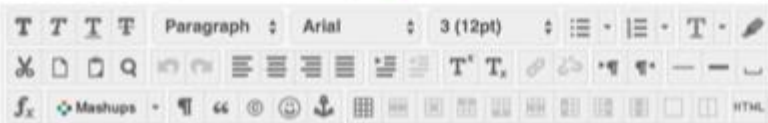
[View Rubric](#)

Add two potential questions that could appear on the Week 1 test.
Include the answers. I will compile all submissions for the class to use as a study guide.
You're allowed one attempt.

ASSIGNMENT SUBMISSION

Text Submission

[Write Submission](#)



A rich text editor toolbar with various icons for text formatting, alignment, and insertion. The font is set to Arial, size 12pt. The text area below is currently empty.

Path: p

Word

Attach Files

[Browse My Computer](#)


[Browse Content Collection](#)

[Browse Cloud Storage](#)

Attached files

File Name

Link Title

 study_guide_sspooner.doc

study_guide_sspooner.d

[Do not attach](#)

ADD COMMENTS

Comments



Add comments that only your instructor sees.

Character count: 46

[Cancel](#)

[Save Draft](#)

[Submit](#)

3. Select *Browse My Computer* to upload a file from your computer.

-OR-

Drag files from your computer to the "hot spot" in the *Attach Files* area. If your browser allows, you can also drag a folder of files. The files will upload individually. If the browser doesn't allow you to submit your assignment after you upload a folder, select *Do not attach* in the folder's row to remove it. You can drag the files individually and submit again. You can use the file name or provide another name for the file.

-OR-


Browse for a file in the Content Collection, if you have access.

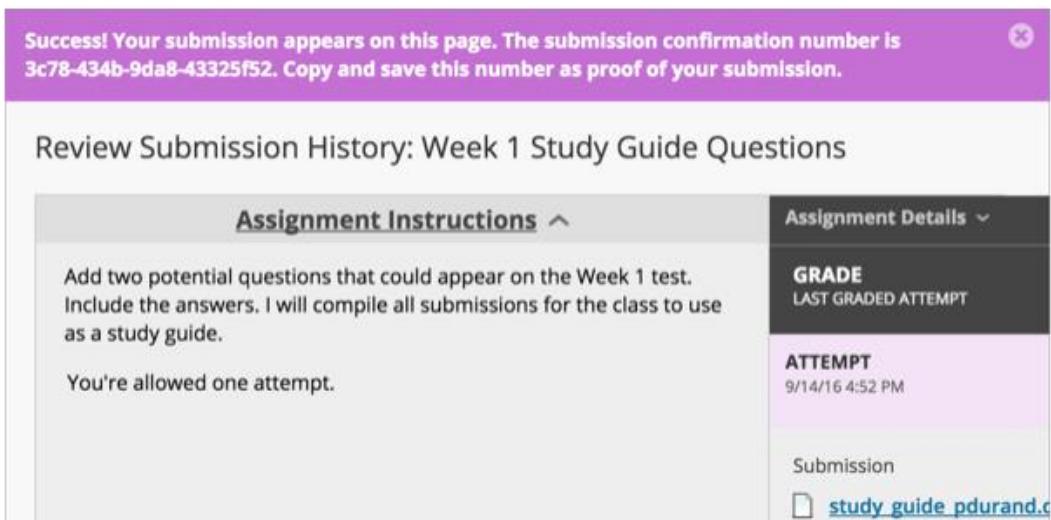
-OR-

[Browse for a file in cloud storage](#). You can instantly connect to multiple web apps where you store files, such as in OneDrive® and Google Drive™. If your browser allows, media files you add from cloud storage display inline. At this time, your instructor can't preview or annotate files you submit in Google Drive's native file formats such as Google Docs (.gdoc), Sheets (.gsheets), Slides (.gslides), and so on. You can download the Google file and then upload it to your assignment to ensure your instructor can view it inline and provide annotations.


4. Optionally, type *Comments* about your submission.

5. Select *Submit*. The *Review Submission History* page appears with information about your submitted assignment and a success message with a confirmation number. Copy and save this number as proof of your submission. For assignments with multiple attempts, you receive a different number for each submission. If your institution has enabled email notifications for submission receipts, you'll also receive an email with your confirmation number and details each time you submit coursework.

 *You won't be able to drag files to upload, view confirmation numbers, or receive email submission receipts if your institution uses an older version of Blackboard Learn.*



The screenshot shows a purple notification banner at the top with a close button (X) on the right. The text in the banner reads: "Success! Your submission appears on this page. The submission confirmation number is 3c78-434b-9da8-43325f52. Copy and save this number as proof of your submission." Below the banner is the "Review Submission History: Week 1 Study Guide Questions" page. The page is divided into two main sections: "Assignment Instructions" and "Assignment Details".

Assignment Instructions ^	Assignment Details v
Add two potential questions that could appear on the Week 1 test. Include the answers. I will compile all submissions for the class to use as a study guide.	GRADE LAST GRADED ATTEMPT
You're allowed one attempt.	ATTEMPT 9/14/16 4:52 PM
	Submission  study_guide_pdurand.c

Save an assignment as a draft and submit later

↪ Doesn't seem familiar? [Jump to the "Ultra" help about saving assignments.](#)

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.

1. Return to your assignment and select the assignment title.
2. On the *Review Submission History* page, select *Continue*.
3. On the *Upload Assignment* page, make your changes.
4. Optionally, type *Comments* about your submission.
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 work.

Resubmit an assignment

Your instructor may allow you to submit an assignment more than once for a variety of reasons. For example, your instructor may provide comments on your first draft so that you can try to improve your work.

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.

If you may make another attempt, select the assignment link in your course. *Start New* appears on the *Review Submission History* page.

For more help and extra details please visit:

<https://help.blackboard.com/Learn/Student>