

Blackboard Assessment

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- [Introducing Blackboard](#)
- [The Blackboard Welcome Screen](#)
- [Your Blackboard Courses](#)
- [Blackboard Discussion Boards](#)
- [Blackboard Email](#)
- [Blackboard Assessment](#)
- [Viewing Grades](#)
- [Turnitin](#)
- [Lecture Theatre Recording](#)
- [Wikis](#)
- [Blogs](#)
- [Wimba](#)
- [Blackboard Help and Contacts](#)

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(PDF format 1.98 MB)

Your course co-ordinator may require you to submit to online assessment via Blackboard.

- Click the Assessment option on the left-side menu to view any assessments.

Assignments and assessments may be displayed here, and you can click the View/Complete Assignment link under any of them to complete each one. Assignments may require you to attach one or more files. There are two steps to this process: upload and submission.

Uploading assignments

The screen shown below will be displayed after clicking View/Complete Assignment:

- Click Browse 1 and select the file you wish to upload. Click Open.
- The file location will now be displayed in the File to Attach field. Upload the file by clicking Add Another File.
- The file will now be displayed next to Currently Attached Files 2.

(This file can now be downloaded at any time by clicking the filename link or removed by clicking the Remove button that appears next to the file.)

- Repeat steps 1-3 for each file you need to upload.
- When you are finished, click the Save button 3 to save the added files in their current states.

Important: Clicking "Save"

will NOT submit your assignment to your course co-ordinator !

See Submitting your work below.

Submitting your work

When you are ready to submit your work for assessment, make sure you remove any unnecessary files from the Currently Attached Files list 2 by clicking the Remove button beside each one. When only the relevant files are listed, click Submit 3.

Important:

- You must click Submit to send your work for assessment. Academic staff will not see the files if you have merely saved them.
- Files that are submitted CANNOT be retrieved for edit and re-submission. Once submitted they are delivered to the course co-ordinator.