

Blackboard: Assignments for Students

Teaching, Learning + Technology
Stony Brook University

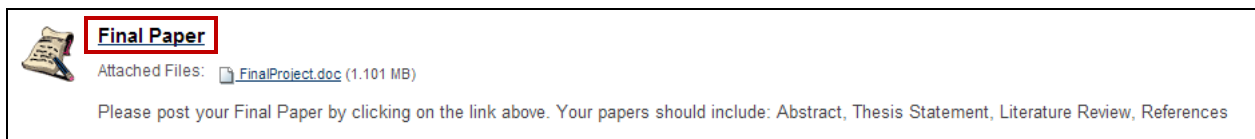
(631) 632-9602
helpme@stonybrook.edu
<http://tlt.stonybrook.edu/StudentServices>

In this document, you will learn:

1. How to submit an assignment
2. How to check your assignment and grade

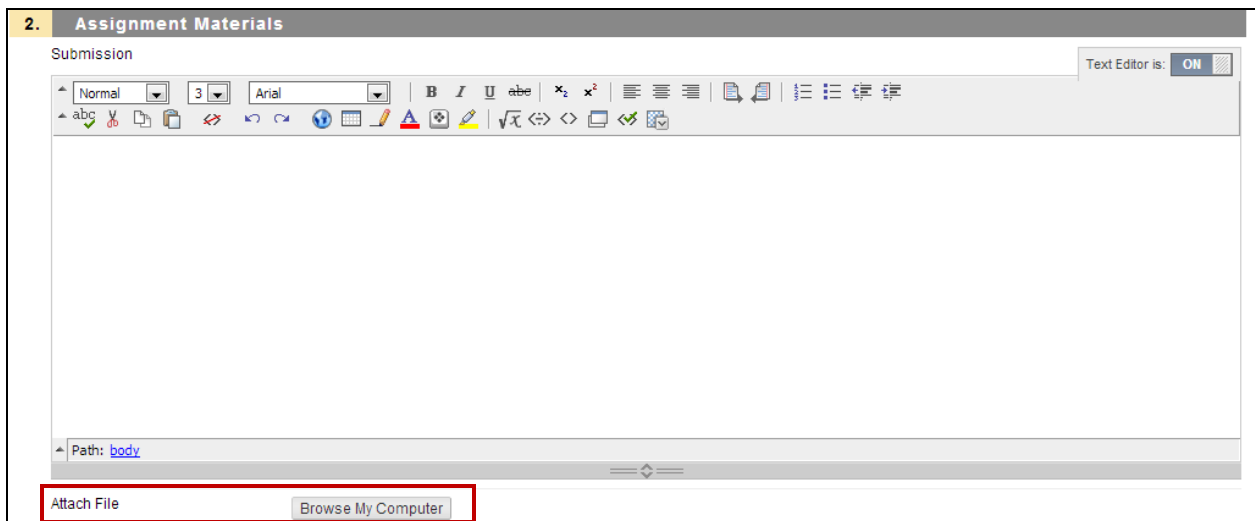
To submit an assignment:

1. Go to the content area of the course where the assignment is located via the course menu.
2. Click on the **Title of the Assignment**.



3. Read the **instructions** carefully. If your instructor has attached the instructions as a separate file rather than typing them out, you may download it by clicking the link next to **Attached Files**.
4. Most faculty members prefer that you attach a file by clicking **Browse my Computer**, and not through the Submission Text Box.

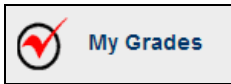
NOTE: Only use letters and numbers in your filenames (example: Assignment1.doc). Avoid using special characters (#, &, \$, etc.).



5. If you wish to attach more than one file, attach the first file, then click **Browse My Computer** again. Repeat as necessary until all files have been attached.
6. Type any comments that you have for your faculty member in the **Comments** box.
7. Click **Submit** to send your assignment to your instructor for grading.


To view your assignment and grade:

1. To make sure your assignment has been submitted, click **Tools** in the course menu.



2. Click  from the list of tools.

3. If there is an **exclamation point (!)** where your grade should be, that means your assignment has been received.

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|-------------|-------------------------|-----------------------|-----------------------|---|-----|
| Final Paper | Details | Feb 11, 2013 12:50 PM | Feb 11, 2013 12:50 PM |  | 100 |
|-------------|-------------------------|-----------------------|-----------------------|---|-----|

4. Click on the **exclamation point** for more information. Any files you uploaded will be listed on this page.

1. Review Submission History

Submission (February 11, 2013 12:50:51 PM EST)

Submission Materials

Submission Field :

Student Comments :

Attached Files : [FinalProject.doc](#)

Instructor Feedback

Grade : Needs Grading

5. When your instructor grades your assignment, the exclamation point will be replaced by a grade.