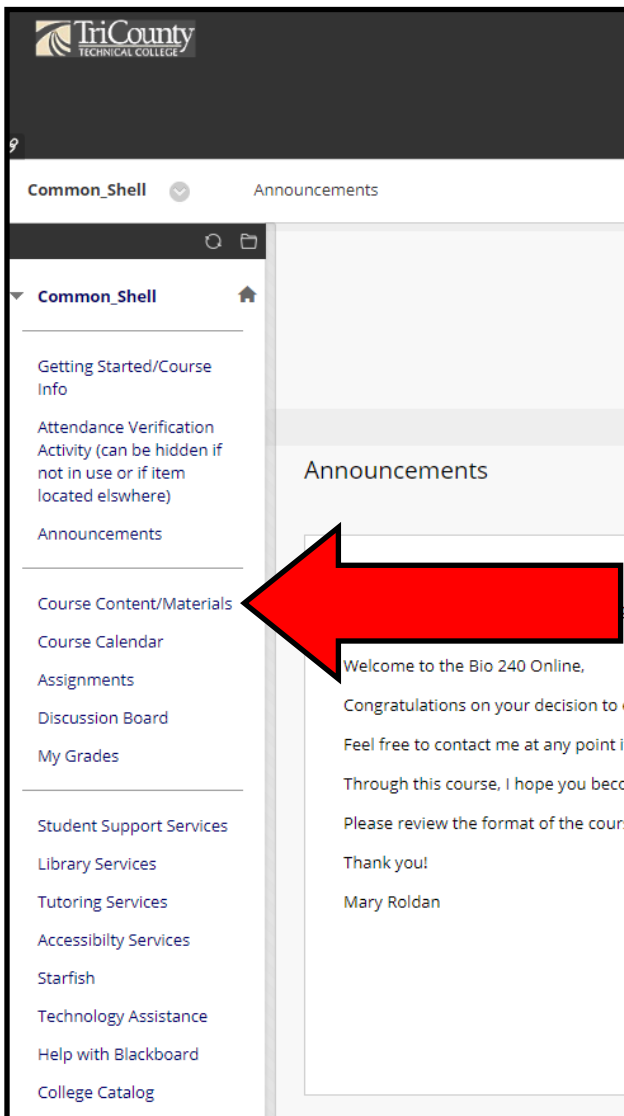
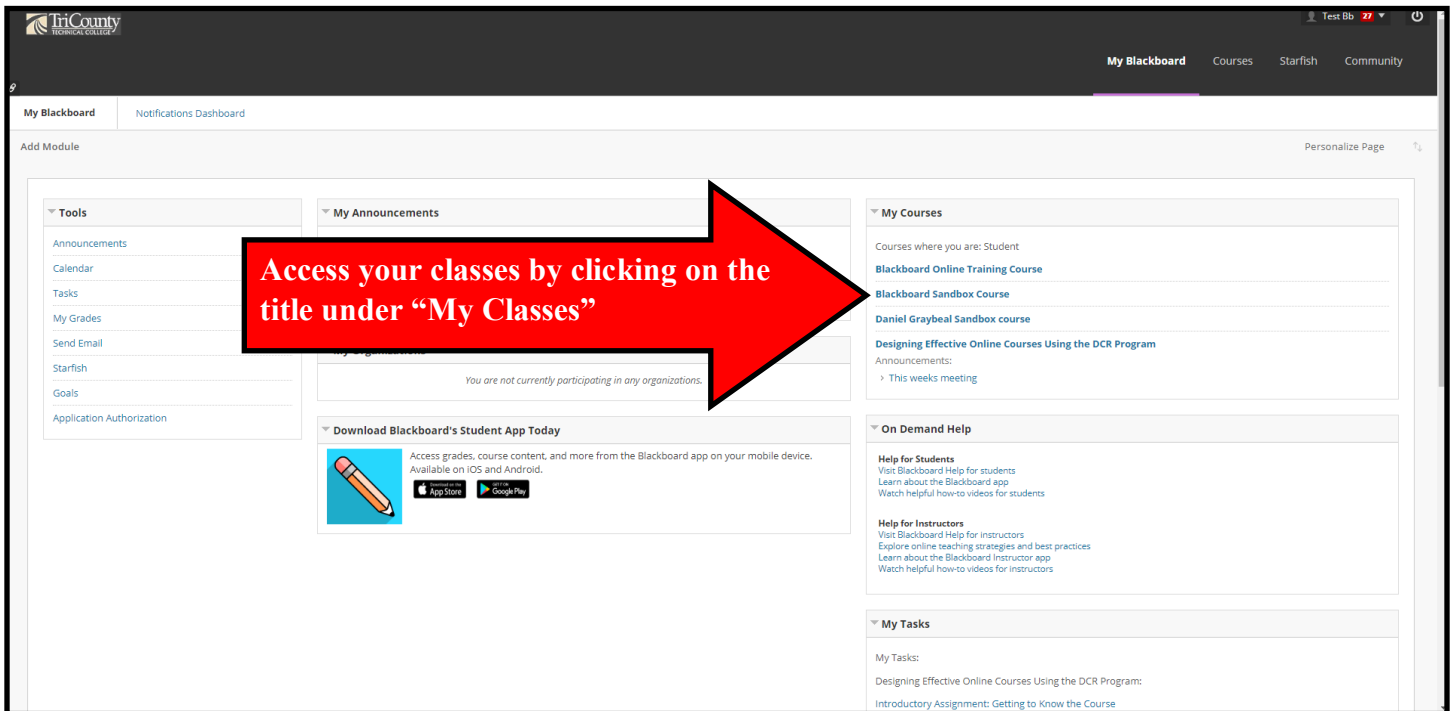
