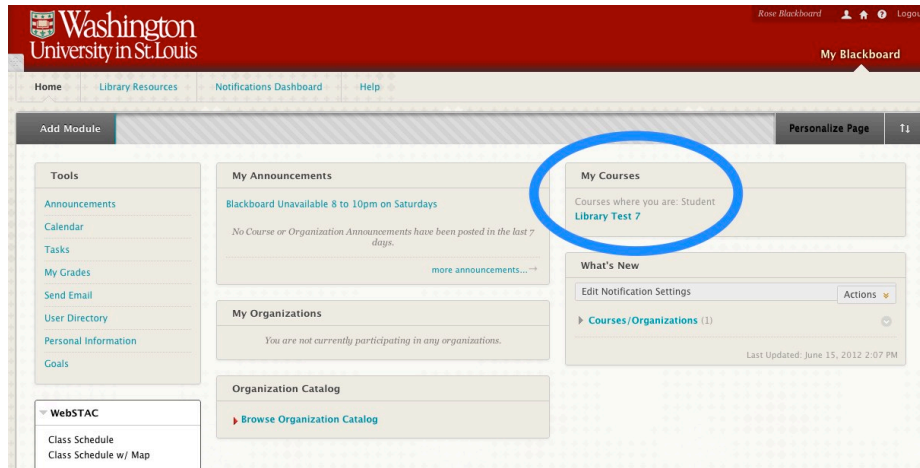


BLACKBOARD FOR STUDENTS: FACT SHEETS

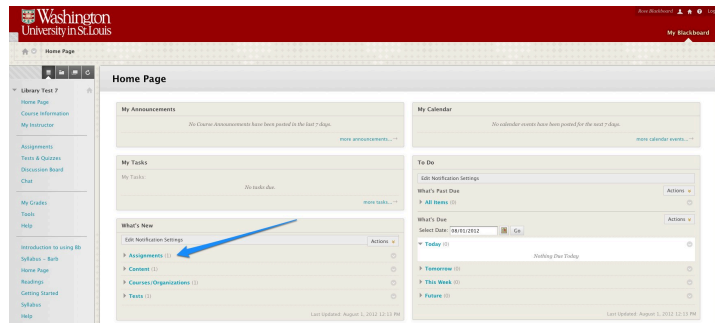
(For more information, contact Student Technology Services at 314.935-7100 or visit sts.wustl.edu)

HOW TO SUBMIT AN ASSIGNMENT

1. Log into Blackboard <https://bb.wustl.edu>, using your WUSTL Key and WUSTL Key Password (Chrome or Firefox web browsers are recommended) and access your course.



2. An assignment can be placed anywhere in a course, so your instructor will let you know where your assignment is located, either by posting a notification, an announcement, or by sending you an email or a message.
3. Open your assignment. In this example, it is found under “What’s New” on the Home Page.



4. Read over the instructions for the assignment carefully. You will find out important information: the number of points the assignment is worth, in what format the instructor wants the assignment, how to submit it, etc.

1. Assignment Information

Name: SAMPLE Lesson One Assignment

Instructions

After reading the required chapters in our textbook and the Greenpeace International *Defending Our* Chrome online article, select one of the following activities we use our oceans for and defend its usage. Create a two page Word document. You do not need to cite sources, and there are no special requirements for formatting this assignment.

- Fishing
- Shipping
- Tourism
- Mining
- Waste disposal
- Desalination
- Recreational use
- Medical research

This assignment is worth 10 points and you are allowed one attempt. Click the assignment title to attach your Word document. Include "lesson_one" and your name in the file name to ensure you receive credit for submitting your assignment (lesson_one_john_smith.doc).

You can check if your assignment was successfully submitted by accessing your My Grades page. Your assignment should be in Needs Grading (N) status, which means it is ready to be assessed and graded. Click the exclamation mark to see the Review Submission History page.

Due Date

Points Possible 10

5. You may submit the assignment in the text editor box (1), attach any files (2), and add comments (3).

2. Assignment Materials

Submission

Text Editor is ON

1

Attach File

Browse My Computer Browse Content Collection 2

Comments

3

6. If you want to save the assignment as a draft, click "Save as Draft." If you are ready to submit, click "Submit." Successfully saved submissions will appear in the "My Grades" section.

3. Submit

When finished, make sure to click Submit.
Optionally, click Save as Draft to save changes and continue working later, or click Cancel to quit without saving changes.



http://ondemand.blackboard.com/r91/movies/bb91_student_submit_assignment.htm