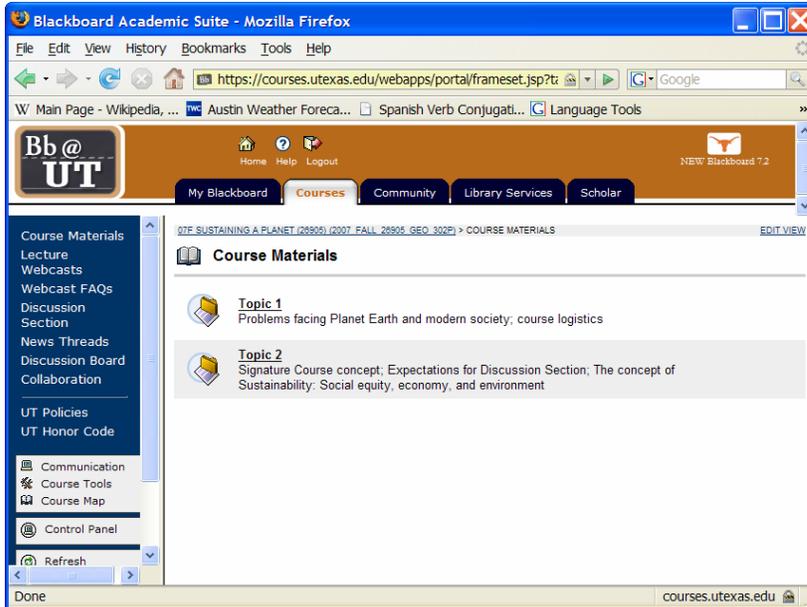
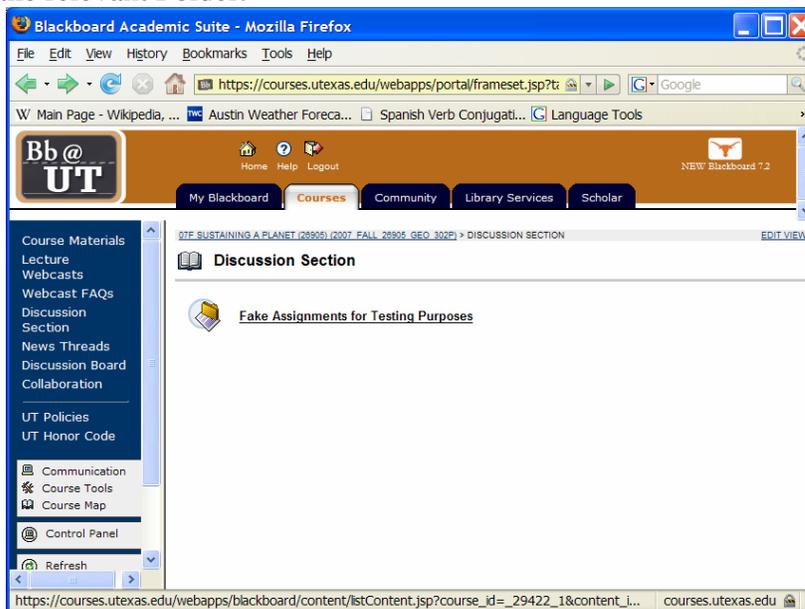


## How to submit your homework assignments using Blackboard.

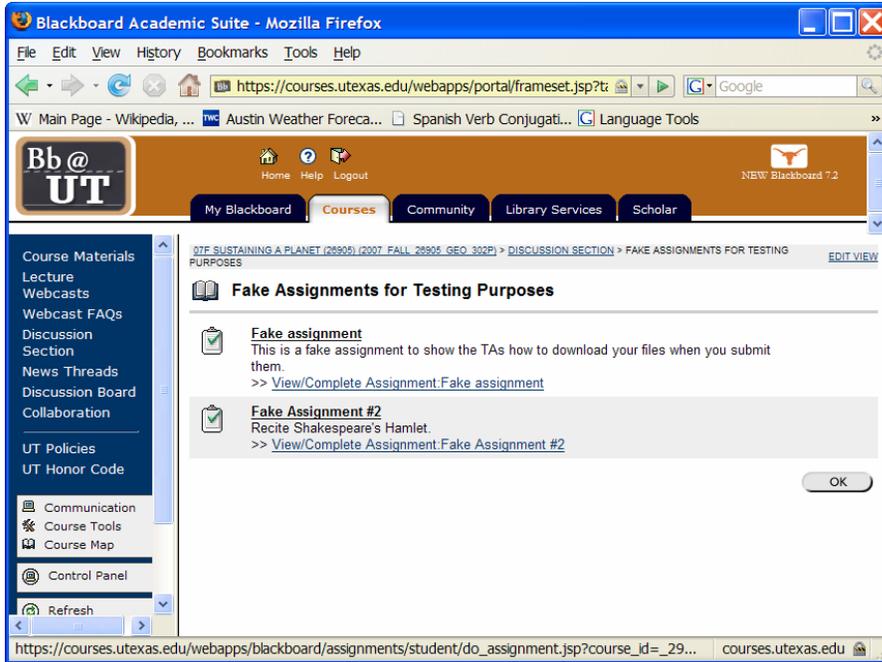
**Step 1.** On the main Sustaining a Planet Blackboard page, select “Discussion Section.”



