



MONASH University

Centre for the Advancement for Learning and Teaching

How to submit your assignment in Blackboard

Author: Brad Zylbersztajn

Date: 1st November 2007


Department: MUSO Support

Telephone/Fax: (03) 990 31268

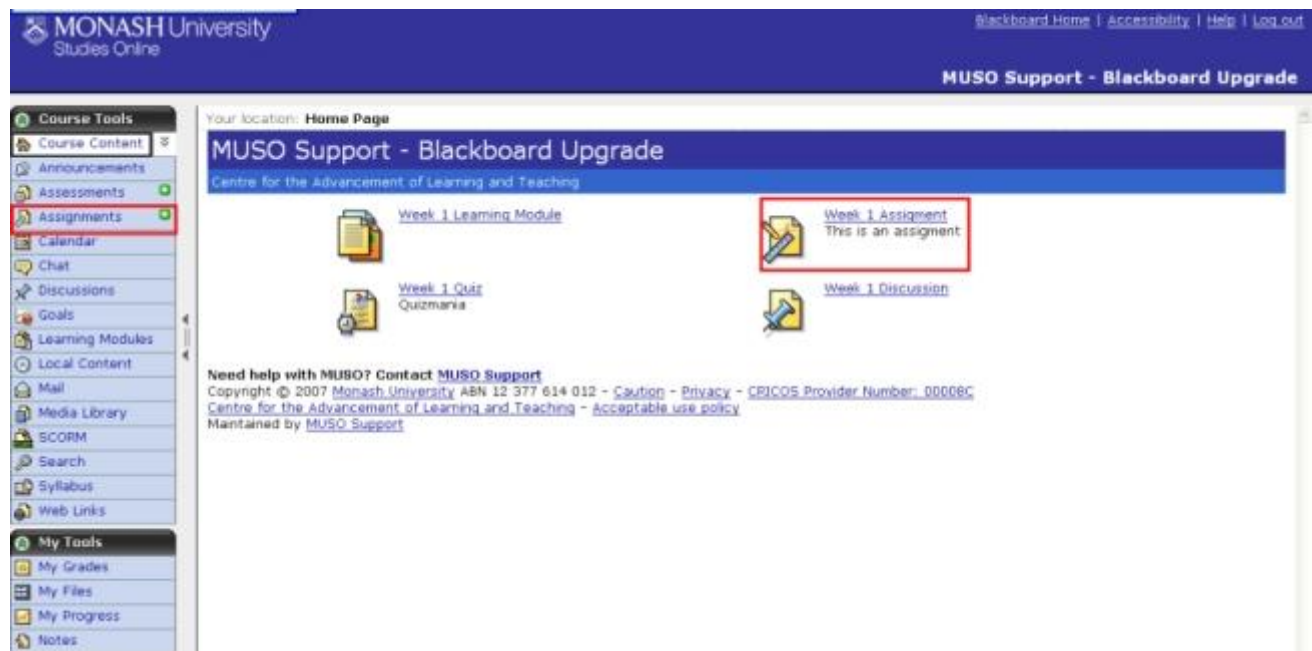
Email: muso.support@calt.monash.edu.au

Webpage: <http://www.monash.edu.au/muso/support>

How to submit an Assignment in Blackboard


 The **Assignment** tool allows **Students** to submit assignments in text and attach files.

How to submit an assignment



The screenshot shows the Blackboard interface for Monash University. The top navigation bar includes 'MONASH University Studies Online', 'Blackboard Home | Accessibility | Help | Log out', and 'MUSO Support - Blackboard Upgrade'. The left sidebar contains 'Course Tools' and 'My Tools'. Under 'Course Tools', 'Assignments' is highlighted with a red box. The main content area shows 'Your location: Home Page' and 'MUSO Support - Blackboard Upgrade'. Below this, there are links for 'Week 1 Learning Module', 'Week 1 Quiz Quizmania', 'Week 1 Assignment This is an assignment', and 'Week 1 Discussion'. A footer section provides contact information for MUSO Support.

1. Click on **Assignments**  in the **Course Tools** menu.

Note: If **Assignments**  are not available in the **Course Tools** menu navigate to the required assignment from your unit Home Page and go to step 3.

Your location: **Assignments**

Assignments

Inbox Submitted Graded Published

The Inbox tab contains new assignments or submissions returned to you for editing.



Week 1 Assignment

Status: Individual Not Started (Due 13 November 2007 12:00)

This is an assignment

2. Click on the **Inbox** tab.

3. Click on the **Assignment** to be submitted.

Your location: [Assignments](#) > **Edit Submission**

Edit Submission: Week 1 Assignment (Attempt 1)

Due Date: 13 November 2007 12:00 Status: In Progress (Attempt 1)
Type: Work individually
Grading Criteria: out of 20

Instructions:

Answer question to pass.

