

## How to Submit Assignments and Check Grades in Blackboard

**NOTE:** Assignments refers to work you need to submit digitally using a link provided in Blackboard.

### STEP 1: Access the assignment submission area

Depending on how your course is set up, the assignment submission area is located in *one* of two menu items as shown by the red circles below:

<p><i>Fully online course:</i></p> 	<p><i>Face-to-face or blended course using Blackboard:</i></p> 
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1. Click on the menu title that corresponds to what you see in your course.
2. Navigate to the appropriate folder for the week in which your assignment is due.
3. Click on the title of the assignment you want to submit as shown by the red circle below. This link takes you the “Upload Assignment” area where you can read the “Assignment Information” and submit your completed assignment file as explained in **STEP 2** below.



#### Case Studies

Every two weeks you will complete a case study from the chapters in our text. You may choose from one or two cases assigned. Review the case study and answer the questions in the text. Your responses should demonstrate an understanding of the course concepts presented in the chapter and will be scored according to the rubric provided in the Course Materials area of our cyberclassroom if via on-line or handed out to you face-to-face.



#### Case Study 1

## STEP 2: Submit Assignment Materials

**NOTE:** Most often you will need to create your assignment in a separate application (e.g., Microsoft Word or Excel) and attach it. Occasionally you may be asked to simply type in your answer in the Submission box. However, this is the exception. **If no specific guidance is given, your assignment should be attached as a file.** Follow these steps to attach a file:

1. Click "Browse My Computer" (as shown below) under the Submission box in Section 2: Assignment Materials.
2. Find the file on your computer, network, flash drive, etc. that you want to submit.
3. Click "Open". (This will not open your file.) The name of your file appears in the File Name area. If you want to give the name of link to the file in the gradebook a different name than the actual file name, you can put that name in the "Link Title" box. This is optional.
4. Click "Submit". (Do not click "Save as Draft".)

The screenshot displays the Blackboard assignment submission interface, divided into three sections:

- 2. Assignment Submission:** This section contains an "Attach File" label, a "Browse My Computer" button (highlighted with an orange box and an orange arrow pointing to it), and a "Type Submission" link.
- 3. Add Comments:** This section features a "Comments" header, a text area with a "RBC" dropdown menu, and a "Character count: 0" indicator at the bottom right.
- 4. Submit:** This section includes instructions: "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." Below the text are three buttons: "Cancel", "Save as Draft", and "Submit".

**STEP 3: Check your score and feedback.**

1. Go to My Tools (on the main course menu) and then View Grades. Graded assignments appear at the list, followed by submitted assignments that haven't been graded yet.
2. Click on the title of any assignment to view the grading details.

**My Grades**

**CURRENT GRADE**

**Total**

Grade **140.00**/170

[Description](#) [Grading Criteria](#)

**GRADED**

**Case Study 1** ← Apr 15, 2013 1:12 PM

Grade **30.00**/35

[Comments](#) [Description](#)

**Case Study 2** Mar 21, 2013 10:59 AM

Grade **20.00**/35

[Description](#)

**Video Clip 1** Nov 26, 2012 3:57 PM

Grade **19.00**/20

[Comments](#) [Description](#)

3. The grading details are displayed.

**Review Submission History: Case Study 1**

**Inline Viewer**

Pond1

Lilly Pond  
11 June 2013

Lily, this was very well thought out. I've noted some items below.

Case Study 1

The Modern Language Association (MLA) provides guidelines for documentation style. This template is based on commonly used guidelines from the MLA Handbook for Writers of Research Papers (6th edition) and the MLA Style Manual and Guide to Scholarly Publishing (2nd edition). For more information about MLA style and publications, go to the MLA website at: [www.mla.org](http://www.mla.org).

For example, quotations with fewer than **four lines of prose or three lines of verse** are quoted directly in the sentence. Enclose them in quotation marks, followed by the author's last name and the page or pages of the source from which you are quoting in parenthesis, for example: "inline quotation here" (AuthorSurname 31).

Quotations that are longer than four lines of prose or three lines of verse follow different guidelines. Introduce these quotations with a colon:

Start long quotations on a new line. Indent the quote one inch from the left margin. Double-space the lines and omit quotation marks. Reference the source as you would for a shorter quotation. To quickly format a quotation of over four lines or three lines of verse, use the Long quotation style provided in this Microsoft Word template.

**Grading Pane**

**GRADE**  
Last Graded Attempt **30**/35

**ATTEMPT**  
4/15/13 1:00 PM **30**/35

**SUBMISSION**

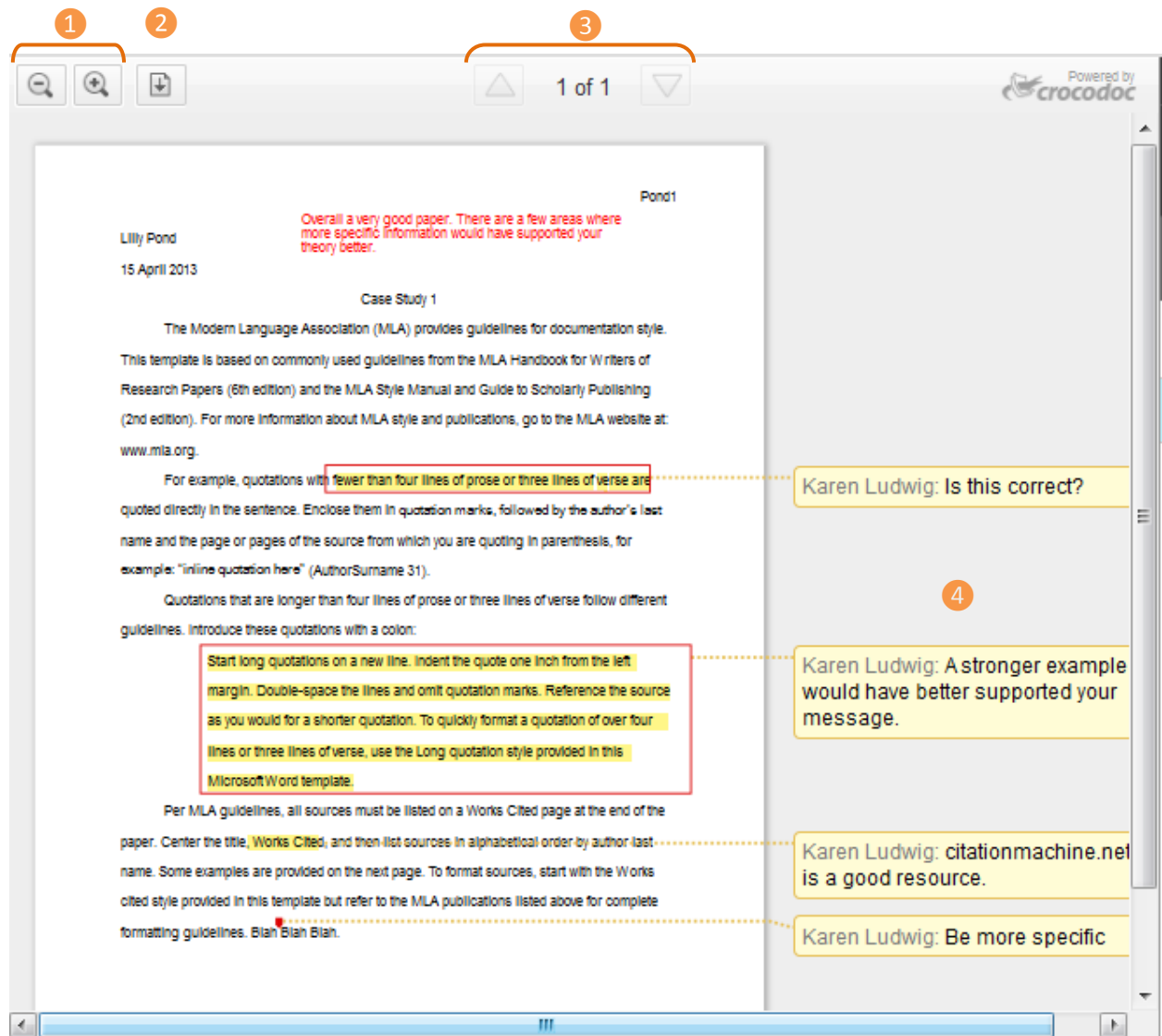
Case-Study1\_Lilly Pond.docx

**COMMENTS**

**Grader Feedback**  
4/15/13 1:12 PM

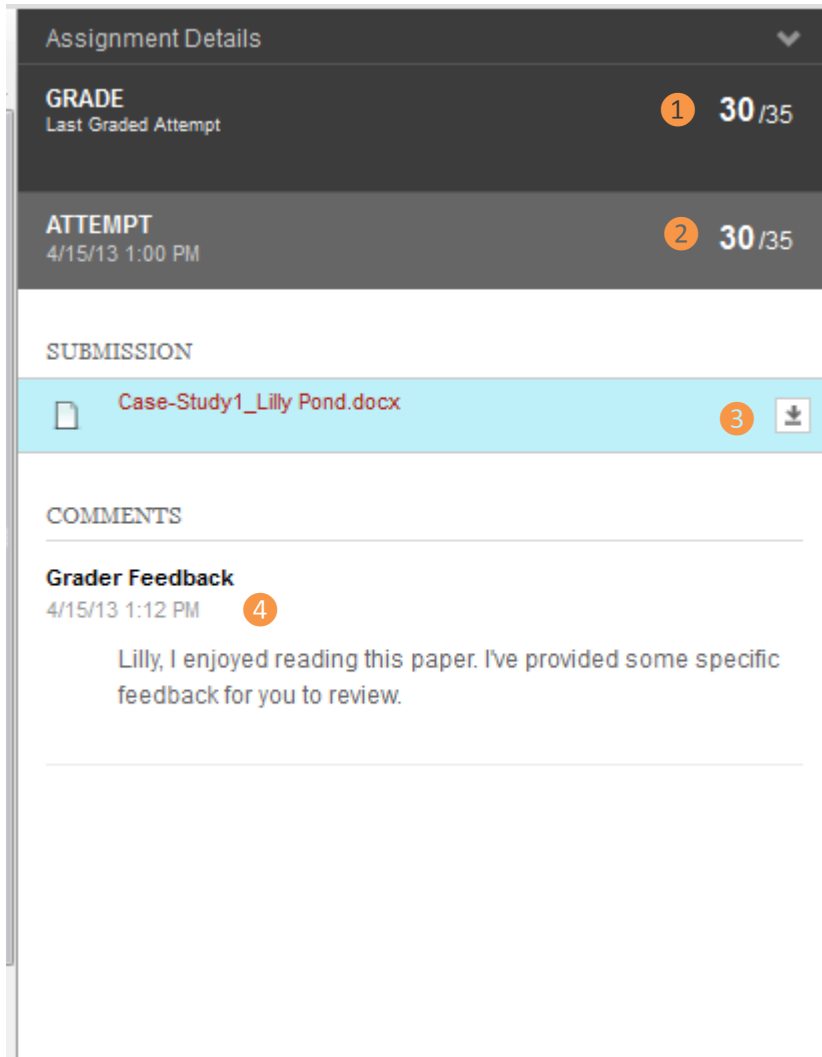
Lilly, I enjoyed reading this paper. I've provided some specific feedback for you to review.

#### 4. How to use the inline viewer to review feedback:



- 1 Zoom in and zoom out of the document.
- 2 Download options are located here. The assignment can be downloaded as either unmarked in the original file format, or as a PDF showing the instructor's annotations as shown in the viewer.
- 3 Use the up and down arrows to move forward or back through the pages.
- 4 Specific feedback provided by the instructor.

5. How to use the Grading Pane:



- ① The final grade for this assignment.
- ② The grade for the currently displayed attempt is shown. If more than one attempt was submitted for the assignment, this grade may differ from the final grade.
- ③ Click the download button to download the originally submitted file (without the instructor's markup).
- ④ General feedback provided by the instructor.

**Notes**

- Inline Assignment Grading is powered by Crocodoc (<http://www.crocodoc.com>). Crocodoc is a third-party, cloud-based conversion, display, and annotation service.

If you need assistance with submitting an assignment or checking your grade/feedback, please contact OU Help at [ouhelp@ottawa.edu](mailto:ouhelp@ottawa.edu) or 855-268-4357.

For feedback regarding this document, contact [OUAcademicTech@ottawa.edu](mailto:OUAcademicTech@ottawa.edu).