



**How do I retrieve/download an assignment?**

1. Login to Blackboard
2. Select your course.
3. Select the Content Area with the assignment
4. Right-click the assignment select option to “*Save Target As*”; save to your computer
5. Open and complete the assignment (e.g., answers to questions).
6. Select “*Save as*” using instructions from the instructor.

**How do I submit/upload a completed assignment?**

1. Login to Blackboard
2. Select your course.
3. Click on the View/Complete link.
4. The assignment name and any instructions are in view. (Optionally you may enter in Comments to the instructor. Scroll down.
5. Attach the file for submission by clicking the Browse button
6. Locate and select the file on your computer;
7. Click open to upload
8. Scroll down and click Submit.
9. Click OK.

**How do I check my grades?**

1. Login to Blackboard.
2. Select your course.
3. Select Course Tools from the left-hand side menu.
4. Select My Grades option. (Note: Only when an instructor makes the option for students to view their grades available, will you see the data in the column next to the item name.)
5. Scroll to view the grade data, including any comments that may have been added by the instructor. (Note: A student can only see their individual grades for all items)

**Questions?** E-mail [blackboard@depaul.edu](mailto:blackboard@depaul.edu) or call 773-325-1091!