

How to Submit an Assignment

When you finish your assignment, you must click **Submit**. If you do not, your instructor will not receive your completed assignment.

If your instructor has **not** allowed multiple attempts, you can submit assignments only once. Ensure that you have attached any required files to your assignment before you click **Submit**.

1. On the course menu, select the content area that holds the assignment, for example, the **Assignments** content area.
2. Click the name of the assignment.

The image shows two screenshots from a Learning Management System (LMS). The top screenshot displays the 'Assignments' page. On the left, a navigation menu lists 'Introduction to Oceanography', 'Announcements', 'Syllabus & Overview', 'Chapter 1', and 'Assignments'. The 'Assignments' link is highlighted with an orange box. The main content area shows the title 'Chapter 1 Assignment' (also highlighted with an orange box) and instructions: 'Answer the following questions from your textbook in a word document.' The questions listed are: 'Why might it be said that "Oceanus" would be a more appropriate name for our planet than Earth? Define "ocean."', 'In which hemisphere is more ocean water found?', 'What is believed to be the age of the oceans according to most scientists?', and 'Describe the "Big Bang Theory."' The bottom screenshot shows the 'Upload Assignment: Chapter 1 Assignment' page. It features three buttons: 'Cancel', 'Save as Draft', and 'Submit'. Below the buttons, the '1. Assignment Information' section is displayed as a table:

Name	Chapter 1 Assignment
Instructions	Answer the following questions from your textbook in a word document. Why might it be said that "Oceanus" would be a more appropriate name for our planet than Earth? Define "ocean." In which hemisphere is more ocean water found? What is believed to be the age of the oceans according to most scientists? Describe the "Big Bang Theory."
Due Date	
Points Possible	10

3. On the **Upload Assignment** page, review the instructions and download any files provided by your instructor and complete the assignment using one or both of the following:
 - o Click **Type Submission** to expand the **Assignment Submission** box where you can type your response. You can use the content editor to format text, add files, images, links, multimedia and mashups.
 - o If your response to the assignment is in a separate file, click **Browse My Computer**, **Browse Course**, or **Browse Content Collection** and select a file to attach. If you attach a file, type a **Link Title**. If the box is left blank, the file name becomes the link. Follow any instructions that your instructor provided for naming your file.

If you have selected the wrong file, you can remove it by clicking **Do not attach**. If the same file is attached to your assignment more than once, the new file is saved with a number appended to the name. For example, `hi story_assi gnment (1) . doc`.

If your instructor is using a rubric and has made it available, click the **View Rubric** button to view grading criteria.

4. Optionally, type comments to your instructor in the **Comments** box.
5. Click **Submit**.

The screenshot displays the 'Assignment Submission' interface. It is divided into four main sections:

- 2. Assignment Submission:** Contains an 'Attach File' section with two buttons: 'Browse My Computer' and 'Browse Content Collection'. Below this is a 'Type Submission' section with a rich text editor. The editor's toolbar includes options for bold, italic, underline, font face (Arial), font size (3 (12pt)), text color, background color, bulleted list, numbered list, link, and unlink. The editor shows a 'Path: p' and a 'Words: 0' counter.
- 3. Add Comments:** Features a 'Comments' section with a dropdown menu (currently set to 'off') and a text input area. A 'Character count: 0' indicator is visible at the bottom right of the input area.
- 4. Submit:** Includes a note: 'When finished, make sure to click **Submit**. Optionally, click **Save as Draft** to save changes and continue working later, or click **Cancel** to quit without saving changes.' Below the note are three buttons: 'Cancel', 'Save as Draft', and 'Submit'.

6. A success message appears, confirming the assignment submission.

This assignment is complete. Review the Submission History.

How to Save an Assignment as Draft and Submit Later

Use the **Save as Draft** function if you need to return to your assignment at a later time. This function saves your comments and files on the page. You can resume your work where you left off when you return.

1. On the **Upload Assignments** page, click **Save as Draft** to save your changes and continue working later.
2. Return to your assignment and click the assignment link.
3. On the **Review Submission History** page, click **Continue Current Submission**.
4. On the **Upload Assignment** page, make your changes.
5. Optionally, add comments in the **Comments** box.
6. Click **Submit**. The **Review Submission History** page appears showing the information about your submitted assignment.

When you finish your assignment, you must click **Submit**. If you do not, your instructor will not receive your completed assignment.

How to Edit or Resubmit an Assignment

Your instructor may allow you to submit an assignment more than once for a variety of reasons. For example, your instructor can provide comments on your first draft so that you can try to improve your work. Your instructor can choose to use either the highest graded attempt or the last graded attempt for your grade.

If your instructor has allowed you to submit an assignment more than once, you will see a **Start New Submission** function on the **Review Submission History** page. You access this page by clicking the assignment link in your course.

Ensure that you have attached any required files to your assignment before you click **Submit**. If you do not click **Submit**, your instructor will not receive your completed assignment.

1. Return to your assignment.
2. Click the assignment.
3. On the **Review Submission History** page, view the details of your first submission. Click **Start New Submission**.
4. On the **Upload Assignment** page, make your changes to the new submission.
5. Optionally, in the **Comments** box, type your comments.
6. Click **Submit**. You are returned to the **Review Submission History** page where your submission appears.
7. View your past submission attempts by expanding the **Attempt** section.

This assignment is complete. Review the Submission History.

Review Submission History: Planet Paper

Navigation icons: search, zoom, download, page navigation (1 of 2), and a logo for "Powered by crocodoc".

Ryan Johnson

Mars is the fourth planet from the sun. The planet is one of Earth's "next-door neighbors" in space. Earth is the third planet from the sun, and Jupiter is the fifth. Like Earth, Jupiter, the sun, and the remainder of the solar system, Mars is about 4.6 billion years old.

Mars is named for the ancient Roman god of war. The Romans copied the Greeks in naming the planet for a war god; the Greeks called the planet Ares (AIR eez). The Romans and Greeks associated the planet with war because its color resembles the color of blood. Viewed from Earth, Mars is a bright reddish-orange. It owes its color to iron-rich minerals in its soil. This color is also similar to the color of rust, which is composed of iron and oxygen.

Scientists have observed Mars through telescopes based on Earth and in space. Space probes have carried telescopes and other instruments to Mars. Early probes were designed to observe the planet as they flew past it. Later, spacecraft orbited Mars and even landed there. But no human being has ever set foot on Mars.

Scientists have found strong evidence that water once flowed on the surface of Mars. The evidence includes channels, valleys, and gullies on the planet's surface. If this interpretation of the evidence is correct, water may still lie in cracks and pores in subsurface rock. A space probe has also discovered vast amounts of ice beneath the surface, most of it near the south pole.

In addition, a group of researchers has claimed to have found evidence that living things once dwelled on Mars. That evidence consists of certain materials in meteorites found on Earth. But the group's interpretation of the evidence has not convinced most scientists.

Assignment Details

GRADE

Last Graded Attempt

ATTEMPT 2 ▼
3/26/13 3:32 PM

ATTEMPT 1
3/23/13 9:35 AM

ATTEMPT 2
3/26/13 3:32 PM



Ryan Johnson

3/26/13 3:32 PM

Improved the conclusion a
you suggested.

The digital dropbox has been replaced by the assignments tool in Blackboard Learn, Release 9.1. If your instructor has asked you to submit something to the digital dropbox, ask for alternative instructions.