



Blackboard Tips & Tricks

Assignments

- ✓ Save your documents in one of the common file types, .doc, .docx or .rtf unless otherwise noted by your instructor.
- ✓ If you are using Microsoft Office 2007 or 2010 and your instructor has not specifically asked for a .docx, consider saving your document as a Word 2003 version of .doc. If your instructor has Office 2003, he/she may not be able to open a .docx file from Office 2007 or 2010.
- ✓ Follow your instructor's instructions for naming your files. If you did not receive specific instructions, include your e-ID in the assignment file name. For example, *jsmith_homework1.doc*.
- ✓ Use only letters, numbers, or the underscore (_) within your file name. Files with illegal characters in the name, such as the pound sign (#), parentheses (), or ampersand (&), may not be able to be opened by your instructor. For example, **jsmith_homework1.doc** is acceptable, while **jsmith_homework#1.doc** is not.
- ✓ It is not sufficient to simply "Save" an assignment submission. You **must** actually "Submit" your assignment in order for your instructor to be able to access it to grade it.
- ✓ Always keep a copy of your work on your personal computer or in your Blackboard Content Collection for backup.