


Your instructor may incorporate assignments within your module folders, or may organize them in an area where they are grouped together. Either way, it is important to understand the settings and requirements that your instructor has for assignments and to know how to submit them properly based on your instructor's preferences.

LOCATING AN ASSIGNMENT IN YOUR COURSE

An assignment will typically have the icon depicted below associated with it. When you click on the title of the assignment, you will be brought to a screen that will give you the instructions for the assignment as well as the options that your instructor has set for submission.



Module 1 Assignment - Values Essay
Review the two articles provided in Module 1. Write a 500 - 700 word set of values. Submit your essay as an attachment. Be sure that it is outlined in the Course Information area of this course.

THE UPLOAD ASSIGNMENT PAGE

The Upload Assignment page will display the due date and point value for the assignment, as well as the instructions your instructor has provided regarding how they would like the assignment to be submitted. They will either want you to write your submission directly in the assignment submission area, or they will want you to attach the assignment as a certain file type.

Your instructor may also include attached files that you must download in order to complete the assignment.

Upload Assignment: Module 1 Assignment - Values Essay

ASSIGNMENT INFORMATION

Due Date Sunday, October 18, 2020 11:59 PM	Points Possible 100
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Review the two articles that are attached. Write a 500 - 700 word essay on why you think people are resistant to believing facts that contradict their core set of values. Submit your essay as an attachment. Be sure that it is in a Microsoft Word compatible format and follows the paper submission requirements outlined in the Course Information area of this course.

[Article 1.docx](#)
[Article 2.docx](#)

Attachments

By submitting this paper, you agree to allow your paper to be used and stored as part of the SafeAssign™ services in accordance with the [Blackboard Privacy Policy](#); (2) that your institution may use

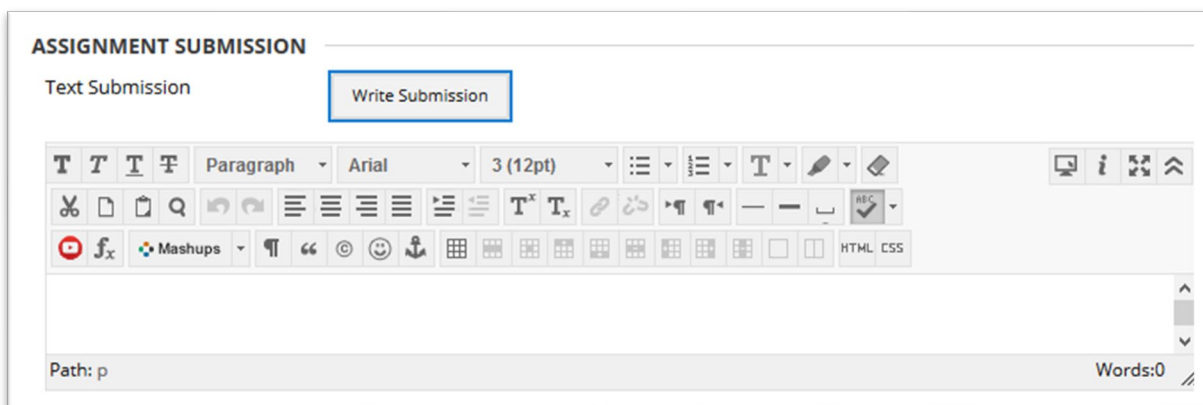
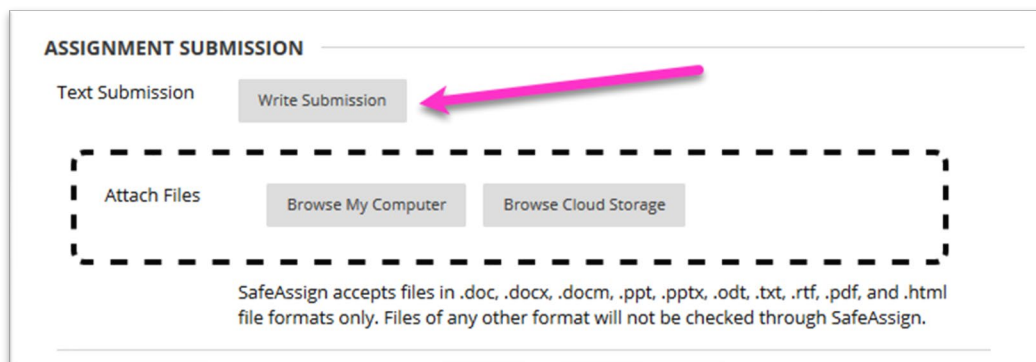
SUBMITTING YOUR ASSIGNMENT

We previously noted that your instructor may require you to submit your assignment in one of two ways: either by typing your assignment directly within the Blackboard submission window (writing your submission) or by attaching a file. Below, we provide instructions for both methods.

