

Student Handout: The Assignment Tool

When your instructor posts an assignment using Blackboard's Assignment tool, you are able to download any documents found in that assignment area. More importantly, you are able to upload or "hand in" your assignment to this same area when you are finished. The basic steps are easy and involve clicking on a link to open the assignment area, downloading any documents your instructor might have posted, doing your work, then coming back to the assignment tool area and uploading your completed assignment.

Here's how to use Assignment Tool:

Find and View Your Assignment

- Your instructor will tell you where your assignment is located within Blackboard.
- Click on the assignment name to complete the assignment.



Web Assignment
Please submit a summary about the article you read for this week. Please also try to connect this piece with the previous articles read in class and user outside resources IF NECESSARY!

Opening an Assignment

Download Assignment File

- If your instructor attached files related to the assignment, click on the file name to download and save it to your computer (see below).



1. Assignment Information

Name:	Web Assignment
Instructions	Please submit a summary about the article you read for this week. Please also try to connect this piece with the previous articles read in class and user outside resources IF NECESSARY!
Due Date	
Points Possible	20
Assignment Files	FAKEpaper2.docx (FAKEpaper2.docx)

Selecting the link to download the file

Submit Assignment to Your Instructor

Once you have completed and saved your assignment (make sure you have a backup copy saved on your computer!):

1. Return to the place within your course where your instructor placed the assignment.
2. Click on the assignment name to open the assignment.
3. In the **Assignment Submission** section of the page, click on **Browse My Computer** to find and attach your assignment. Alternatively, you can drag and drop files into the area inside the dotted lines directly from your computer.
 - If you need to attach multiple files, you can click **Browse My Computer** again.
 - To remove a file from your submission, click on the **Do not attach** link.
 - Do **not** paste your assignment into **Comments**.
4. If you would like to save the assignment and complete it later, click on **Save as Draft**. Your instructor will not receive the assignment until you click **Submit**.
5. Once you have completed and uploaded the assignment, click **Submit** to hand it in to your instructor.

The screenshot shows the 'ASSIGNMENT SUBMISSION' section of a course page. It features a 'Text Submission' area with a 'Write Submission' button, an 'Attach Files' area with a 'Browse My Computer' button, and an 'ADD COMMENTS' section with a text input field and a 'Character count: 0' indicator. A 'Submit' button is located at the bottom right. Red arrows and text annotations highlight key actions: 'Click here to write submission (not recommended unless the instructor requests it)' points to the 'Write Submission' button; 'Click here to attach submission' points to the 'Browse My Computer' button; 'Drag and drop files directly into this area' points to the dotted-line box around the 'Attach Files' area; and 'Click here to submit to instructor' points to the 'Submit' button. A footer note reads: 'When finished, make sure to click **Submit**. Optionally, click **Save as Draft** to save changes and continue working later, or click **Cancel** to quit without saving changes. You are previewing the assignment - your submission will not be saved.'

Submitting an assignment

Tips for using Assignment Tool successfully

- When downloading a document to your computer from Blackboard, you need to save it to your computer *before* working on it. If you work on it in your browser, you won't be able to save it.
- When naming documents that you will be uploading back to Blackboard to “hand in” use a simple naming convention such as last name, assignment name, date. For example, “smith_essay_4-2-09”. Your instructor might have a naming convention you need to use. At all costs, avoid symbols such as: # % \$ & * and / in your file names.
- Use the comment box to add comments to your instructor about the assignment, for example to clarify a point or add a simple comment, but do not paste your assignment into the comment box.

Getting Help with Technology at the University of Hartford

Student Blackboard Support

The following is student support for Blackboard only. All other support technical support issues need to be addressed to the Office of Technology Services (below).

Phone: (860) 768-4636 **Email:** bbsupport@hartford.edu

Website/File a Ticket: <http://www.hartford.edu/studentbbsupport>

Office of Technology Services (OTS) Help Desk

For general computer and Internet/network support questions (not directly related to the classroom but rather passwords, Internet/email problems, Banner/Self-Service, campus Facebook).

Phone: 768-4357 (on campus) or (844) 292-3213 (off campus)

Email: ots@hartford.edu **Website:** <http://hartford.edu/ots>