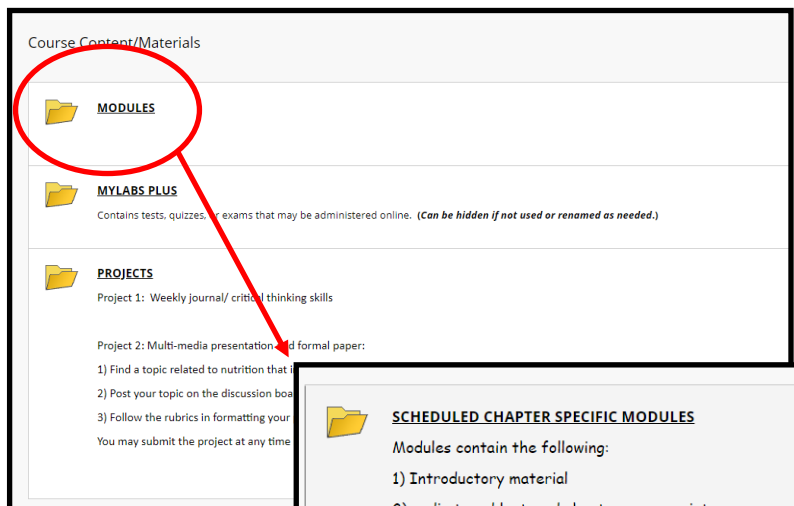


