



Instructional Technology Support - VITRC 248.204.3750 vitrc@ltu.edu

Blackboard Student FAQs

Topic: Blackboard Assignment - Students

Question: How do I retrieve an assignment?	Question: How do I submit a completed assignment?
Answer: To <u>download</u> an assignment and complete (e.g., questions / answers) <ol style="list-style-type: none">1. Login to Blackboard and select your course.2. Select the Content Area with the assignment3. Right-click the assignment select option to "Save Target As"; save to your computer4. Open and complete the assignment (e.g., answers to questions).5. Select "Save as" using instructions from the instructor.	Answer: To <u>upload</u> the completed assignment to Blackboard <ol style="list-style-type: none">1. Repeat steps 1 and 2 from <i>How do I retrieve an assignment</i>2. Click on the View/Complete link.3. The assignment name and any instructions are in view. (Optionally you may enter in Comments to the instructor. Scroll down.4. Attach the file for submission by clicking the Browse button5. Locate and select the file on your computer;6. Click open to upload7. Scroll down and click Submit to finish. Click OK.

For Further Support Please Contact

Veraldi Instructional Technology and Resource Center
248.204.3750
vitrc@ltu.edu