



# Blackboard Tutorial

In this tutorial you will learn how to use the Assignments Manager to submit work to your professor

The Center for the Advancement of Faculty Excellence  
LIBERTY UNIVERSITY

From within a content page click the View/Complete Assignment link to open the assignment.

Navigation menu (left):

- About Your Course
- Announcements
- Course Content
- Communication
- Grades/Tools
- FAQ / Support
- Faculty Information
- Course Map

Content area:

Please utilize this activity to create the information that you may place in the faculty profile of your own course. Pictures should be 150 pixels x 150 pixels. We will have a camera available throughout the week and be able to work with you on resizing to the appropriate size.

**Letter to the Editor**

Aly wrote in Chapter 1 of the text for this course, "educational institutions are moving toward the use of the Internet for delivery, both on campus and at a distance. However, for organizations and institutions to make this often expensive move, there must be a perception that using online learning provides major benefits." Many question the value of the online learning.

Using the View/Complete Assignment link below, download the attached *Online Learning Inferior* letter to the editor document to your CAFE460-Module 1-Activities folder.

In light of the *Benefits of Online Learning* (included in your course notebook) and the letter to the editor, respond by writing your own short letter to the editor (pro or con). Save it to your course folder and then return to this Assignment Manager link and upload/submit your file.

All files submitted through the Assignment Manager should be named using the following protocol:

Lastname-Module#-assignment\_name  
Merat-Module1-Letter\_to\_Editor

>> [View/Complete Assignment: Letter to the Editor](#)

You will see the instructions and any files your instructor has for you to download.

The screenshot shows the Blackboard interface for an assignment titled "Upload Assignment: Letter to the Editor". The breadcrumb trail is: COURSES > BUILDING QUALITY BLACKBOARD COURSES > COURSE CONTENT > MODULE 1: BEST PRACTICE (MONDAY JAN. 3RD -- 9 AM TO 10:15AM) > ACTIVITIES > UPLOAD. The assignment name is "Letter to the Editor".

**1 Assignment Information**

**Name:** Letter to the Editor

**Instructions:**

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**Assignment Files:** Online Classroom Inferior ([Online\\_Classroom\\_Inferior.doc](#))

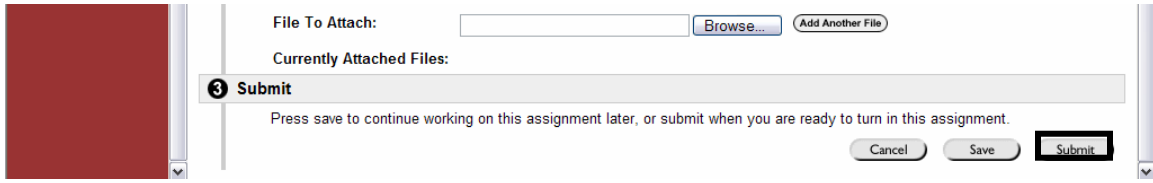
When you have completed your work you would insert comments into the comments box.

The screenshot shows the "2 Your Files" section of the assignment page. It features a "Comments:" label followed by a text input area containing the placeholder text "Enter comments here.". Below the comments box is a "File To Attach:" label with an empty text field, a "Browse..." button, and an "Add Another File" button. Below that is a "Currently Attached Files:" label.

After inserting comments you can Browse for the documents you would like to submit.

This screenshot is similar to the previous one, showing the "File To Attach:" section. The "Browse..." button is highlighted with a black rectangular box, indicating the next step in the process.

After selecting a document click the submit button to submit your work as final.



The screenshot shows a submission interface with a red sidebar on the left. The main area contains the following elements:

- File To Attach:** A text input field, a **Browse...** button, and an **Add Another File** button.
- Currently Attached Files:** A horizontal list area containing a single item: **Submit** with a circular icon containing the number 3.
- Instructions:** The text "Press save to continue working on this assignment later, or submit when you are ready to turn in this assignment."
- Buttons:** **Cancel**, **Save**, and **Submit** buttons. The **Submit** button is highlighted with a black border.