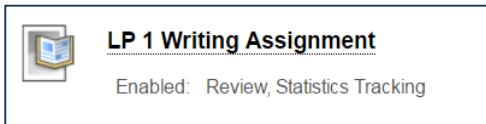


Blackboard – How to Submit an Assignment

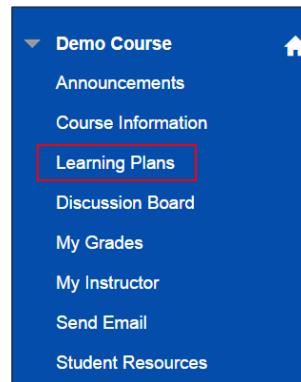
Submit an Assignment

Many NTC instructors collect student work through Blackboard Assignments. This tutorial will guide students through the steps of submitting an Assignment to their instructor.

1. On the course menu, select the Learning Plans menu option.
2. Navigate to the assignment and click on the title.

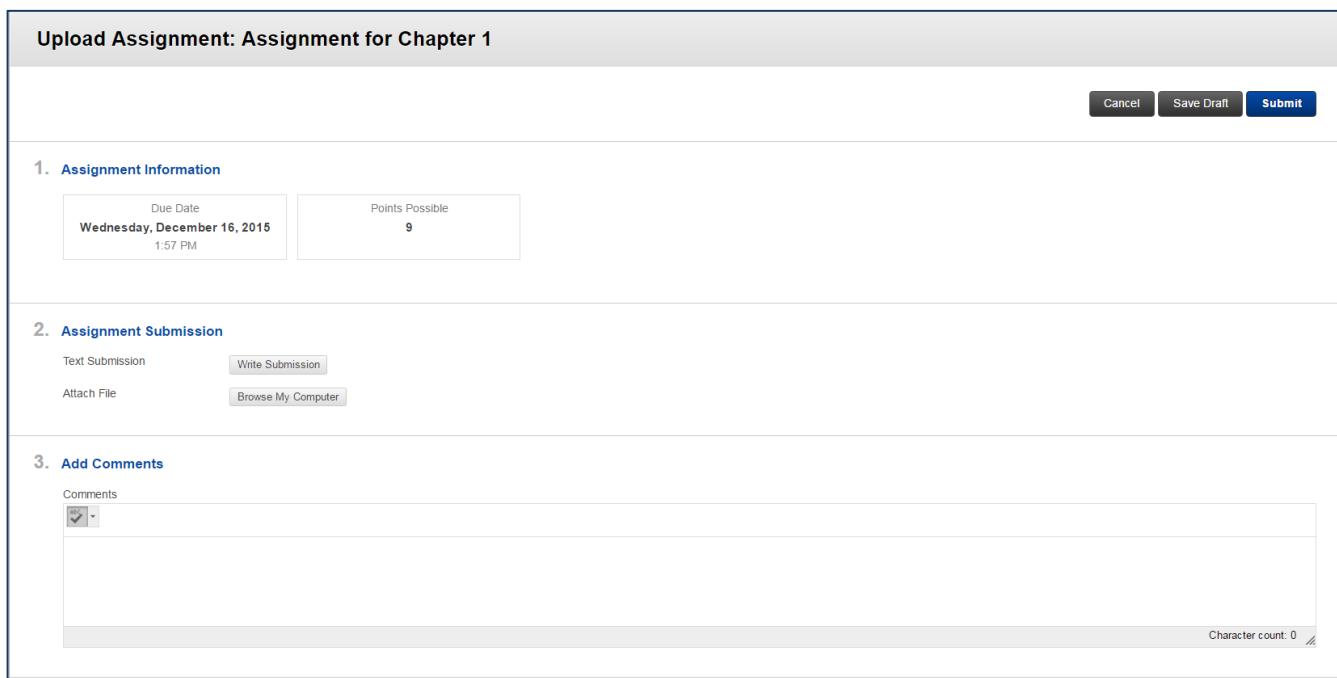


LP 1 Writing Assignment
 Enabled: Review, Statistics Tracking



Demo Course
 Announcements
 Course Information
Learning Plans
 Discussion Board
 My Grades
 My Instructor
 Send Email
 Student Resources

3. On the Upload Assignment page, review the instructions, due date, points possible, and download any files provided by your instructor. Complete the assignment using one or both of the following:
 - Click **Write Submission** to expand the Text Submission box where you can type your response. You can use the content editor to format text, add files, images, links, multimedia, and mashups.
 - If your response to the assignment is in a separate file, click **Browse My Computer** and select a file to attach.
4. Optionally, type Comments.
5. When complete, click the **Submit** button to send it to their instructor. **The Save Draft button saves any work but does not allow the instructor to see the submission.**



Upload Assignment: Assignment for Chapter 1

1. Assignment Information

Due Date Wednesday, December 16, 2015 1:57 PM	Points Possible 9
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2. Assignment Submission

Text Submission	Write Submission
Attach File	Browse My Computer

3. Add Comments

Comments

 Character count: 0