



Instructions for Using the View/Complete link for Assignment Submission

Step 1: Access your course and your assignment.

Step 2: To submit your assignment click the View/Complete link.

[BLACKBOARD DEMO STUDENT SITE \(CCCTI-STUDENTDEMOCOURSE\)](#) > [MODULES](#) > USING THE VIEW/COMPLETE LINK TO SUBMIT ASSIGNMENTS



USING THE VIEW/COMPLETE LINK TO SUBMIT ASSIGNMENTS



SAMPLE ASSIGNMENT USING VIEW/COMPLETE LINK FOR SUBMISSION

Sample Assignment

Write a short paper on your experience at Caldwell Community College and Technical Institute. The paper should be at least two paragraphs long and no more than one page double spaced.

Make sure to save your paper as an .rtf (rich text file). This will ensure that I am able to open your file and grade it.

Submit your assignment using the view/complete link below.

Left Click on the View/Complete Link to begin assignment submission.

>> [View/Complete Assignment: SAMPLE ASSIGNMENT USING VIEW/COMPLETE LINK FOR SUBMISSION](#)

Step 3: Click Browse to the right of Attach local file.

*You can type comments in the comment box but you don't want to copy and paste your file here unless your instructor's instructions tell you to do so.



Upload Assignment: SAMPLE ASSIGNMENT USING VIEW/COMPLETE LINK FOR SUBMISSION

1 Assignment Information

Name SAMPLE ASSIGNMENT USING VIEW/COMPLETE LINK FOR SUBMISSION

Instructions Sample Assignment

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2 Assignment Materials

Comments

Type any comments in the comment box. Do not copy and paste your paper here unless told to do so.

Attach local file

Browse...

or Copy file from Content Collection

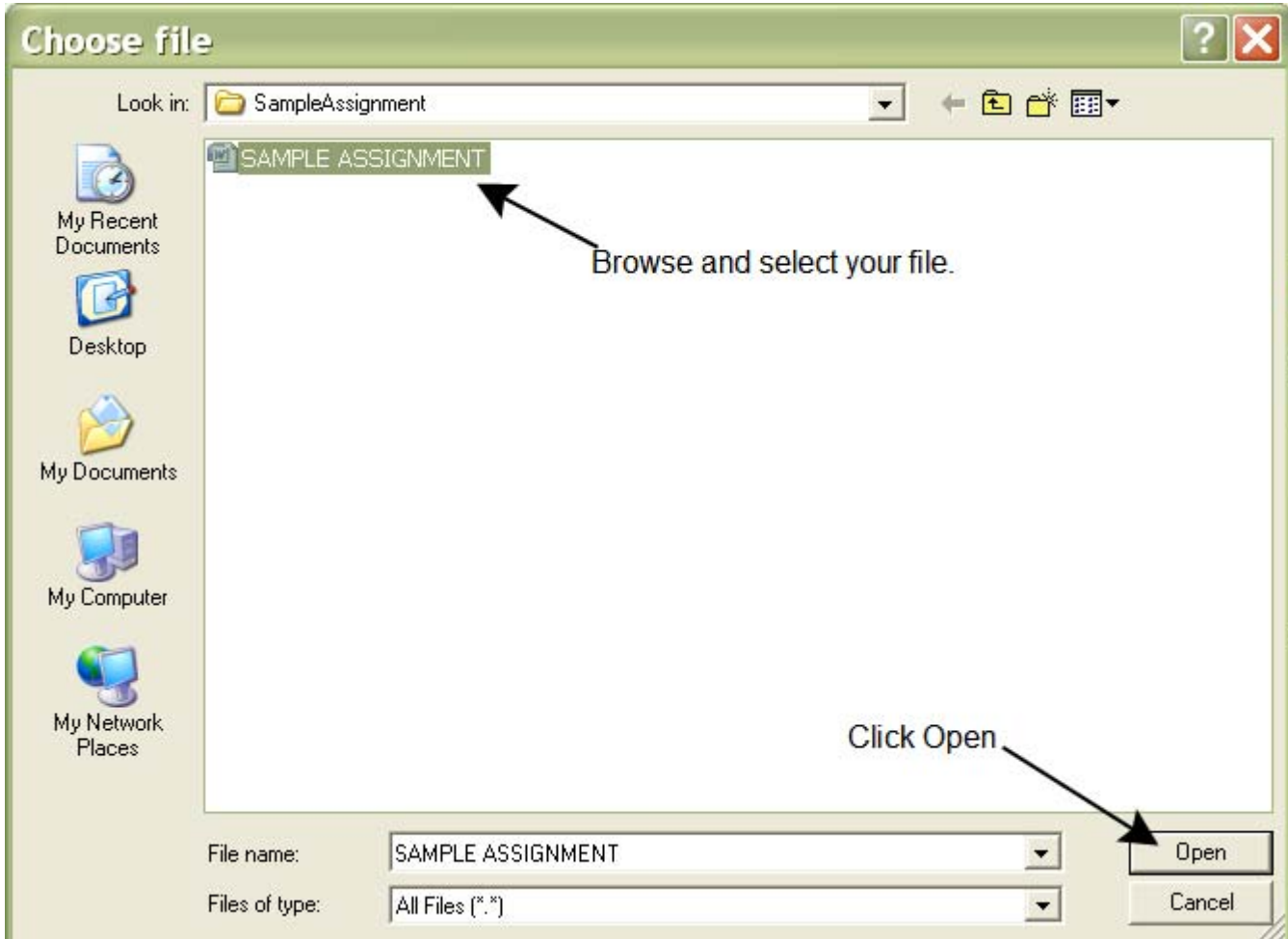
Browse...

Currently Attached Files:

Add Another File

Click Browse to find your saved file to attach.

Step Four: Browse and find your file.



Step 5: You are now ready to submit.

Submit your assignment using the view/complete link below.

2 Assignment Materials

Comments

Type any comments you have in this box.

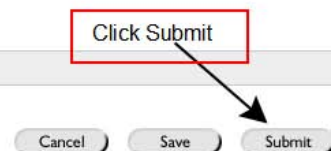
Your attached file.

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.



Step 6: When you click submit you will get a message stating that assignment has been updated.



Upload Assignment: SAMPLE ASSIGNMENT

The assignment has been updated.

Friday, March 13, 2009 10:30:26 AM EDT

Step 7: If you clicked save instead of submit follow Step 1, Step 2, and Step 5 to submit your assignment.

***To review your submission follow Step 1 and Step 2. You will get a message stating “This assignment is complete. Click OK to review the results.**

Review Assignments: SAMPLE ASSIGNMENT USING VIEW/COMPLETE LINK FOR SUBMISSION

1 Assignment Information

Name SAMPLE ASSIGNMENT USING VIEW/COMPLETE LINK FOR SUBMISSION

Instructions Sample Assignment

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Make sure to save your paper as an .rtf (rich text file). This will ensure that I am able to open your file and grade it.

Submit your assignment using the view/complete link below.

2 Assignment Materials

Comments Type any comments you have in this box.

User's Files 

[SAMPLE ASSIGNMENT.rtf](#)



Your file that you attached.

3 Feedback From Instructor

Grade ! out of 100.0

Comments

Files From Instructor

Find your grade here. When the instructor has graded your assignment then your grade will appear in place of the exclamation point.

OK