

Com S 127

Assignment Submission HOWTO

This document provides detailed instructions on how to submit an assignment via Blackboard and check it

1. Submitting an assignment via Blackboard

- Your submission always consists either of a Python script (.py file) or a zip archive of several Python scripts, as an attachment via Blackboard.
- Always *check* that the submission was successful

To submit an assignment:

1. In Blackboard, go to the Homework folder in Course Content and click on the assignment. If this is your first submission for this assignment, you'll see the "Upload Assignment" page as in the screenshot on next page. Scroll down to item 2, "Assignment Submission" and next to where it says "Attach File", click on "Browse My Computer".
2. In the file dialog browse to the zip file you wish to submit. Then click the "Open" button.
3. The file name should appear in the list of attached files.
4. The editor window labeled "Add Comments" should be left blank. *Anything you type here will be ignored.*
5. **Click the "Submit" button at the top of the page. SEE FIGURE 1.**

To check your submission

1. In Blackboard, go to the Homework folder in Course Content and click on the assignment. If you have already submitted it at least once, you should see the "Review Submission History" page. **SEE FIGURE 2.**
2. Find the most recent attempt and expand it by clicking the little triangle next to where it says "ATTEMPT #". Make sure your file is listed there. (The interface is confusing – if one attempt is expanded, the rest of them completely disappear. If you only see one attempt, but you know you had more than one, try clicking the little triangle again.)
3. Click on the filename to download it into a temporary, empty directory.
4. Examine the contents of the zip file and make sure it is exactly what you intended to submit. See section 2 of this document for how to examine a zip file.

