4. How do I submit assignments using the *Assignments* tool.

Ideally professors will use the **Assignments** tool to allow students to submit papers or other documents electronically through Blackboard-Vista. Unfortunately it is slightly unclear how students are supposed to send their assignments to the professor. These instructions should help you submit your assignments correctly:

1. Go to the assignment in Blackboard- Vista. An assignment is usually under the **Assignments** menu for the class.
2. Click on the assignment.
3. If there are files from your professor that are necessary to complete the assignment, they may be attached next to the **Assignment Files**.
4. You must enter a comment in the **Comment** field.
5. Click on **Browse** in order to attach your completed assignment. Find your file and click **Open**.
6. At the bottom of the screen are two options: **Save** and **Submit**. If you click **Save**, the file will be added to Bb-Vista but not sent to the professor. If you click **Submit**, then the file will be added to Bb-Vista and then sent to the professor. You do not need to save a file before submitting it.
7. Once you have submitted an assignment you can later check your grade or see comments from the professor by clicking on the assignment and then clicking **OK**. If your assignment has not yet been graded, you will see an exclamation mark: **!**   You can also see the file that you submitted.

 If you need additional help, please contact the WNMU Help Desk at helpdesk@wnmu.edu **or 575.574.4357.**