**Step 2.** Select the relevant folder. Note that in the screen shot below, there is only one “Fake Assignments” folder; however, as the semester progresses, additional folders will be placed on this site. Each folder will correspond to a given Discussion Section. Select the relevant Folder.



**Step 3.** Within the relevant folder, choose the name of the assignment that you would like to obtain (or, after you've obtained and completed it, the assignment that you would like to submit). In this case, we're selecting "Fake Assignment 2." Click "View/Complete Fake Assignment #2."



**Step 4.** Obtain the assignment instructions by clicking the links to documents in Section 1 (“Assignment Information”). Once you have completed the assignment, submit your assignment using sections 2 and 3. First attach your completed assignment file by using the “Attach local file” window and associated “Browse” button. Include any comments for your instructor in the Comments text box. Once you’ve selected the appropriate file and have written the associated comments, click the “Submit” button in section 3. *Note that once you have submitted a document, you cannot resubmit the assignment without having your TA clear the assignment from the record.*

The screenshot shows a web browser window titled "Blackboard Academic Suite - Mozilla Firefox". The address bar displays the URL: <https://courses.utexas.edu/webapps/portal/frameset.jsp?tab=col>. The browser's tab bar shows several open tabs, including "Main Page - Wikipedia...", "Austin Weather Foreca...", "Spanish Verb Conjugati...", "Language Tools", and "UT Shuttle Routes - Rid...".

The Blackboard interface features a top navigation bar with the "Bb@UT" logo, "Home", "Help", and "Logout" links, and a "NEW Blackboard 7.2" notification. Below this is a secondary navigation bar with "My Blackboard", "Courses", "Community", "Library Services", and "Scholar" buttons.

The main content area is titled "07F SUSTAINING A PLANET (28905) (2007 FALL 28905 GEO 302P) > DISCUSSION SECTION > FAKE ASSIGNMENTS FOR TESTING PURPOSES > UPLOAD ASSIGNMENT: FAKE ASSIGNMENT #2". The page is divided into three numbered sections:

- 1 Assignment Information:** A table with the following details:

Name	Fake Assignment #2
Instructions	Recite Shakespeare's Hamlet.
Assignment Files	<a href="#">Click here to get assignment instructions for Fake Assignment #2</a> ( <a href="#">Click here to get assignment instructions for Fake Assignment #2</a> )
- 2 Assignment Materials:** A section with a "Comments" label and a large text area containing the text: "Write comments to your instructor in this box. They will be submitted with your assignment files." Below the text area is an "Attach local file" section with a text input field and a "Browse..." button. Underneath, it says "Currently Attached Files:" followed by an "Add Another File" button.
- 3 Submit:** A section with instructions: "Click **Save** to stop working and continue working later. Click **Submit** to send this file(s) to your instructor. Click **Cancel** to quit without saving changes." At the bottom of this section are three buttons: "Cancel", "Save", and "Submit".

The left sidebar contains a navigation menu with categories like "Course Materials", "Lecture Webcasts", "Webcast FAQs", "Discussion Section", "News Threads", "Discussion Board", "Collaboration", "UT Policies", and "UT Honor Code". It also includes utility buttons for "Communication", "Course Tools", "Course Map", "Control Panel", "Refresh", and "Detail View".

The browser's status bar at the bottom shows "Done" on the left and "courses.utexas.edu" on the right.