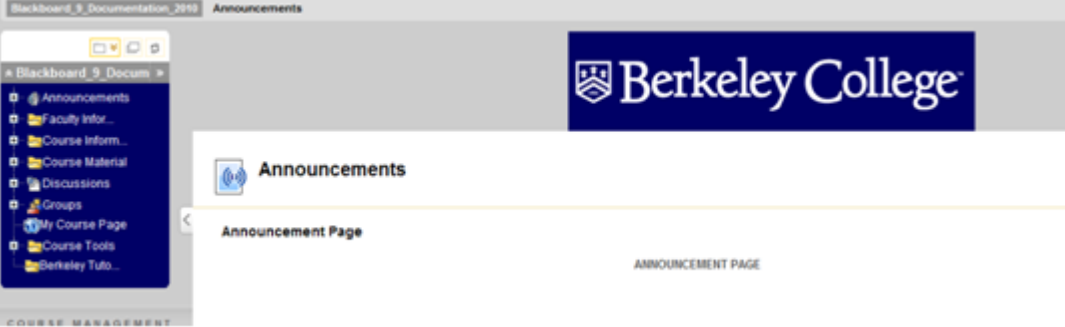
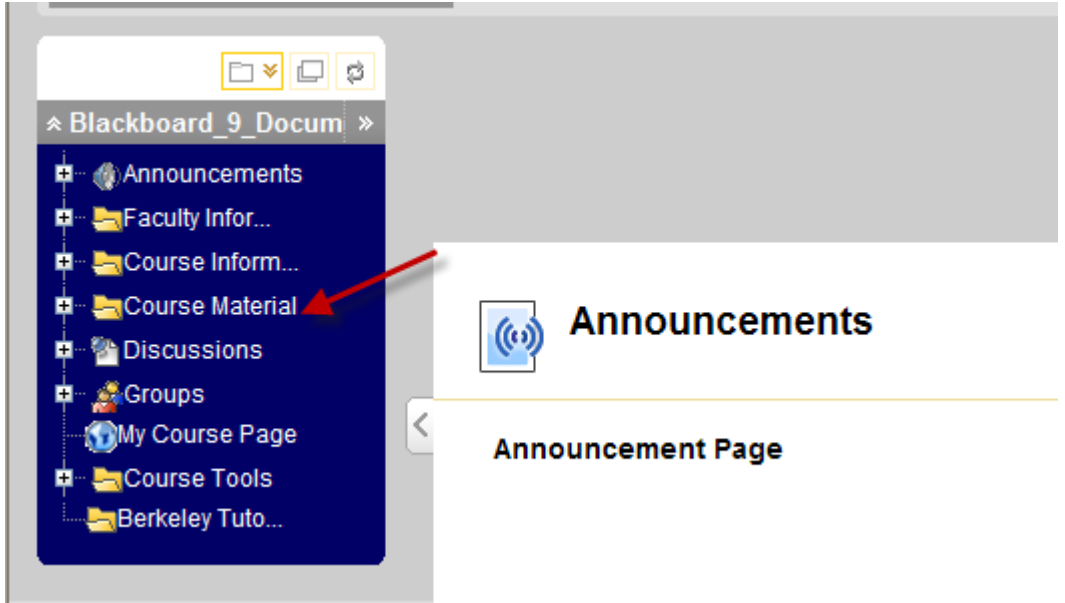




# Completing a Writing Assignment:


<p>Go to your Blackboard course.</p>	 A screenshot of the Blackboard interface. At the top right, the Berkeley College logo is visible. The main content area shows a header for 'Announcements' and a sub-header for 'Announcement Page'. A left-hand navigation menu is open, listing various course tools like 'Announcements', 'Faculty Information', 'Course Information', 'Course Material', 'Discussions', 'Groups', 'My Course Page', 'Course Tools', and 'Berkeley Tutoring'.
<p>Click on Course Material.</p>	 A screenshot of the Blackboard interface focusing on the left-hand navigation menu. A red arrow points to the 'Course Material' option in the menu. The menu also shows 'Announcements', 'Faculty Information', 'Course Information', 'Discussions', 'Groups', 'My Course Page', 'Course Tools', and 'Berkeley Tutoring'. The background shows the 'Announcements' and 'Announcement Page' headers.
<p>Click on a Week.</p>	<p><b><u>Week 1</u></b></p> <p><b><u>Week 2</u></b></p> <p><b><u>Week 3</u></b></p> <p><b><u>Week 4</u></b></p> <p><b><u>Week 5</u></b></p>


Click on Assignments.


 **Week 1**



---

 [Weekly Introduction](#)



 [Lectures](#)





 [Required Resources](#)

 [Discussion](#)



 [Assignments](#) 



Click on a writing assignment.



 **Assignments** 


[Create Item](#) [Build](#)  [Evaluate](#)  [Collaborate](#)  [More](#) 

---

 [Writing Assignment 1](#)   
Click on the link above to access your writing assignment.

 [Writing Assignment 2](#)   
Click on the link above to access your writing assignment.

 [NC103 Quiz-50 points](#)   
Click here to begin the Quiz. Do not open until you are ready to complete the entire quiz.



Read the Assignment Information. Read the Instructions.

The screenshot displays the Blackboard assignment interface. At the top, a grey header bar contains the text "Assignment Information". Below this, the assignment details are listed in a table-like format:

Name:	Week 1 Writing Assignment
Instructions	Please write a one- to two-page essay on the article that we read
Due Date	February 20, 2010 12:00:00 AM EST
Points Possible	10

Below the information section, another grey header bar contains the text "Assignment Materials". Underneath, the "Submission" section is visible, featuring a "Visual Editor" toolbar. The toolbar includes various icons for text formatting (bold, italic, underline, text color, background color), alignment (left, center, right, justified), and other editing functions. The text "Week 1 Writing Assignment" and "Please write a one- to two-page essay on the article that we read" are highlighted with red arrows in the original image.

Browse for a Local File or a file in the Content Collection and attach your Word file.

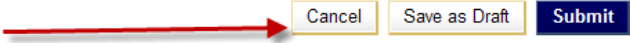
You may add Comments.

NOTE: Be sure to click on the Attach File button to submit. This is new in Blackboard 9.

You may save your work as a draft and work on it until you are ready to submit. You may Submit. You may also Cancel.

**3. Submit**

Click **Save as Draft** to save changes and continue working later. Click **Submit** to finish. Click **Cancel** to quit without saving changes.



When you Submit, you will receive a receipt that your writing assignment is complete. Click OK

This assignment is complete. Review the Submission History.



**Submission History**

OK