

## BLACKBOARD

# **ACCESSING & SUBMITTING ASSIGNMENTS**

FBU // Distance Education Application and Research Center



Log in to the Blackboard platform using your firstname.surname@stu.fbu.edu.tr email address and password.



2

You can use the **"Activity Stream"** for quick access to assignments.

## 3

You can view assignments and added comments in the activity stream by selecting the "Show All" option.

## 4

You can filter assignments and tests with the "Assignments and Tests" option.



Privacy

5

To access detailed information about the assignments, select the **"Courses"** link.

## 6

Select the course with the relevant assignment.

XXXXX1	102 – Course Name	Home Page			
A Name	C E	Home Page			
Groups	Home Page Sanal Sinif Content <b>(7</b> ) Discussions Groups Tools Help	My Announcements No Course or Organization Announcements have been posted in the last 7 days. more announcements		To Do To Do Actions ¥	
Help		My Tasks My Tasks: No tasks due.	more tasks	<ul> <li>▶ All Items (0)</li> <li>What's Due</li> <li>Select Date: 04/05/2023 Go</li> <li>▼ Today (0)</li> </ul>	Actions 😻
Ľ		What's New		Nothing Due Today	
Ð		<ul> <li>Assignments (1)</li> <li>Courses/Organizations (1)</li> </ul>	Actions ¥	<ul> <li>This Week (0)</li> <li>Future (0)</li> </ul>	0
		▶ Other new content (1)	CLast Updated: April 5, 2023 1:17 PM	Alerts	Last Updated: April 5, 2023 1:17 PM
		Needs Attention	Actions ¥	Past Due No Notifications	Actions 😻
		No Notifications	Last Updated: April 5, 2023 1:17 PM	Retention Center Alerts No Retention Alerts	
Priva Tern				Activity Alerts No Notifications	

**7** Select the **"Content"** on the left panel of the course page.

×	XXXXX102 – Course Name C	XXXX102 – Course Name Content				
Ĥ	0 🖻					
8	XXXXX102 – Course 🏠 🖍	Content				
۲	Home Page Sanal Sınıf	Homework-1 💿 <del> 8</del>				
Ē	Content					
22	Discussions Groups					
	Tools					
$\boxtimes$	Help					
Ð						
Ľ						
Ð						
12						

## 8

Select the relevant assignment title to access the assignment details and submit the assignment. After selecting the assignment title, the "Upload Assignment" page will open.

×	C 🗗 XXXXX102 – Course Name	XXXXX102 –Assignment	
	Home Page Sanal Sinif Content Discussions Groups Tools Help	ASSIGNMENT INFORMATION Points Possible 10 Codevinizi buradan yükleyebilirsiniz. / You can upload your assignment here. SSIGNMENT SUBMISSION Text Submission te	)
Priva Tern		ADD COMMENTS Comments For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).	Cancel Save Draft Submit

9

It shows the maximum score that can be obtained.

### 10

To add a file, select the appropriate one from the attach files options and upload the relevant file.

## 11

You can complete the assignment submission with the **"Submit"** button.

FBU // Distance Education Application and Research Center