**How to submit your homework assignments using Blackboard.**
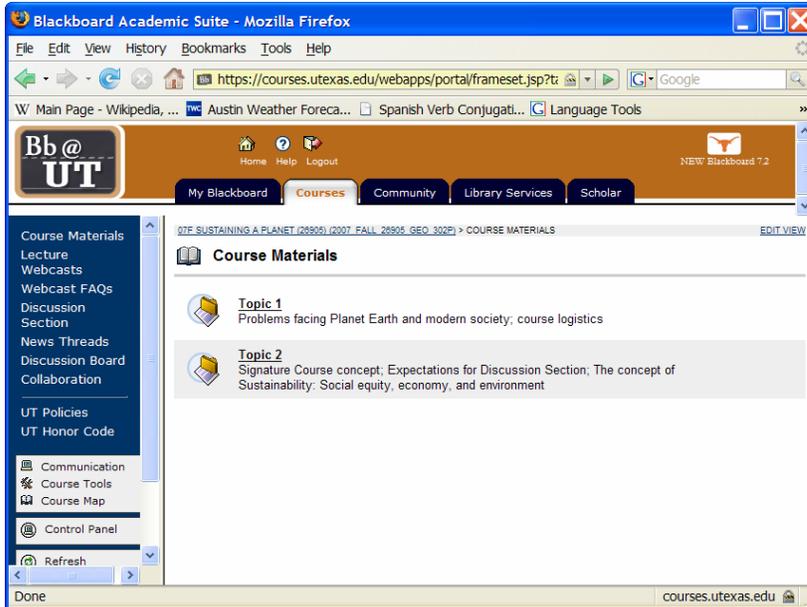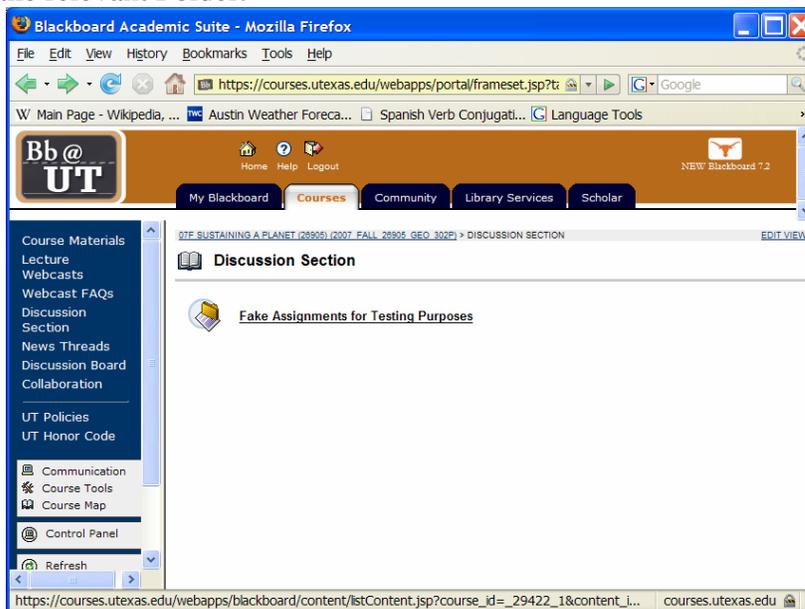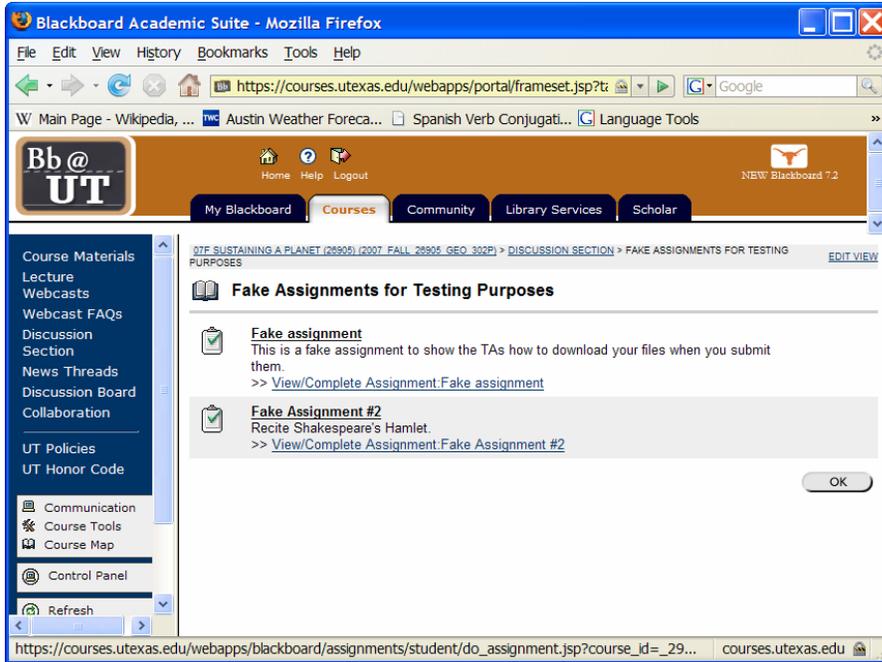
**Step 1.** On the main Sustaining a Planet Blackboard page, select "Discussion Section."



**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.*