Assignments Discussions Email Messages

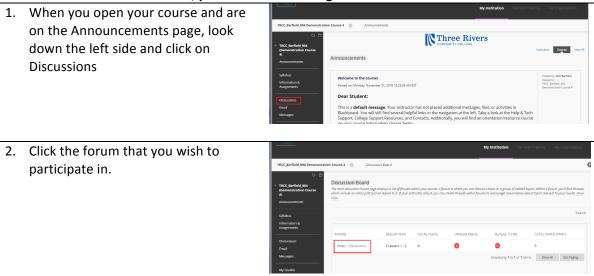
To attach files to ASSIGNMENTS, perform the following.

1.	When you open your course and are	My Institution My Hop-Thaining My Organizations
	on the Announcements page, look down the left side and click on Assignments	
2.	When at the assignments page, select the week or subject that your course is on.	My Institution My Institution My Opposition TECC_Barliel_G64 Demonstration Course 4 Information Large Augments Information Large Augments TECC_Barliel_G64 Demonstration Course 4 Information Large Augments Information Large Augments TeCC_Barliel_G64 Demonstration Course 4 Information Large Augments Information Large Augments Week 1 Information & Assignments Information & Assignments Wreak 2 Week 2 Information Large Augments
3.	Click on the assignment for that week/topic.	
4.	Click on Browse my computer. This will open your file explorer	promotion station al statis rege Segord Recourse per technice Attach Files Brown My Compare Attach Files Attach Files Brown My Compare Attach Files Brown My Compare Attach Files Brown My Compare Attach Files Attach Files Attach Files Brown My Compare Attach Files Attach Files Brown My Compare Attach Files Attach
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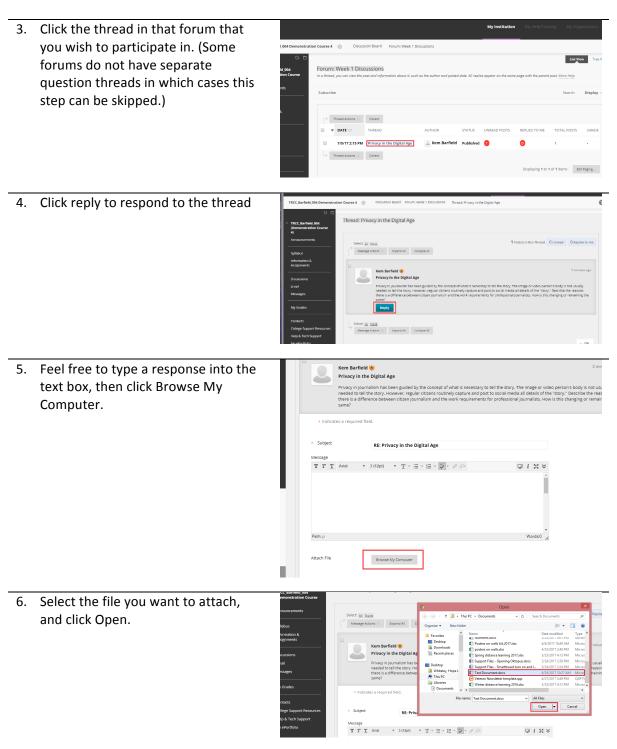


6. You can see that the file was successfully uploaded below the "browse my computer" button. When you are satisfied, click Submit.
7. This is the page you will be rewarded with for successfully attaching and submitting the file. Blackboard will then send you an email confirming your submission.

To attach files to **DISCUSSIONS**, perform the following.



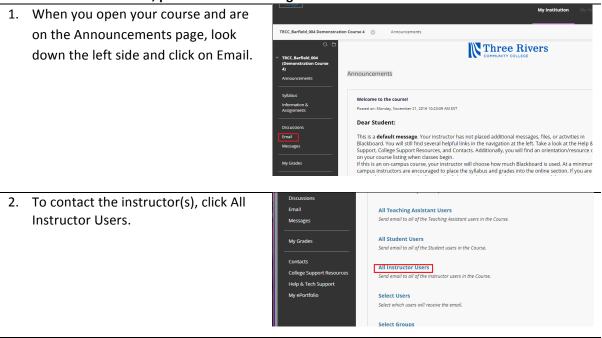






7. This will attach the document. Then click Submit.
 8. Your attachment/response to the thread has now been uploaded.

To attach files to EMAIL, perform the following.

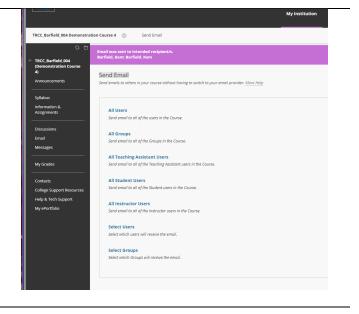




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		Click Submit to proceed. Click Cancel to go back.
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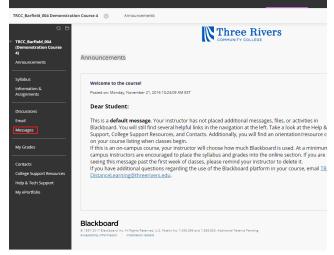


 After clicking submit, you will be rewarded with a magenta band across the top letting you know that the email has been successfully sent.



To attach files to **MESSAGES**, perform the following.

 When you open your course and are on the Announcements page, look down the left side and click on Messages.





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		Help & Tech Support My ePortfolio
3.	Click the To button.	Trece Barfield out Course message Course messages or private and secure test-based communication that occurs within a course and among course members. Although sin course to read and send messages. <u>More Help</u>
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5. This will put the selected recipient into the recipient box TRCC_Barfield_004 Demonstration Course 4 💿 Course Messages Compose Message Compose Message e messages are private and s to read and send messages on 8 RECIPIENTS To Select Recipients: To line Kem Barfield (Instructor) Kem Barfield (Instructor) Hope White > My Grades Invert Selection Select A Cc College Sup Bcc 6. Enter a subject (and a message in the To Select Recipients: To line Recipients text box if you wish) and click Browse Kem Barfield (Instructor) Kem Barfield (Instructor) Hope Whiteley My Grades Cc College Su p & Tech ! Bcc COMPOSE MESSAGE * Subject attaching test document T T T Arial ▼ 3 (12pt) ▼ T - := - != - 💱 - 0 25 BIX× Words:0 Path: p ATTACHMEN Upload Attach Browse 7. Select the file you wish to attach and To line Recipients click Open. Hope Whiteley structor) structor) > × (<) → → ↑) → This PC → Documents</p> v 🖒 Search Documents Q Select All Organize 👻 New folder H - 🔟 🔞 Name Date modified Type 🔆 Favorites Desktop Posters on walls 6.6.2017.xlsx 6/6/2017 10:49 AM Micros Downloads posters on walls.xlsx 4/25/2017 2:48 PM Micros 📓 Recent places Spring distance learning 2017.xlsx 3/23/2017 4:13 PM Micros Support Files - Opening Oktopus.docx 5/24/2017 2:59 PM Micros 📰 Desktop Support Files - Smartboard turn on and I.. 5/24/2017 2:24 PM Micro Whiteley, Hope L Micro Extension Test Document.docx This PC Veteran Newsletter template.ox 調 Libraries Winter distance learning 2016.xlsx 3/23/2017 4:13 PM Micro attaching te Documents > File name: Test Document.docx All Files v • 3 (12pt) Open 😽 Cancel



- 8. Make sure that the document is successfully attached, then click Submit
- 9. After clicking submit, you will be rewarded with a magenta band across the top letting you know that the message has been successfully sent.

