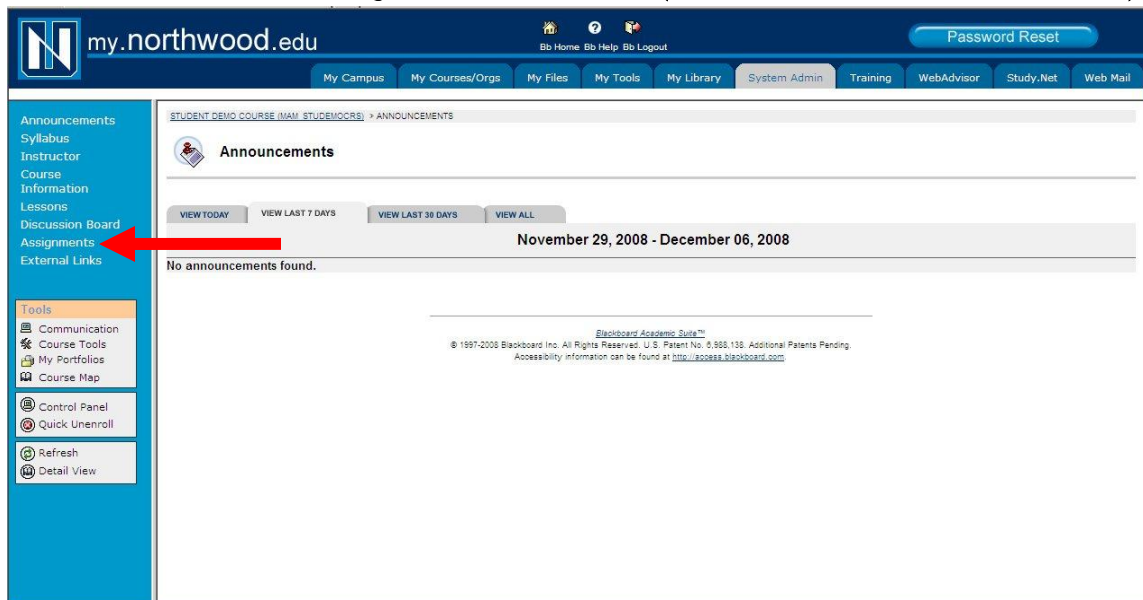


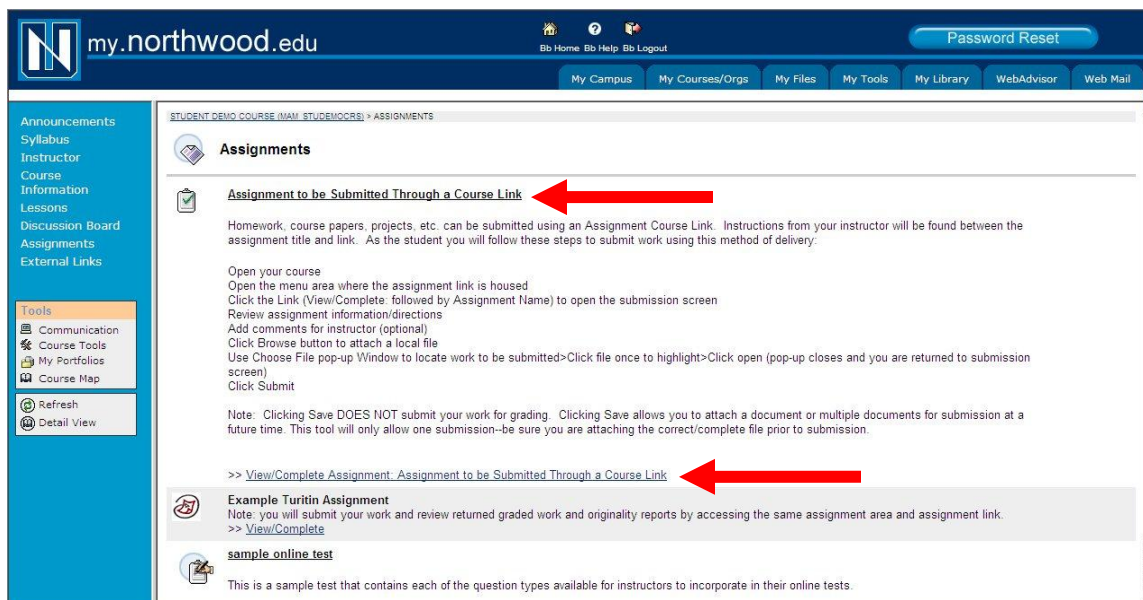
Submitting an Assignment Through a Course Assignment Link

