Working with Blackboard Learn Assignments

A Step-by-Step Guide for Students

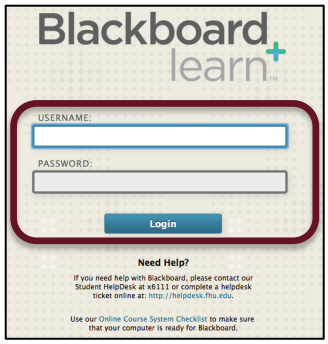
At a Glance

This guide will outline the procedures for interacting with an assignment in Blackboard Learn.

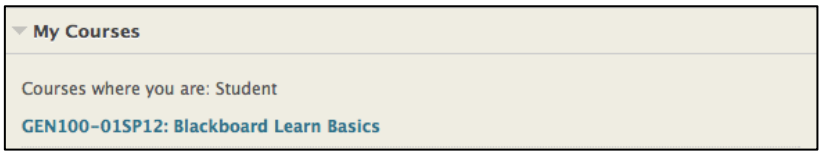
Open the Blackboard Learn Assignment

In this section, we'll open an assignment in your Blackboard Learn course.

Step 1: Open Blackboard Learn in your web browser (http://blackboard.fhu.edu) and sign in using your FHU username and password. Your Home Page will then be displayed.

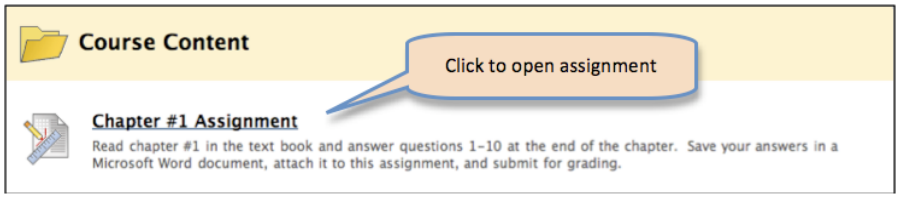


Step 2: Open the course containing the assignment by clicking on the course name in the *My Courses* module.



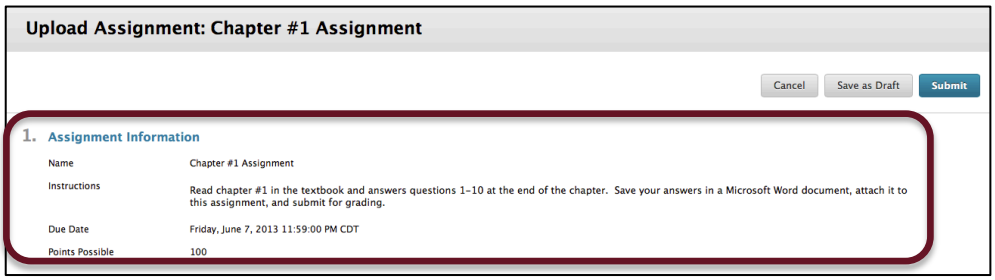
Step 3: Navigate to the folder containing the assignment. Assignments are normally located in the *Course Content* folder. Contact your instructor if you cannot locate the assignment.

Step 4: Click the name of the assignment to open it.



Review the Assignment Information

Completing an assignment is normally a two-step process. First, you will review assignment information that contains the instructions and requirements for the assignment. Then, you will complete the assignment and submit your work to the instructor. In this section, we will examine the Assignment Information section.



Step 1: Review *Section 1 – Assignment Information*. This section contains the name of the assignment, instructions for the assignment, the due date, and the number of points the assignment is worth.

Step 2: Complete the assignment materials. In most instances, your instructor will ask you to save your work in a Microsoft® Office® document such as Word, Excel®, etc. After which, you will submit your document(s) to your instructor via the Assignment tool. Contact your instructor if he or she does not specify the format in which your work should be saved.

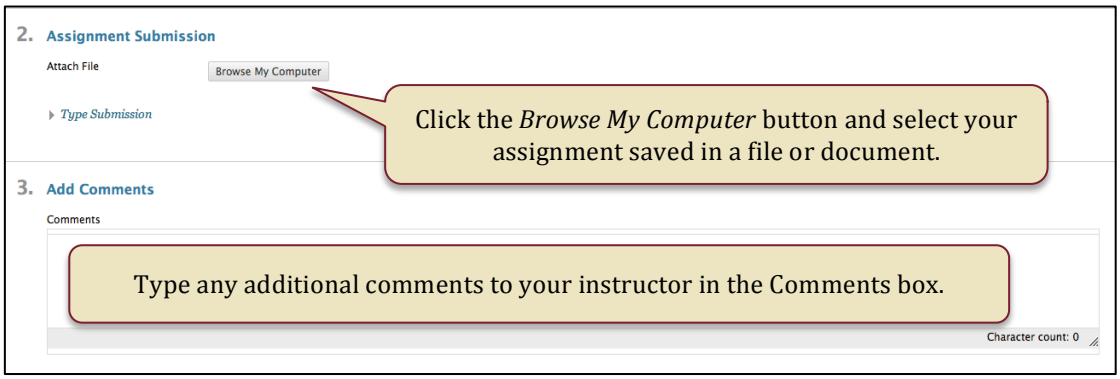
Step 3: After reviewing the assignment information, you may close the assignment, complete your work outside of Blackboard Learn, and later re-open the assignment to submit your work.

Submit Your Work

In this section, we'll examine the steps to submit your work via the Assignment tool.

Step 1: Sign into Blackboard Learn, open your course, navigate to the assignment and open it.

Step 2: Scroll down to *Section 2 – Assignment Materials*.



Step 3: Attach your work to the assignment. This may be accomplished in one of two ways:

- Type your work directly into the *Comments* textbox. Most instructors do not request this type of submission.
- Click the *Browse My Computer* button and select the document located on your computer that contains your work. This will attach the document to the assignment for review by your instructor (Preferred by most instructors).

Step 4: Click the Submit button to send your assignment materials to the instructor for grading.

Once your instructor has graded your assignment, you may view your grade by clicking *Tools* in the Course Menu and then *My Grades*.

Additional Assistance

For additional assistance, see the *Blackboard Learn for Students* guide as well as other resources on the student tutorial site at http://www.fhu.edu/tutorials/student. Students may also receive assistance by contacting the HelpDesk at http://helpdesk.fhu.edu or by phone at 731-989-6111. Please note the instructor is the first point of contact for assistance with course related issues.