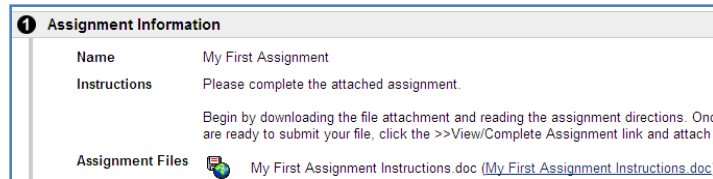


How do I access and save my assignment

1. Log in to Blackboard and select your course.
2. Select the content area e.g., *Assignments*
3. Click **View/Complete Assignment** link.
4. The **Assignment Information** page (see below) includes details about the assignment, along with any necessary file attachments.



5. To the right of “**Assignment Files**”, click on the filename link.
6. Select “**Save Target As**” and specify a location to save the file e.g., *Desktop* or *My Documents* folder
7. Once the file has been downloaded to your computer you may log out of Blackboard to work on the assignment.

To open the saved attachment:

1. Open your word processing program. Click on “**File**” and then “**Open**”. Browse to the location where you saved the assignment.
2. Follow the instructor’s directions to complete the assignment. Save the file with a new name; e.g., *Initials My First Assignment*.
 - a. When naming files, keep file names short. Use letters, numbers and underscores only, and avoid using any of the following characters in the filename: & # % . , ; : * ^ ! @ \$ () + ? / \ [] { } + =
3. To upload the completed document you will log into Blackboard and upload the file.

To upload the file in Blackboard:

1. Log in to your Blackboard course and select the content area e.g., *Assignments*
2. Click **View/Complete Assignment** link (as you did to download the attachment; this time you will be prompted for upload information.
3. Click **View/Complete**
4. In the **Comments** box under **Assignment Materials**, add text about your assignment (e.g., *my paper is attached*)
5. Click the **Browse** button to the right of **Attach Local File** and locate your completed assignment on your computer. Once you click “**Open**”, your file should appear within the “*Attach local file*” field.
6. Click **Submit**; click **OK**