1. Enter my.northwood at <http://my.northwood.edu>, Click the tab My Courses/Orgs, from Course List box, Click title of course (link) to open course, next:
2. Click menu area where assignment link is housed (use course map to locate if unsure)



The screenshot shows the Blackboard interface for a course. The top navigation bar includes "my.northwood.edu", "Bb Home", "Bb Help", "Bb Logout", and a "Password Reset" button. Below this is a menu with "My Campus", "My Courses/Orgs", "My Files", "My Tools", "My Library", "System Admin", "Training", "WebAdvisor", "Study.Net", and "Web Mail". On the left sidebar, the "Announcements" menu item is highlighted with a red arrow. The main content area shows the "Announcements" section for the course "STUDENT DEMO COURSE (MAM_STUDEMOCRS)". It includes a date range "November 29, 2008 - December 06, 2008" and a message: "No announcements found." Below this is a copyright notice for Blackboard Academic Suite.

3. Click the assignment title or View/Complete link to open the assignment submission screen



The screenshot shows the Blackboard interface for a course, specifically the "Assignments" section. The top navigation bar and menu are identical to the previous screenshot. The left sidebar shows the "Assignments" menu item highlighted with a red arrow. The main content area displays the "Assignments" section for the course "STUDENT DEMO COURSE (MAM_STUDEMOCRS)". It lists an assignment titled "Assignment to be Submitted Through a Course Link" with a red arrow pointing to it. Below the title is a description: "Homework, course papers, projects, etc. can be submitted using an Assignment Course Link. Instructions from your instructor will be found between the assignment title and link. As the student you will follow these steps to submit work using this method of delivery: Open your course, Open the menu area where the assignment link is housed, Click the Link (View/Complete, followed by Assignment Name) to open the submission screen, Review assignment information/directions, Add comments for instructor (optional), Click Browse button to attach a local file, Use Choose File pop-up Window to locate work to be submitted->Click file once to highlight->Click open (pop-up closes and you are returned to submission screen), Click: Submit." Below this is a note: "Note: Clicking Save DOES NOT submit your work for grading. Clicking Save allows you to attach a document or multiple documents for submission at a future time. This tool will only allow one submission--be sure you are attaching the correct/complete file prior to submission." At the bottom of the assignment list, there is a link ">> View/Complete Assignment: Assignment to be Submitted Through a Course Link" with a red arrow pointing to it. Below the assignment list, there is a section for "Example Turitin Assignment" and "sample online test".

4. Upload Assignment Screen

1 Assignment Information

Name Assignment to be Submitted Through a Course Link

Instructions Homework, course papers, projects, etc. can be submitted using an Assignment Course Link. Instructions from your instructor will be found between the assignment title and link. As the student you will follow these steps to submit work using this method of delivery:

Open your course
Open the menu area where the assignment link is housed
Click the Link (View/Complete, followed by Assignment Name) to open the submission screen
Review assignment information/directions
Add comments for instructor (optional)
Click Browse button to attach a local file
Use Choose File pop-up Window to locate work to be submitted>Click file once to highlight>Click open (pop-up closes and you are returned to submission screen)
Click Submit

Note: Clicking Save DOES NOT submit your work for grading. Clicking Save allows you to attach a document or multiple documents for submission at a future time. This tool will only allow one submission-be sure you are attaching the correct/complete file prior to submission.

