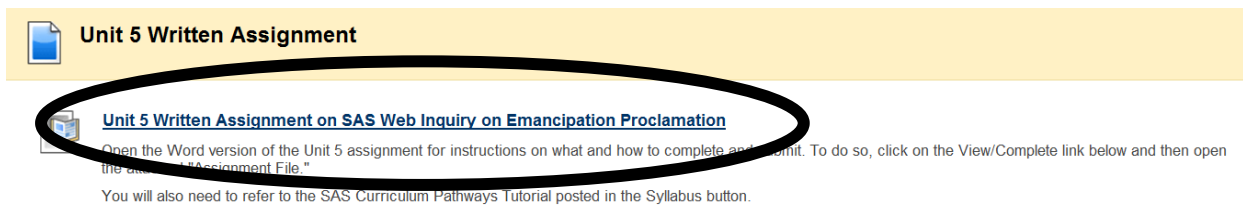**To use the Assignment feature in Blackboard to submit work and/or attach a document, please follow the steps below:**

The Assignment feature in Blackboard allows you to submit your work directly into your Blackboard course site. Once submitted successfully, an exclamation mark (!) will appear in your gradebook for that assignment, indicating that your assignment was turned in correctly and that is now waiting to be graded by your instructor.
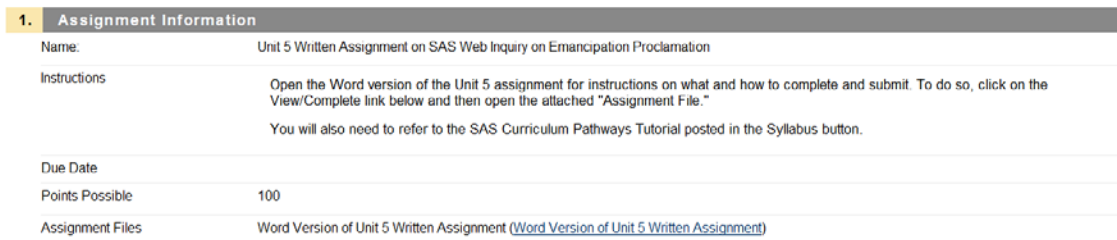
In your Blackboard course site…

1. Navigate to the page where the Assignment is located.
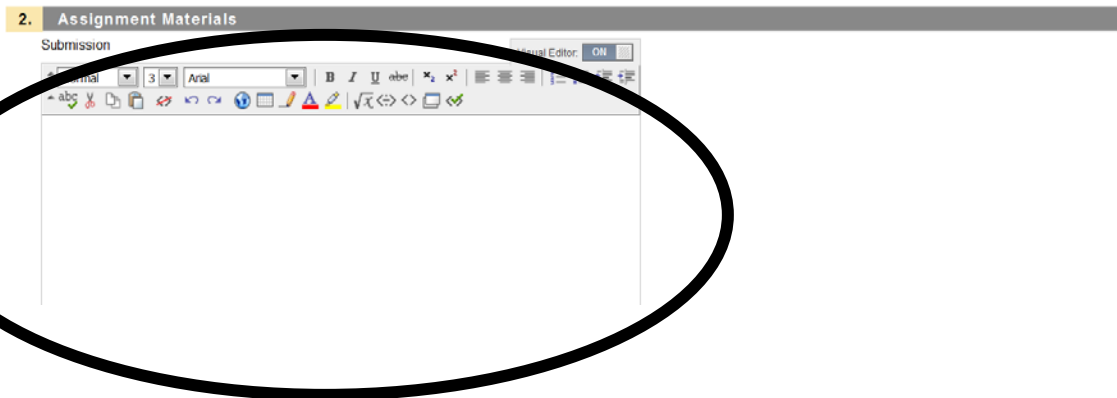
2. Click on the linked name of the Assignment.

> **Unit 5 Written Assignment**
>
> Unit 5 Written Assignment on SAS Web Inquiry on Emancipation Proclamation
> Open the Word version of the Unit 5 assignment for instructions on what and how to complete and submit. To do so, click on the View/Complete link below and then open the attached "Assignment File."
> You will also need to refer to the SAS Curriculum Pathways Tutorial posted in the Syllabus button.

3. A new screen will appear. In the "Comments" box in this new screen, you can type your answers to the questions listed above.

1.	Assignment Information	
Name:	Unit 5 Written Assignment on SAS Web Inquiry on Emancipation Proclamation	
Instructions	Open the Word version of the Unit 5 assignment for instructions on what and how to complete and submit. To do so, click on the View/Complete link below and then open the attached "Assignment File."	
	You will also need to refer to the SAS Curriculum Pathways Tutorial posted in the Syllabus button.	
Due Date		
Points Possible	100	
Assignment Files	Word Version of Unit 5 Written Assignment (Word Version of Unit 5 Written Assignment)	

2.	Assignment Materials	
Submission		Visual Editor: ON

4. If you need to include an attachment with your Assignment box (the majority of instructors prefer this kind of submission)**,** either enter the appropriate location of the file to attach or click on "Browse" to find the location of the file you would like to attach. Once you finished with your Comments box and your attachments, click the "Submit" button to turn in your answers.

Path:

Attach File   Browse for Local File

Attached files   Name   Link Title

Comments

abç

3. **Submit**

Click **Save as Draft** to save changes and continue working later. Click **Submit** to finish. Click **Cancel** to quit without saving changes.

Cancel   Save as Draft   **Submit**

5. A "Submission History" screen will appear to confirm that your work has been submitted and its status. Click "OK."

This assignment is complete. Review the Submission History.

Submission History

OK

1. **Assignment Information**

Name:	Unit 5 Written Assignment on SAS Web Inquiry on Emancipation Proclamation
Instructions	Open the Word version of the Unit 5 assignment for instructions on what and how to complete and submit. To do so, click on the View/Complete link below and then open the attached "Assignment File."
	You will also need to refer to the SAS Curriculum Pathways Tutorial posted in the Syllabus button.
Due Date	
Points Possible	100
Student Name	Bianka Stumpf

2. **Submission History**

Submission (May 20, 2010 3:48:24 PM EDT)

Submission Materials

Submission Field :
Student Comments :
Attached Files :

Instructor Feedback

Grade : Needs Grading
Comments :
Attached Files :

3. **Finish**

Click **OK** to go back.

OK

If you have any other questions about using the Assignment feature in Blackboard, please contact the Distance Education staff at CCCC via email at destaff@cccc.edu.