

# Submitting Assignments in BlackBoard



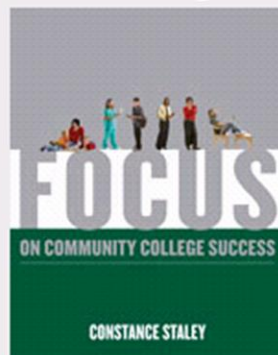
- Home Page
- Announcements
- Instructor Information
- Syllabus
- Assignments**
- Web Links
- Course Content
- Calendar
- Send Gmail
- My Grades
- Users Guide - Student



**Click on Assignments**

# Welcome to College Skills

## Exploring and implementing college and life skills!



**My Announcements**

2011FA\_COL-103-015 College Skills

> Welcome to COL 103- Extra Credit

[more announcements...](#)

**My Calendar**

No calendar events have been posted for the next 7 days.

[more calendar events...](#)

**My Tasks**

**To Do**

[Edit Notification Settings](#)

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## Assignments



### **Scavenger Hunt**

Attached Files: [GTC Orientation\\_Fall2011.pptx](#) (10.585 MB)

Use the attached GTC Orientation PowerPoint. The GTC Orientation will provide you with a copy of this assignment.



### **Instructor Interview**

Attached Files: [Instructor Interview.doc](#) (36 KB) [Instr...](#)

The instructor you interview must be one of your instructors this semester. Request to schedule an appointment with your instructor at a time that is convenient for him or her. It is strongly recommended that you schedule this appointment well in advance of your assignment due date. Please plan accordingly.

Please see the attached assignment for more detailed instructions.

**Click on the title of the assignment (black, bold, underlined title)**

2011FA\_COL-103-015 College Skills

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**Preview Upload Assignment: Instru**

You are previewing the assignment - your submission will not be

**This page provides you with information about the assignment. To submit a completed assignment, scroll down the page**

**1. Assignment Information**

Name:	Instructor Interview
Instructions	You are previewing the assignment - your submission will not be saved.
Due Date	September 19, 2011 11:59:00 PM EDT
Points Possible	35
Assignment Files	Instructor Interview.pdf ( <a href="#">Instructor Interview.pdf</a> ) Instructor Interview.doc ( <a href="#">Instructor Interview.doc</a> )

**2. Assignment Materials**

Submission

Text Editor is: ON

Normal 3 Arial



COURSE MANAGEMENT

Control Panel

Content Collection

Course Tools

Evaluation

Grade Center

Users and Groups

Customization

Packages and Utilities

Help

2. Assignment Materials

Submission

Text Editor is: ON

Large empty text area for submission content.

Path: [body](#)

Attach File

Browse My Computer

Browse Content Collection

Comments

Text input field for comments.

**Scroll down until you see 2. Assignment Materials. After the Submission box is an area to Attach a file. Click "Browse My Computer" to search for your completed assignment stored on your computer and/or flash drive.**



Choose File to Upload

Look in: My Documents

- My Music
- My Notebook Content
- My Pictures
- My Videos
- OneNote Notebooks

My Recent Documents

Desktop

My Documents

My Computer

My Network Places

File name:

Open

Files of type: All Files (\*.\*)

Cancel



**Locate your completed assignment. Click on the assignment and then click Open.**

Attach File

Browse My Computer

Browse Content Collection

Comments

GTC Gmail

System Admin

Text Editor is: ON

Path: [body](#)



- Content Collection >>
- Course Tools
- Evaluation >>
- Grade Center >>
- Users and Groups
- Customization >>
- Packages and Utilities >>
- Help

**You should see your assignment under Attached Files. If this is the correct assignment, then scroll down to the bottom of the screen and click "Submit". If this is NOT the assignment you want to submit, then click "Do Not Attach" and start over by clicking "Browse My Computer".**

Attach File

Attached files	File Name	Link Title	
	Career Notebook-Part 1.docx	Career Notebook-Part 1	<a href="#">Do not attach</a>

Comments






Attached files

File Name	Link Title
Career Notebook-Part 1.docx	Career Notebook-Part 1 <a href="#">Do not attach</a>

Comments



**If you are ready to submit your assignment, click Submit. You also have an option to save it as a Draft and continue working later.**

abc

**3. Submit**

Click **Save as Draft** to save changes and continue working later. Click **Submit** or **Save and Exit** to finish. Click **Cancel** to quit without saving changes.  
You are previewing the assignment - your submission will not be saved.

Cancel Save as Draft **Submit**