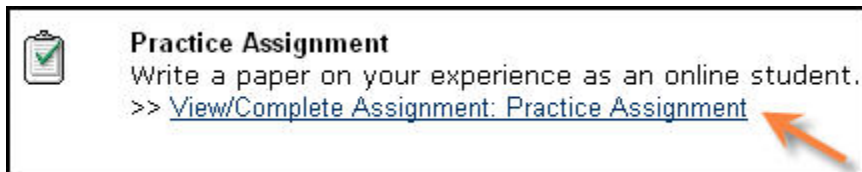


How to complete an assignment

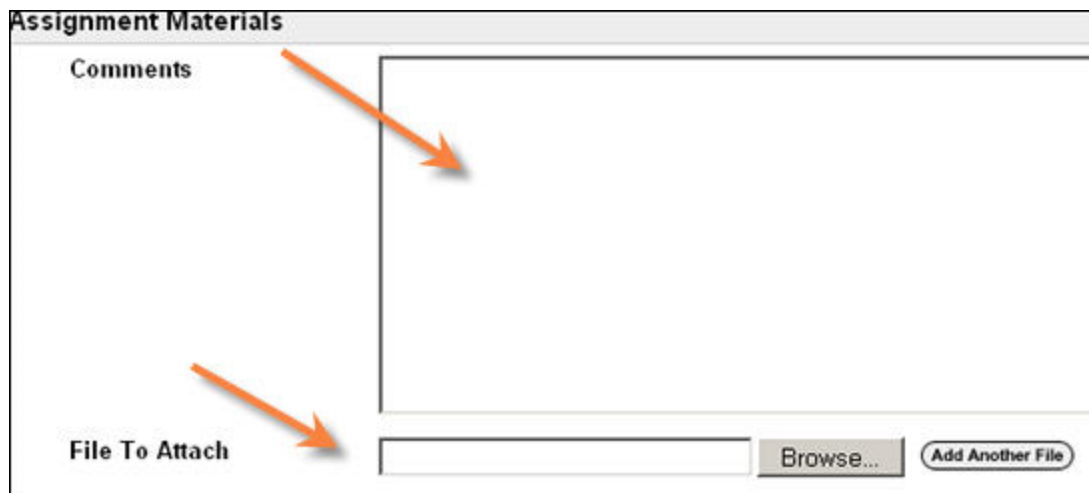
An **'Assignment'** is a method that your instructor can use to test your knowledge in a particular subject area. Typically an assignment is in the form of a short paper that the student can create in any word processing program. You can then upload the assignment to Blackboard from within the Assignment area.

To access and submit an assignment:

- Click on **'Assignments'** and locate the assignment from the list. Please note, instructors could also include a link to assignments anywhere in your **'Course Documents'** area.
- Click on **'View/Complete Assignment: *Title of assignment*'**



- Read the assignment instructions and click on the **'File to Attach'** button to browse and upload your file. If you have any comments to include to your instructor, type them into the **'Comments'** area.



- To submit the assignment click on the **'Submit'** button at the bottom of the page.



Helpful Tip: If you would like to save your assignment and return to it a later time to submit it to your instructor, click on the **'Save'** button and not on the **'Submit'** button.