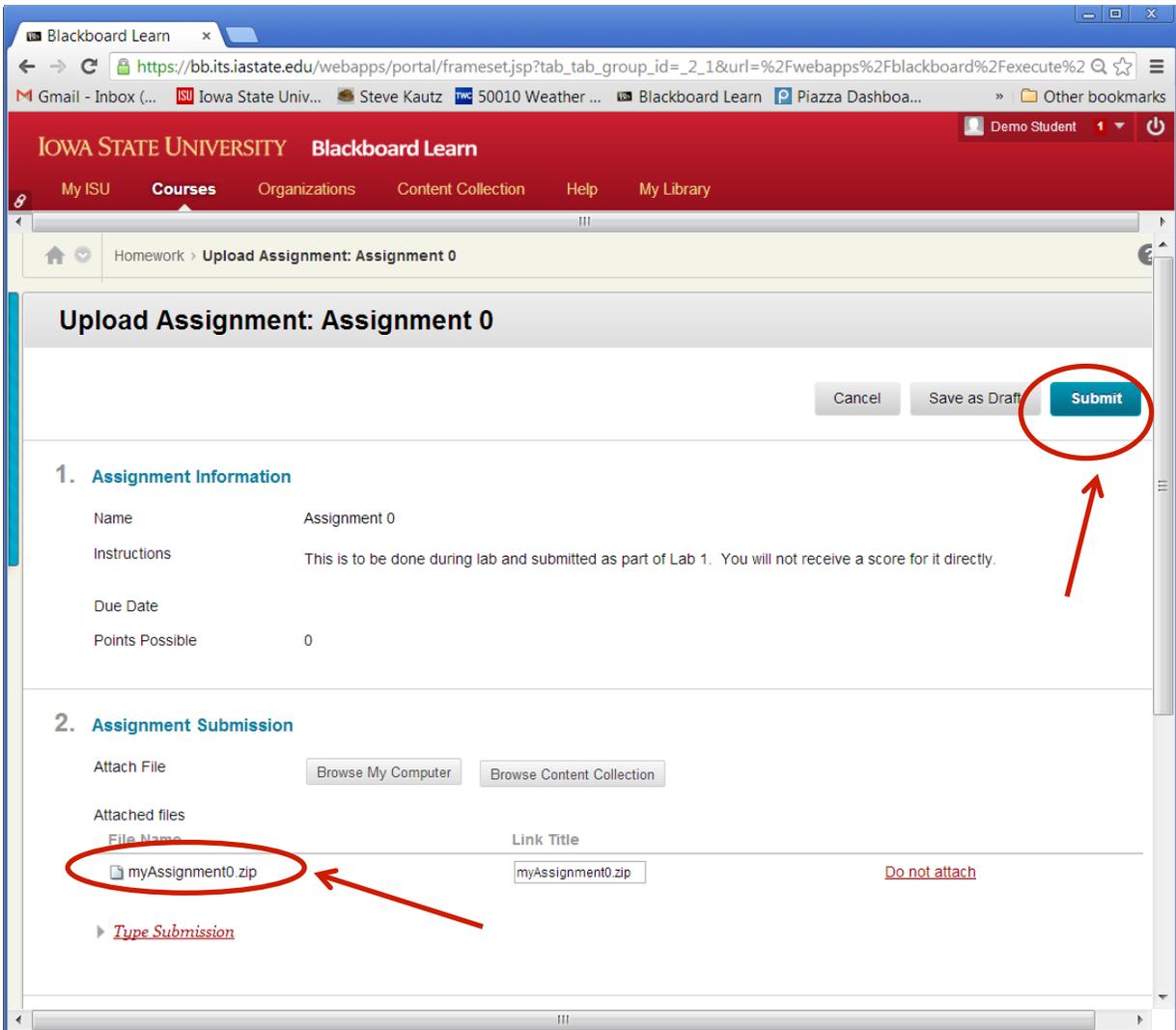


Figure 1 – Submitting an assignment: Attach your zip file, and click the Submit button

To resubmit a previously submitted assignment

1. In Blackboard, go to the Homework folder in Course Content and click on the assignment. If you have already submitted it at least once, you should see the “Review Submission History” page as in Figure 2.
2. Click the “Start New” button at the bottom right and follow the submission instructions above.
3. You can submit an assignment as many times as you want. Only your latest submission will be considered.

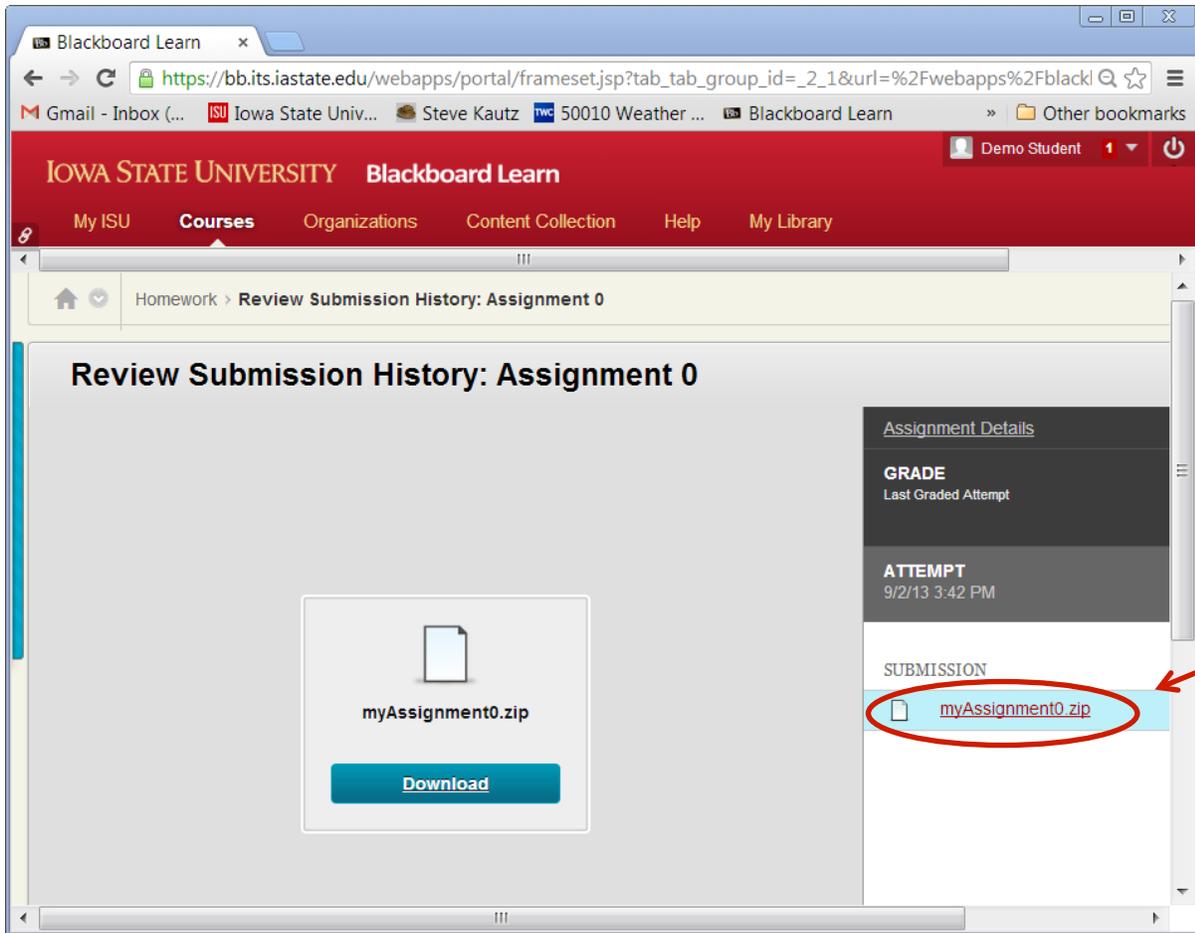


Figure 2 – Checking a submission: download the zip file and look at its contents