1. ACCESSING YOUR ASSIGNMENTS IN BLACKBOARD



To access course content, click on "course content" on the left hand side of the course. (see at left)

This will take you to the course content folders. This view may vary depending on the course. You should have a content/modules folder to access from this folder. Clicking on this will lead you to specific unit modules or folders to complete. (see below)

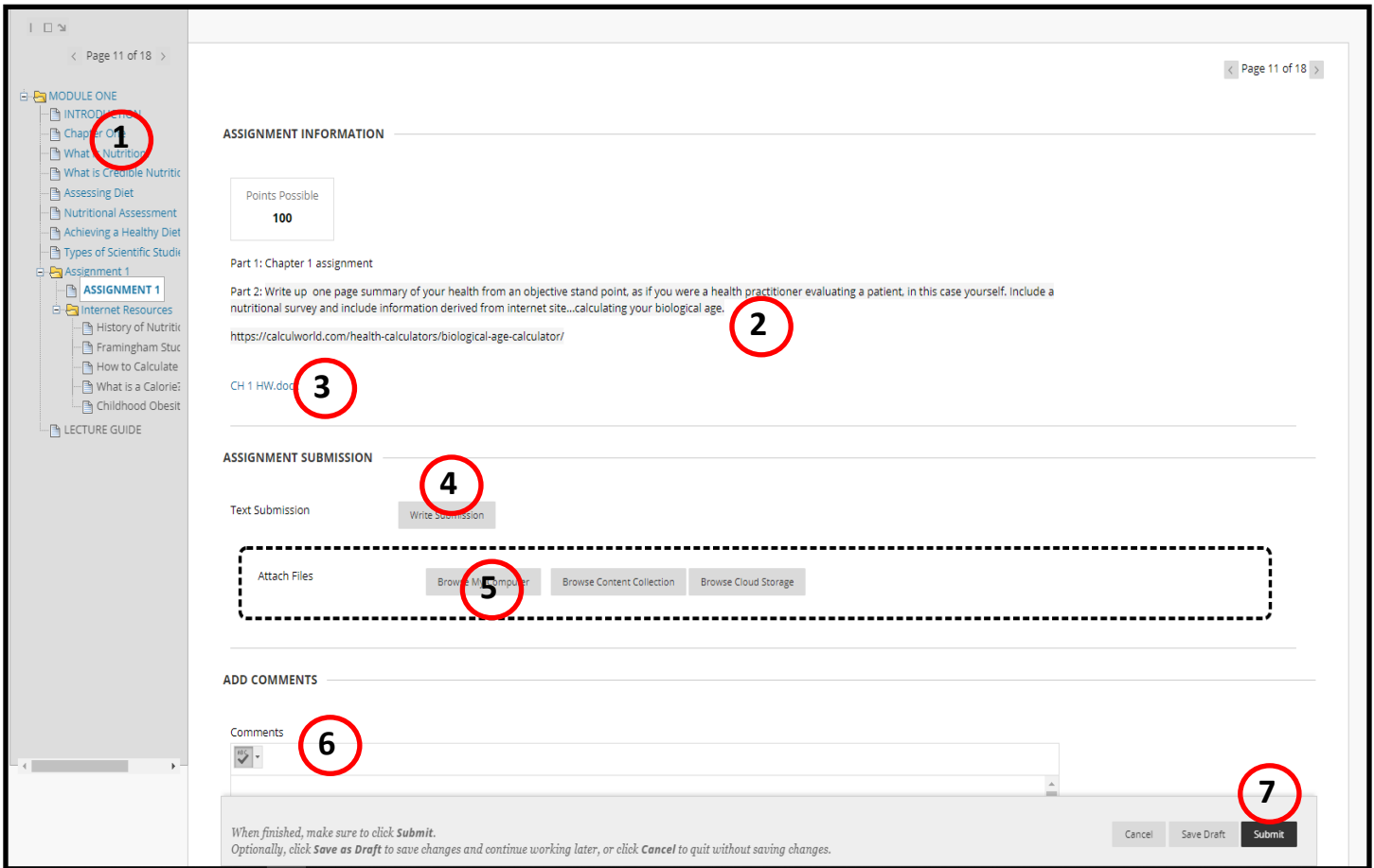


SCHEDULED CHAPTER SPECIFIC MODULES

Modules contain the following:

- 1) Introductory material
- 2) audio taped lectured chapter power points,
- 3) reading material with embedded videos,
- 4) assignments, quizzes and group researched discussions.

2. ACCESSING & SUBMITTING ASSIGNMENTS IN BLACKBOARD



The screenshot shows the Blackboard assignment submission interface. On the left is a navigation panel with a tree view of course content. The main area is titled 'ASSIGNMENT INFORMATION' and includes details like 'Points Possible: 100' and 'Part 1: Chapter 1 assignment'. Below this is 'Part 2' with instructions and a URL. The 'ASSIGNMENT SUBMISSION' section contains a 'Text Submission' button, an 'Attach Files' area with 'Browse My Computer', 'Browse Content Collection', and 'Browse Cloud Storage' buttons, and a 'Comments' text area. At the bottom right are 'Cancel', 'Save Draft', and 'Submit' buttons. Red circles with numbers 1 through 7 highlight specific elements: 1 (Navigation Panel), 2 (Assignment Description), 3 (Attachments), 4 (Write Submission), 5 (Browse My Computer), 6 (Comments), and 7 (Submit button).

1. **Navigation Panel:** navigate your course content using the course table of contents
2. **Assignment Description:** here you will find details about the assignment, including assignment requirements as well as content applicable to the assignment.
3. **Attachments:** Here you will find links to any attachments that your instructor feels you may need to complete your assignment
4. **Write Submission:** Here you can write your submission directly in the Blackboard system. This feature will open a simple word processing program within the website for short written responses.
5. **Browse My Computer:** Click here to upload files directly from your computer to submit with your assignment.
6. **Comments:** In this window you can add comments to your assignment. Your instructor can view these comments with the file submission.
7. **Submit:** Click the submit button to upload and submit your assignment. Only click here once you are ready to submit your assignment.