Writing Your Submission

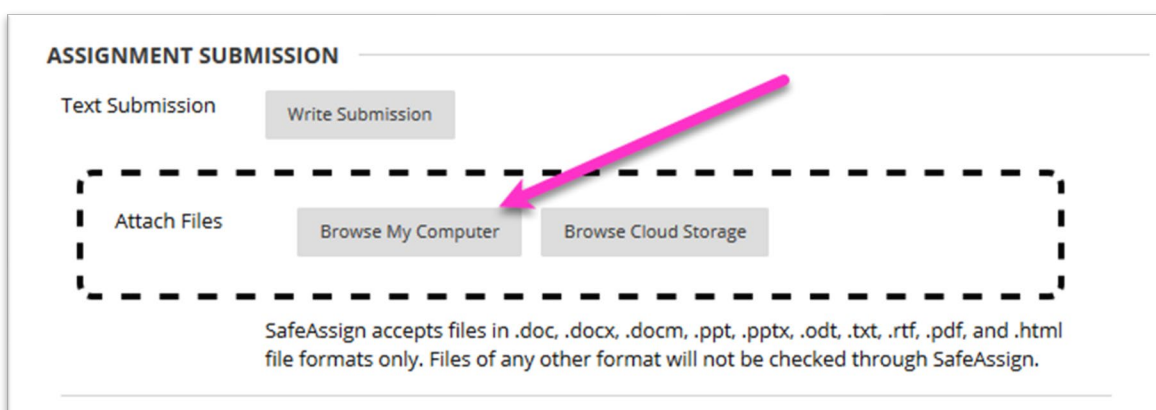
Your instructor may choose to have you submit your assignment using this method for work that is not lengthy or does not require specific formatting. When using this method to submit your work, be sure you are clicking on the **“Write Submission”** button and NOT typing in to the Comment box for the assignment. The comment field is only used to include a message to your instructor regarding your submission and should not include the text of your actual assignment.

You will type your work directly into the Text Box that appears and use the Content Editor for formatting.

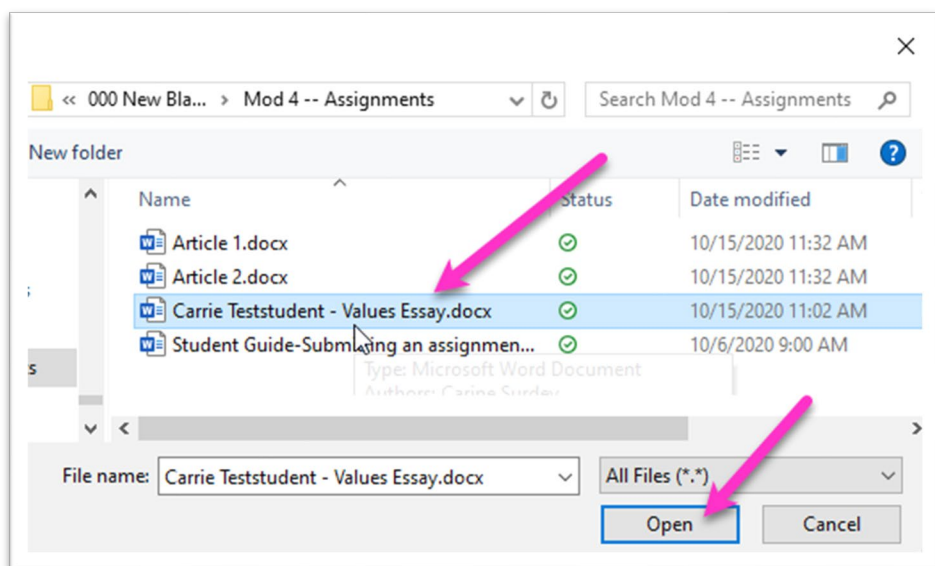


Submitting as a File Attachment

If your instructor requires you to submit your assignment as file attachment, you can do so by clicking on the **“Browse My Computer”** button in the Assignment Submission area.



This will allow you to browse your files. Select the file you wish to upload and click the **Open** button.



Adding a Comment and Submitting

When your work is properly included, you can add a comment to your instructor if you choose to and click the **Submit** button. Remember, the comment field should be used only for a note to your instructor and not for the actual assignment submission.

If your instructor has not allowed multiple attempts, assignments can be submitted only once. *Ensure that you have attached all required files to your assignment before you click Submit.*

The image shows a submission form titled "ADD COMMENTS". It includes a "Comments" section with the text "For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac)." and a text area containing "Please find my completed assignment attached." Below the text area is a "Character count: 50" indicator. At the bottom, there are three buttons: "Cancel", "Save Draft", and "Submit". A pink arrow points to the "Submit" button.

You will see a confirmation that your assignment has been submitted successfully.

Success! Your submission appears on this page. The submission confirmation number is 4b06e18e-6469-4af: Copy and save this number as proof of your submission. View all of your submission receipts in My Grades.

You will also be able to see your submitted assignment in the **Review Submission History** window. If your instructor allows for multiple submissions, you will also see the **“Start New”** button.

Review Submission History: Module 1 Assignment - Values Essay

Assignment Instructions

Assignment Details

GRADE
LAST GRADED ATTEMPT - /100

ATTEMPT
10/15/20 3:35 PM /100

SafeAssign 100% overall match

Submission
Carrie Teststudent - Values Essay.docx

Comments
Carrie Teststudent
10/15/20 3:35 PM
Please find my completed assignment attached.

OK Start New

ONLINE@SUNYBROOME

Please visit the Student Resources area of the Online@SUNYBroome website for additional information pertaining to online, blended, remote, and web-supplemented courses that use the Blackboard Learning Management System at SUNY Broome. (<http://www3.sunybroome.edu/online/students/>)