2 Assignment Materials

Comments

Attach local file

or Copy file from Content Collection

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.

- Communicate comments to instructor regarding assignment (optional)
- Click Browse – following Attach local file window, locate file using Choose File pop-up

Choose file

Look in: Desktop

- 4 submitting assignments through a course link.jpg
- 3 submitting assignments through a course link.jpg
- 2 submitting homework via a course link.jpg
- 2 submitting assignments through a course link.jpg
- Accessing the course syllabus.pdf
- Accessing the course syllabus.doc
- ~\$accessing the course syllabus.doc
- ~\$udent Orientation Syllabus.doc
- 4 accessing course syllabus.jpg
- 3 access course syllabus.jpg
- 2 accessing course syllabus.jpg
- 1 accessing course syllabus.jpg
- 4 grading work collected through a course.jpg
- 3 grading an assignment collected through a course.jpg
- 2 grading an assignment collected through a course.jpg

File name:

Files of type: All Files (*.*)

Attach local file

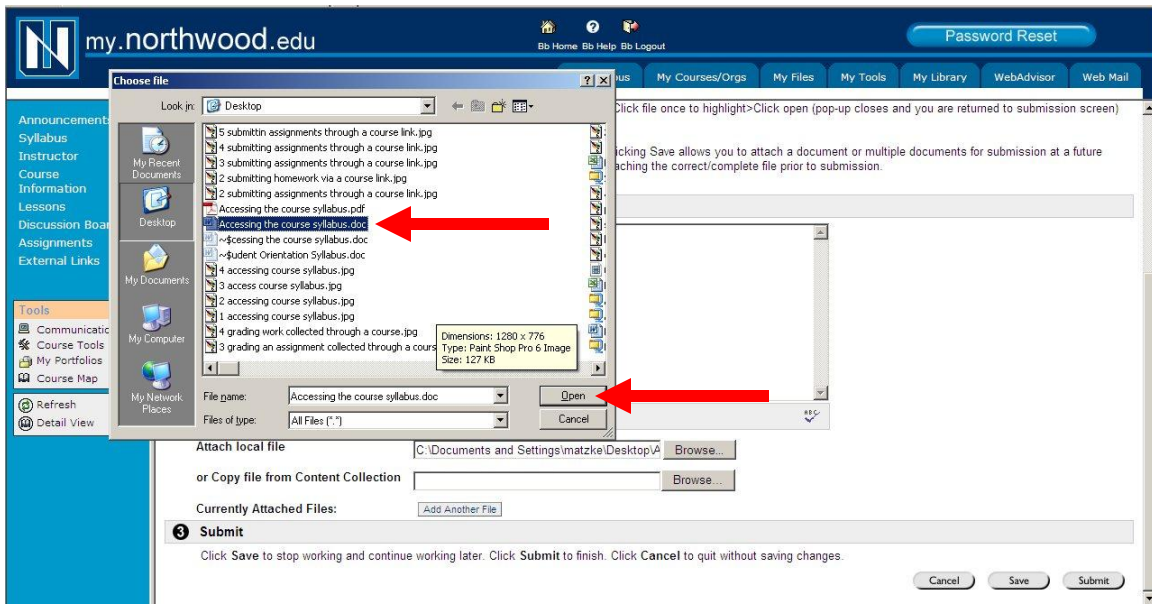
or Copy file from Content Collection

Currently Attached Files:

