

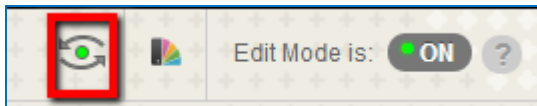


How Students Submit Assignments

Students can upload documents or other files into Blackboard as part of their assignments. After they navigate to the Content Area where it appears, they can open the assignment, read any necessary instructions, and click the appropriate buttons to upload the documents.

To test this procedure, use the new Student Preview feature, which temporarily changes the Blackboard interface to look like what a student would see.

1. Log into your course with your regular Instructor account. In the top-right of the course window, click the Student Preview button.



2. Navigate into the course and the Content Area; click the link to open the assignment.

Assignments

Photostory Introduction

As a student enrolled in a web-enhanced o creating a slide show montage with photos computers, this will be an easy task using pictures, graphics, and captions. You may an idea of who you are and what you are in

First think of an **adjective** that begins with Creative Catherine, Friendly Fred, etc). **Inc**

1. Using Microsoft Photostory an your
2. Save your Photostory as a **wmv** file
3. After completing this assignment, Ic on the Course Menu located on the contains a brief introduction and the classmates and post a response to

3. The Upload Assignment page features the Assignment Information section, which includes the instructions; the Assignment Submission section (2), with buttons to type the submission or upload files; and the Add Comments section, allowing students to add some comment text external to the documents uploaded. Click **Browse My Computer** to begin attaching files.

The screenshot displays the Blackboard Assignment interface. The top section is titled "ASSIGNMENT INFORMATION" and contains a box labeled "Points Possible" with the value "100". Below this is a text area with instructions: "As a student enrolled in a web-enhanced or online course your first step towards creating this **interactive community** is to introduce yourself to the class by creating a slide show montage with photos of yourself and the people and things that are important to you. Even if you have little prior experience with computers, this will be an easy task using Microsoft's Photo Story (a free download from <http://www.microsoft.com>). Be creative and have a little fun. Include pictures, graphics, and captions. You may also add a personal touch by including insights into your values and beliefs. The important thing is that everyone gets an idea of who you are and what you are interested in." Below the instructions is a prompt: "First think of an **adjective** that begins with the same letter as your first name and tells us something about you. (Example: Energetic Emma, Helpful Helen, Creative Catherine, Friendly Fred, etc). **Include this adjective and your name as the title of your slide show.**" A numbered list follows: "1. Using Microsoft Photostory an your Introduction video. 2. Save your Photostory as a **wmv** file named **introduction**. 3. After completing this assignment, locate the **Introductions Forum**. To locate the Introductions Forum by clicking on the **Reflections/Discussions** link on the Course Menu located on the left side of the screen. Click on the **Introductions Forum**. Click on Compose Message to enter a new message that contains a brief introduction and then attach your video file. Once you have posted your introduction, review **at least 3 introductions** posted by your classmates and post a response to their Introduction..". The second section is "ASSIGNMENT SUBMISSION" and contains two options: "Text Submission" with a "Write Submission" button, and "Attach File" with a "Browse My Computer" button. The third section is "ADD COMMENTS" and contains a "Comments" label above a text input area with a "Post" button.

4. Click **Submit** to save the submission and upload any accompanying files.

The screenshot shows three buttons in a row: "Cancel", "Save Draft", and "Submit". The "Submit" button is highlighted with a red border.

5. It may take a while for files to upload. When the upload is complete, the Review Submission History page appears, giving you a chance to view the documents in the Crocodoc Viewer. Use the page navigation buttons to page forward or backward, the magnification buttons to zoom in or out.

This assignment is complete. Review the Submission History.

Review Submission History: Photostory Introduction

Assignment Instructions ▾

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Assignment Details ▾

GRADE
LAST GRADED ATTEMPT -/100

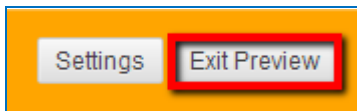
ATTEMPT
8/14/14 3:52 PM /100

SUBMISSION

[Chap 2.ppt](#)

← OK

- Click the **Exit Preview** button at the top-right to return to the Instructor View.



After the assignment is graded, the student can navigate to the assignment via the link in the Content Area or via My Grades. The student can view the documents with any comments or feedback the Instructor provides or download any files for printing. The Download button appears in two places.

Review Submission History: Photostory Introduction

Assignment Instructions ▾

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Assignment Details ▾

GRADE
LAST GRADED ATTEMPT -/100

ATTEMPT
8/14/14 3:52 PM /100

SUBMISSION

[Chap 2.ppt](#)