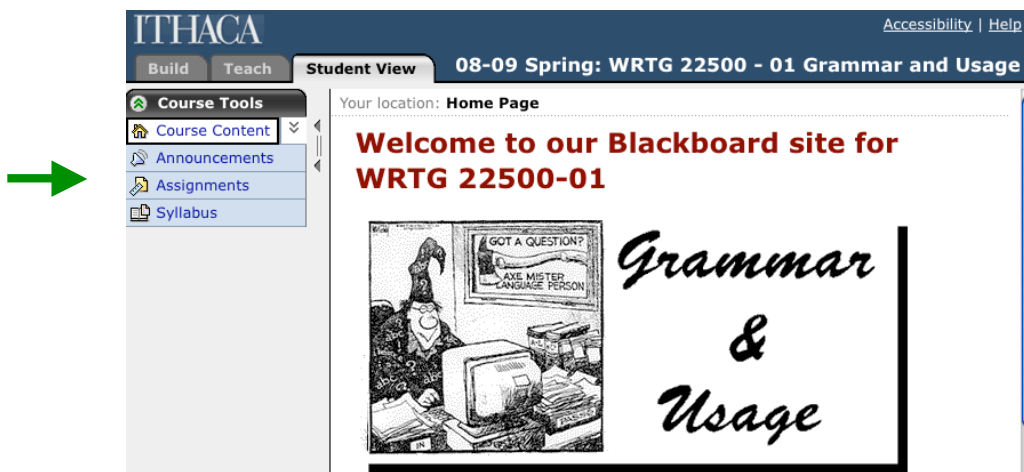
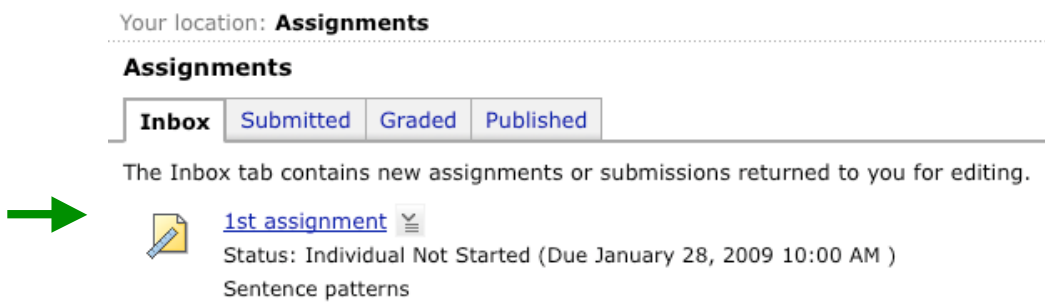


Using *Assignments* in Blackboard

1. Go to <courses.ithaca.edu> and login to **Blackboard** with the same username and password you use for your IC email account.
2. Logging in takes you to the **my Blackboard** page. Click on the listing for our course and section to go to our course's homepage. From the homepage, go to the **Assignments** page by clicking [Assignments](#) under **Course Tools**.



3. On the **Assignments** page, click the link with the name of the assignment that you want to submit.



- The **Assignment Information** screen appears. Click on the link next to Attachments to download the file associated with this assignment.

Assignment Submission: 1st assignment

Due Date: January 28, 2009 3:00 PM
Type: Work individually
Grading Criteria: out of 1

Status: Submitted on January 23, 2009 4:04 PM
(Attempt #1)

Instructions:

Download the attached text file and open it using MS Word or any word-processing software that allows you to edit .rtf (Rich Text Format) files. The file contains instructions for editing the assignment. Save your edited file. Copy the text of your response to the assignment and paste it in the "Submissions" window; then click on the "Submit" button. Print a copy of your edited file and bring it with you to class.

Attachments [RG Ex 5.rtf](#)



- Open your downloaded text file using MS Word or any other word processor that handles Rich Text Format (.rtf) files. The file includes instructions for editing the assignment. Follow those instructions and save your edited file.
- To submit your saved text, copy the text of your response to the assignment and paste it into the **Submission** window.

Submission:

- When you've pasted your work into that window, click on the **Submit** button.



- A confirmation screen appears; click **OK**.