

Submitting an Assignment or Assessment

You may want to write the assignment or essay before you login to Blackboard Vista to submit it.

1. From the Home Page of the course, click on the assignment or the Assignments tool.

The screenshot shows the Blackboard Vista interface for a course titled "Library Sandbox - borghelu_sandbox". The user is in "Student View". The left sidebar contains "Course Tools" and "My Tools". The "Course Tools" menu is expanded, showing options like "Course Content", "Assignments", "Announcements", "Assessments", "Syllabus", "Discussions", "Mail", "Calendar", "Chat", "Learning Modules", "Media Library", "Search", "Web Links", and "Who's Online". The "Assignments" tool is highlighted with a red arrow. The main content area displays "Your location: Home Page" and "Welcome to the World of Poetry". It features several document icons with labels: "alliteration", "salutation poem" (highlighted with a red arrow), "poetry assignment instructions", "a good source", and "Cardinal Cushing Library". A "To Do List" icon is also visible.

2. You can cut and paste your already written assignment into the submission box. You can attach the file containing the already written assignment using the Add Attachment button. Or, you can turn on the HTML Creator and type the assignment in the submission box.

EMMANUEL COLLEGE

Accessibility | Help

Build Teach **Student View** Library Sandbox - borghelu_sandbox

Your location: [Home Page](#) > [Edit Submission](#)

Edit Submission: salutation poem (Attempt 1)

Due Date: February 6, 2008 12:00 PM
Type: Work individually
Grading Criteria: out of 20

Status: In Progress (Attempt 1)

Instructions:

please write a poem with which to greet others when you meet

Attachments:

Submission:

Use HTML

Add Comment:

3. If the assignment is not due right away, you may save it as a draft, make revisions if needed, and submit it later. If the assignment is due and you are ready to turn it in, click Submit.

The screenshot displays the Blackboard interface for editing a submission. The top navigation bar includes 'Build', 'Teach', and 'Student View' tabs, with 'Student View' selected. The page title is 'Library Sandbox - borghelu_sandbox'. The left-hand navigation menu is divided into 'Course Tools' (including Course Content, Assignments, Announcements, Assessments, Syllabus, Discussions, Mail, Calendar, Chat, Learning Modules, Media Library, Search, Web Links, and Who's Online) and 'My Tools' (including My Grades and My Files). The main content area shows the 'Edit Submission' page for 'salutation poem (Attempt 1)'. It includes the due date (February 6, 2008 12:00 PM), type (Work individually), grading criteria (out of 20), and status (In Progress (Attempt 1)). The instructions section contains the text 'please write a poem with which to greet others when you meet'. Below the instructions is a submission area with a text input field, an 'Enable HTML Creator' button, a 'Use HTML' checkbox, and an 'Add Attachments' button. There is also an 'Add Comment' section with a text input field. At the bottom of the submission area, the 'Submit' and 'Save as Draft' buttons are circled in red.

The process is the same for completing assessments (quizzes, tests, etc.). Click on the Assessments tool, answer the questions or attach the essays, and click Submit.

4. If your instructor will be making changes and comments within your submitted assignments as part of the grading process, you must go back to the Assignment Dropbox to view them. Click on the assignment and open the new files that have been uploaded by your instructor to see the changes.

Submission:

Use HTML

[eel-p1challenge.xls](#) Demo Student - January 14, 2008 12:01 PM 

[eel-p1lessons.xls](#) Demo Student - January 14, 2008 12:01 PM 

[eel-p1drill.xls](#) Demo Student - January 14, 2008 12:01 PM 

Add Comment: