

How to send your assignments to your Instructor

Select “Assignments” from the buttons on the left of your screen. Select the Unit Folder you want to work on. Select your assignment from the choices provided. You should see a selection like the example below:




Unit 1 Practice Exercise

After reading chapter 1, Students are to complete the Unit 1 Practice Exercise. After completion, save a copy for your records and copy the attached completed file to the assignment. The computer will provide cues to attaching your work.

>> [View/Complete Assignment: Unit 1 Practice Exercise](#)

Click on **View/Complete Assignment: Unit 1 Practice Exercise**. You will see:


[COURSES](#) > [200851-BIO100-2W/1 - MEDICAL TERMINOLOGY](#) > [ASSIGNMENTS](#) > [UNIT 1 FOLDER](#) > [UPLOAD ASSIGNMENT: UNIT 1 PRACTICE EXERCISE](#)

 **Upload Assignment: Unit 1 Practice Exercise**

1 Assignment Information

Name Unit 1 Practice Exercise

Instructions After reading chapter 1, Students are to complete the Unit 1 Practice Exercise. After completion, save a copy for your records and copy the attached completed file to the assignment. The computer will provide cues to attaching your work.

Assignment Files  Chapter_1.doc ([Chapter_1.doc](#))

2 Assignment Materials

Comments

Attach local file

Currently Attached Files:

3 Submit

Click **Save** to stop working and continue working later. Click **Submit** to finish. Click **Cancel** to quit without saving changes.

- Find the Assignment File. In this case, the file is Chapter_1.doc.
- Put your cursor over the blue link to this file. Click the right button on your mouse.
- Select "Save Target As".
- Select a location for the file on your computer's hard drive.
- Open the file you just saved in Microsoft Word. Use this file as a template to complete your assignment.
- Save your completed assignment file on your hard drive.
- Return to the above assignment screen in Blackboard.
- Enter any comments about the assignment for your instructor. You must put something in this block.
- Select the Browse button. This attaches the file you want to send.
- Select your completed assignment file to send to your instructor.
- Select Submit.

You will see a receipt on your screen that you have successfully submitted your assignment. If you check your grades, you will see an exclamation point indicating that your assignment has been received and is waiting to be graded by your instructor.