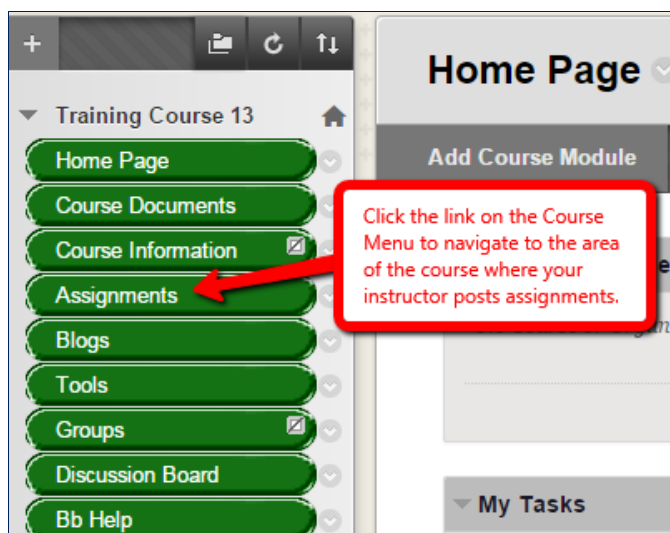


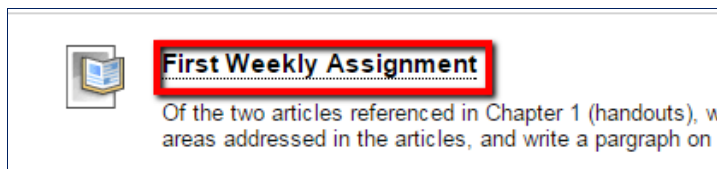
Blackboard 9.1 Submitting Assignments

Submitting an Assignment in Blackboard

1. Navigate to the area of the course where your instructor has posted the Assignment. Your instructor should provide navigational instructions to the correct Content Area, Learning Module, or Content Folder.



2. Click the link to the assignment you need to submit.



3. Read the instructions carefully, including any reference to a due date or number of attempts permitted.
4. Click **Write Submission** to type your Assignment directly into Blackboard; rich text is permitted. Click **Browse My Computer** to upload one or more files. You may also add comments, with plain text only, in the **Comments** field.

ASSIGNMENT INFORMATION

Due Date
Friday, January 23, 2015
11:59 PM

Points Possible
100

Of the two articles referenced in Chapter 1 (handouts), which is more factually accurate, based on your professional experience? Identify at least three topic areas addressed in the articles, and write a paragraph on each topic area to support your assessment.

ASSIGNMENT SUBMISSION

Text Submission Write Submission

Attach File Browse My Computer Browse Content Collection

ADD COMMENTS

Comments

Character count 0

- You may choose to click **Save Draft**, but this will NOT submit the Assignment to your instructor. You must click **Submit** to send your Assignment to your instructor.

Cancel
Save Draft
Submit

- The Review Submission History page loads. It does not allow you to modify your submission, and you cannot make changes by navigating back through the Assignment link. If you have uploaded the incorrect file, you will need to notify your instructor, who may clear the attempt and allow you to resubmit your work with the correct file.

Review Submission History: First Weekly Assignment

Assignment Instructions Assignment Details

1 of 1

Powered by crocodoc

Office	Balls	Registered	Percentage
Mayor	199,540	99,380	17.76%
A1	116,460	99,380	13.26%
A12	122,474	99,380	12.55%
A13	128,889	99,380	12.46%
A14	111,022	99,380	13.74%
A15	115,496	99,380	13.16%
CD	119,460	99,380	14.21%
A	12,120	70,734	17.15%
B	12,120	70,734	12.78%
C*	27,761	128,427	18.62%
D	17,186	110,078	16.53%
E*	11,909	126,417	11.30%
F	9,124	97,126	9.12%
G	21,189	115,928	10.25%
H*	7,164	71,973	9.95%
I	8,662	62,183	12.99%
J*	3,891	48,897	8.51%
K	10,689	78,927	12.54%

* uncontested election

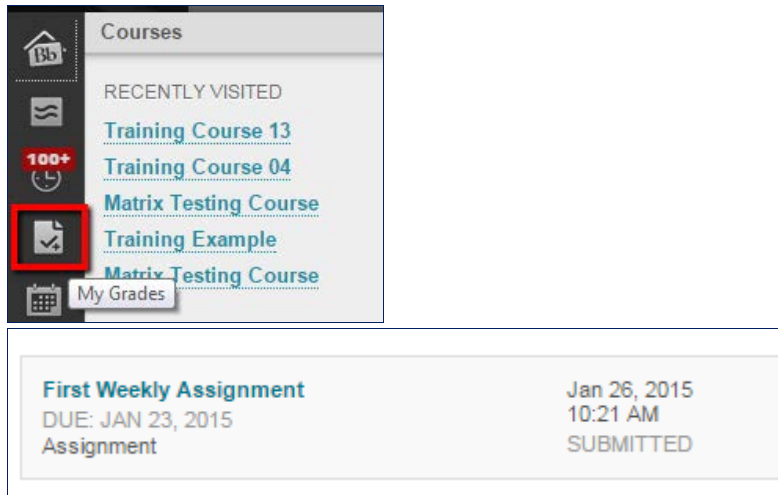
GRADE
LAST GRADED ATTEMPT -/100

ATTEMPT (LATE)
1/20/15 10:30 AM /100

SUBMISSION

2013 Turnout ↓

7. Once you have submitted the Assignment and your instructor has graded it, you may go back to view your grade by clicking on the Assignment again or navigating through **My Grades**.



Naming your Assignment Files

The Windows Operating System reserves certain symbol characters for special purposes in its file system. When saving files, Macintosh users may be able to include these symbols in the file name on their own computers. However, the Blackboard server may have trouble making use of and interpreting files if they are not named properly.

Here are some recommendations for file names:

- Use only letters, numbers, underscores (_), hyphens (-). The period (.) is also a valid character, but it is best reserved for separating the file's name from its file type indicator, as in **MyWonderfulDocument.docx**.
- Replace blank spaces with underscores or hyphens.
- Do NOT use pound signs (#), asterisks (*), question marks (?), dollar signs (\$), or diacritical marks such as accents in a file name. Using any of these can cause serious problems.