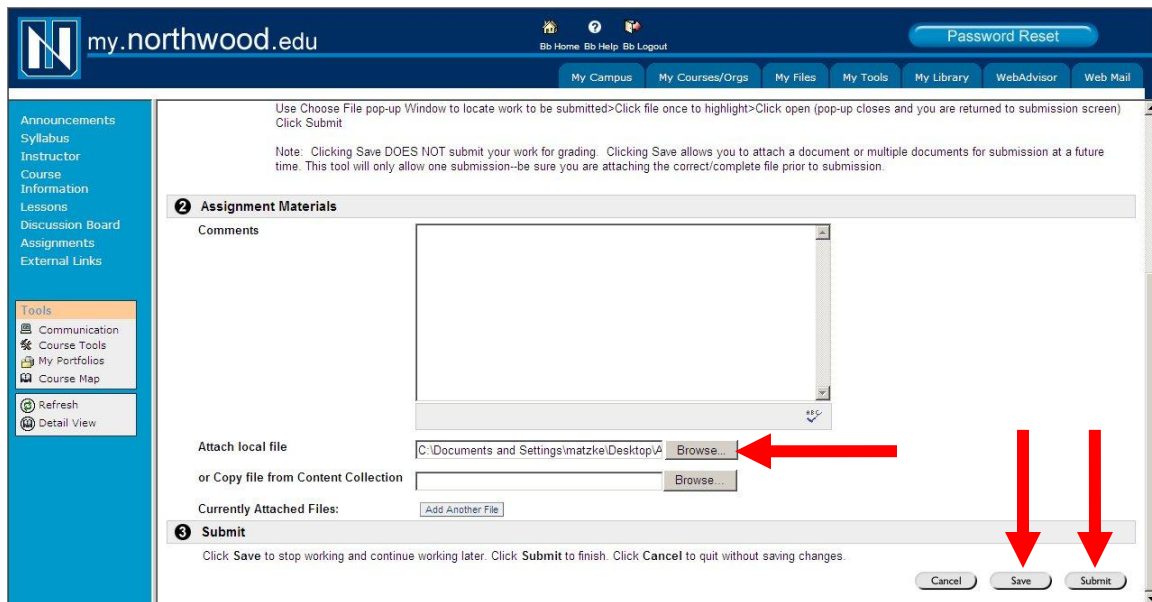
3 Submit

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

- c. Click file and highlight, click Open Save to add another file prior to submission



- d. File path will appear in Browse window




- e. To add another file, Click Save and then return to assignment upload screen and Click Add Another File
- f. To forward the file for grading, Click Submit

- To confirm submission, check your My Grades – Click Course Tools from Tools on course menu, Click My Grades link

The screenshot shows the my.northwood.edu interface. The top navigation bar includes 'My Campus', 'My Courses/Orgs', 'My Files', 'My Tools', 'My Library', 'WebAdvisor', and 'Web Mail'. A 'Password Reset' button is visible in the top right. The left sidebar contains a 'Tools' menu with options like 'Communication', 'Course Tools', 'My Portfolios', and 'Course Map'. A red arrow points to 'My Grades' in the 'Tools' menu. The main content area shows a list of tools: 'Calendar', 'Glossary', 'My Grades' (with a green exclamation point icon and a red arrow pointing to it), 'Personal Information', 'Tasks', 'User Manual', and 'Course Attendance'.

- An icon, green square with an exclamation point inside, will appear indicating the assignment submission and its availability for instructor grading.

The screenshot shows the 'View Grades' page. The table below lists grades for the course:

Item Name	Details	Due Date	Last Submitted, Modified, or Graded	Grade	Points Possible	Comments
Weighted Total	Details			-	0	
Total	Details			-	0	
Assignment to be Submitted Through a Course Link	Details		Dec 6, 2008 3:33 PM			
Example Turtin Assignment	Details			-	10	
Using the Discussion Board	Details			-	10	
sample online test	Details			-	150	

A red arrow points to the green exclamation point icon in the 'Grade' column for the 'Assignment to be Submitted Through a Course Link' row. Below the table, there is an 'Icon Legend' and an 'OK' button.

Summary:

- Login to my.northwood.edu, Click My Courses/Orgs tab, Click Course Title link,
- Click course menu item when assignment link is housed (if the location is unknown, use course map in its expanded view to locate the link);
- Click assignment title or View/Complete link to open upload submission screen;
- Click "Browse" associated with attach local file;
- Locate file, click to highlight in choose file window, click open
- Click Save to add another file
- Click Submit to forward assignment for grading

If an assignment link cannot be located - contact course instructor.