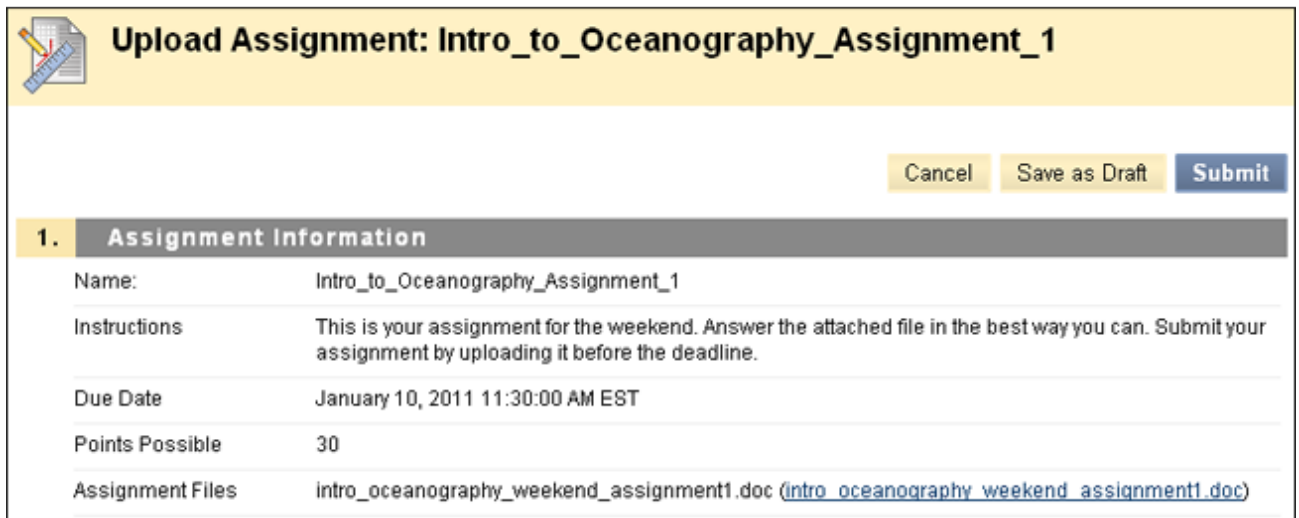
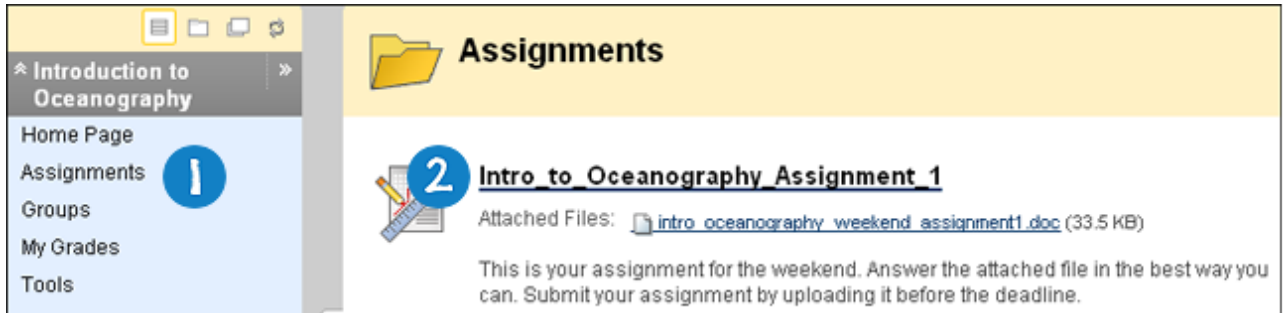


Step-by-step Instructions to Uploading Assignments in Blackboard

When you finish your assignment, you must click Submit. If you do not, your instructor will not receive your completed assignment.

1. On the [Course Menu](#), select the [Content Area](#) that holds the assignment, for example, the Assignments Content Area.
2. Click the name of the assignment.



1. Assignment Information	
Name:	Intro_to_Oceanography_Assignment_1
Instructions	This is your assignment for the weekend. Answer the attached file in the best way you can. Submit your assignment by uploading it before the deadline.
Due Date	January 10, 2011 11:30:00 AM EST
Points Possible	30
Assignment Files	intro_oceanography_weekend_assignment1.doc (intro_oceanography_weekend_assignment1.doc)

3. On the Upload Assignment page, review the instructions and download any files provided by your instructor and complete the assignment using one or both of the following:
 - In the Submission box, type your response. You can use the [Text Editor](#) functions to format the text and include files, images, web 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. If you attach a file, type a Link Title. If the box is left blank, the file name becomes the link. Follow any instructions that your instructor provided for naming your file.

Note: The Do not attach option appears next to an uploaded file. If you have selected an incorrect file, you can remove it with this option. If the same file is attached to your assignment more than once, the new file is saved with a number appended to the name. For example, history_assignment(1).doc.

Note: If your instructor is using a rubric and has made it available to students, click the View Rubric button to view grading criteria.

4. Optionally, in the Comments box, type comments to your instructor.

WARNING! If your instructor has not allowed multiple attempts, assignments can be submitted only once. Ensure that you have attached any required files to your assignment before you click Submit.

5. Click Submit.

WARNING! When you finish your assignment, you must click Submit. If you do not, your instructor will not receive your completed assignment.

The screenshot displays the 'Assignment Materials' section of a submission interface. At the top, a yellow header bar contains the number '2.' and the text 'Assignment Materials'. Below this is a 'Submission' box with a rich text editor. The editor's toolbar includes options for font style (Normal), size (3), font face (Arial), bold (B), italic (I), underline (U), text color (abc), background color, bulleted list, numbered list, link, unlink, and source code. A blue circle with the number '3' is overlaid on the text editor's main area. Below the editor is a 'Path: body' field. Underneath is an 'Attach File' section with a 'Browse My Computer' button. Below that is an 'Attached files' table with columns for 'File Name', 'Link Title', and 'Do not attach'. The table contains one entry: 'intro_oceanography_weekend_assignment1_ccasper.docx' with a link title of 'intro_oceanography_wi'. Below the table is a 'Comments' section with a text area and a '4' in a blue circle. At the bottom of the form is a yellow header bar with the number '3.' and the text 'Submit'. To the right of this bar are three buttons: 'Cancel', 'Save as Draft', and 'Submit'. A blue circle with the number '5' is overlaid on the 'Submit' button.

6. A success message appears, confirming the assignment submission.