Attachments:

Submission:

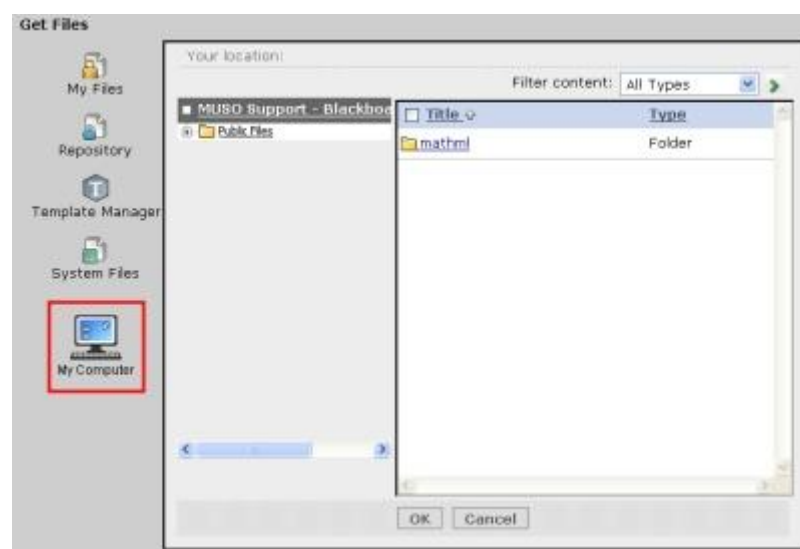
Enable HTML Creator

Use HTML

Add Attachments

4. In the **Submission text box**, fill in relevant information as identified in the instructions or in your Unit guide (if required).

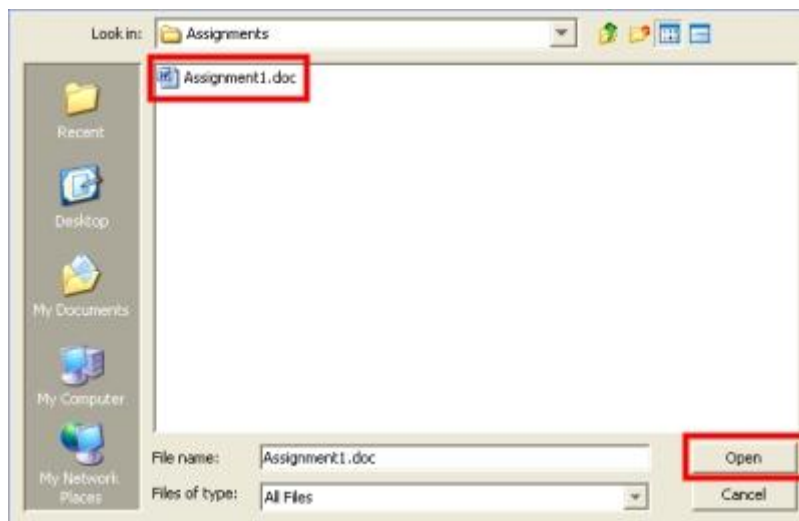
5. Click on the **Add Attachments** button to upload the assignment document.



6. After clicking **Add Attachments**, the **Content Browser** window will automatically open (if using Mozilla, this window may open behind the main window).

7. If you have already uploaded a file to your **My Files**, select the file and click **OK**.

8. If you need to upload a file, click on **My Computer**



9. find and select the assignment file and click **Open**. The file will automatically be uploaded into **My Files** and attached.

Note: To avoid any possible issues with uploading files to Blackboard please refrain from using any of the following characters (or spaces) in your file name:

~ ! @ # \$ % ^ & * () + \ : ? < > | ; " = , - Æ

Submission:



10. Your document should now appear above **Add Attachments** as a live link.

Add Comment:



11. Fill in any comments as required in the **Add Comment** box.

Add Comment:

12. Click **Submit**.



13. A window will appear asking 'Are you sure you want to submit this assignment?'. Click **OK**.

Confirmation

Mr [Name] (MUSO Support) :
You have submitted your assignment(Mr [Name] (MUSO Support)).
Submitted Time: 30 October 2007 14:13



14. A window will appear to confirm you have successfully submitted your assignment. Click **OK** to complete your submission. You will be returned to the **Inbox**.

- If your assignment is not listed as **Submitted** but is still under the **Inbox** tab, then you have not submitted correctly. Go back to Step 1 (check that your file is attached and then click **OK**).
- If your assignment is listed as **Submitted**, click on the assignment to open it and ensure your file is attached. If your file is not attached, refer to the Guide on **How to take back an assignment submission**.

If you are having problems with Blackboard please make sure that you have set your computer up properly:

<http://www.monash.edu.au/muso/support/students/browserset.html>

The Blackboard Troubleshooting Page may also be of assistance:

<http://www.monash.edu.au/muso/support/students/troubleshoot.html>

Centre for the Advancement in Learning and Teaching (CALT) MUSO Support contact details			
Website	http://www.monash.edu.au/muso/support		Phone: (+61 3) 990 31268
Jobdesk	http://jobdesk.med.monash.edu.au/login/index.cfm?jobdesk_id=14		
Email	muso.support@calt.monash.edu.au		
Operational hours – Local time			
	Monday – Thursday	Friday	Saturday and Sunday (Only open during teaching period)
Australia (GMT +10)	8am – 10pm (8am – 8pm non teaching period)	8am – 8pm	1pm – 5pm
Malaysia	6am – 8pm (6am – 6pm non teaching period)	6am – 6pm	11am – 3pm
South Africa	11pm – 1pm (11pm – 11am non teaching period)	11pm – 11am	4am – 8am (Sunday and Monday)