

Most common asked questions over the Assignment tool In Blackboard.

1. How do I upload a file (a paper) for a grade?
2. How come I cannot see a grade for my assignment?
3. How do I access my assignment after I submitted it?

Answers:

1. How do I upload a file (a paper) for a grade?

**ANSWER:**

### **Assignments: Text with Attachments**

To complete a **Text with attachments** assignment, you must enter text using the Assignments tool or by attaching files. You are given instructions on whether to complete the assignment by yourself or to collaborate with a group of Students. If you work with a group, your group must submit one assignment, so you must coordinate with other members. All members of your group will receive the same grade for the assignment.

**IMPORTANT:** Your attached files must be compatible with the software used by your Instructor, or he or she will not be able to view them.

**NOTE:** The placement of this tool in the course depends on the Instructor, and may vary from course to course. The steps below use the left-hand Course Menu as the starting point.

Step 1: On the Course Menu, expand **Course Tools**.

Step 2: Select **Assignments**.

Step 3: Select the **assignment** you were instructed to go to.

Step 4: Read your instructor's **directions** carefully.


Directions may include the due date and the file types (e.g., Word, PDF, RTF) you may use to submit your assignment.

Step 5: Enter text in the **Submission** box or upload a file by clicking **Add Attachments**.

To add a file as an attachment:

- To upload a file, select the **My Computer** image. You can select multiple files at a time via this method:

#### NOTES:

- If you do not see the My Computer image, you are missing the **Java plug-in**. Reference the articles in this knowledge base for how to get Java.
- After attaching your file, you may have **ONLY** one chance to submit the assignment. **SO BEFORE YOU PROCEED, ENSURE YOU HAVE ATTACHED ALL OF THE FILES THAT ARE REQUIRED, AND THAT THE FILES ARE CORRECT.** To remove any attachments, click the Remove icon  to the right of the file name.

Step 6: Type any **comments** that you have for your instructor in the Add Comment box.

Step 7: When you are sure you are ready to send the assignment to the instructor, click the **Submit** button.

#### NOTES:

- The **Save as Draft** button does not send the assignment to the instructor. If you Save an assignment for later submission, it is marked *In Progress* and is listed under the **Inbox** tab.
- Once you Submit your assignment, it is moved under the **Submitted** tab.
- Once the Instructor grades your assignment, it is moved under the **Graded** tab.

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2. How come I cannot see a grade for my assignment?

#### ANSWER:

##### [Assignments: Grades](#)

Be sure to check both the **My Grades** tool and the **Assignments** tool Graded tab. If you do not see a grade in either place, then contact us. The likely reason the grade is not showing up is because the instructor needs to release the grades via his or her Gradebook tool.

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3. How do I access my assignment after I submitted it?

**ANSWER:**

**[Assignments: Viewing Submissions](#)**

After you submit an assignment, you can view a read-only version of the submission.

**NOTE:** The placement of this tool in the course depends on the Instructor, and may vary from course to course. The steps below use the left-hand Course Menu as the starting point.

Step 1: On the Course Menu, expand **Course Tools**.

Step 2: Select **Assignments**.

Step 3: Click the **Submitted** or **Graded** tab.

Step 4: Select the **assignment** you want to view.

Step 5: View the most recent comment and if there are previous comments, click **View Previous Comments**.

Step 6: **View the submission** by doing one of the following:

- If it is a text submission, **read the text**. If there is an attachment, click its **file name**. The attachment opens in a separate browser window.

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