Using Blackboard to Upload Your Work

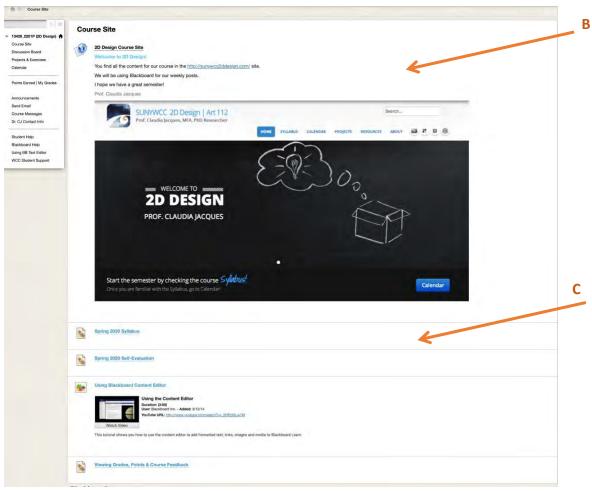
- 1. Go to Blackboard: https://sunywcc.sln.suny.edu/
- 2. Log in to Blackboard with your WCC username and password.
 If you are not sure contact email MYWCCHelpdesk@sunywcc.edu or call 1-914-606-5600 please include the username, your full name, and phone number.



3. Once logged in look for My Courses and click on the course name:



4. Inside Blackboard course shell you will see the following:

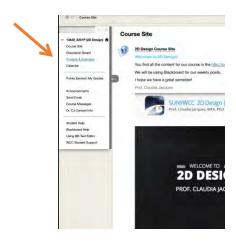


- A. Navigation Bar on the left side.
- **B.** Link to the Course Site on the top center
- **C. Link to important documents** at the bottom center.
- **5.** If you can't see the **Navigation Bar** click on the blue bar on the left side of the window. An arrow will appear. Click on the arrow to expand the Navigation Bar.

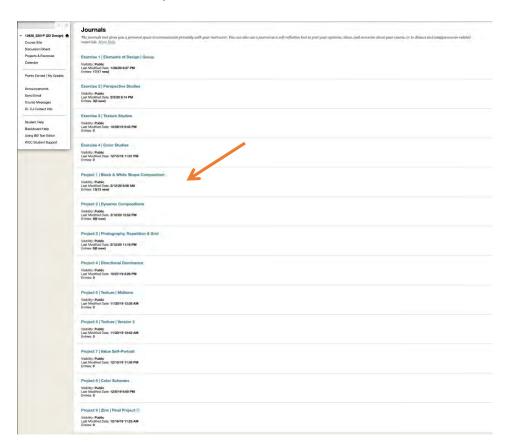


6. After **Photographing your artwork** you will upload it to Blackboard with a self-critique: https://sunywcc2ddesign.files.wordpress.com/2018/08/photographing fall17.pdf

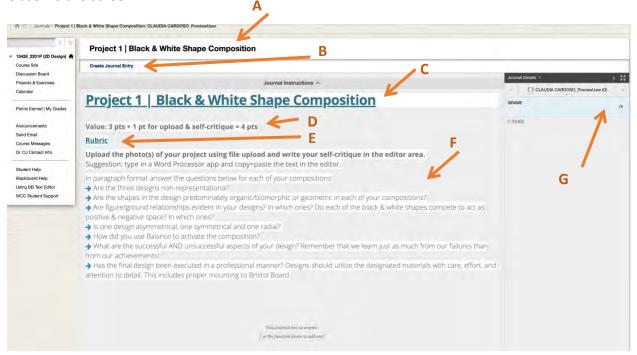
7. To upload your artwork in Blackboard, select **Projects and Exercises** in the **Navigation Bar**.



8. The list of Projects and Exercises will appear. Select the one you want to upload. Project 1 will be used as example.



9. Observe the screen:



- A. **Title** of the Project.
- B. Create Journal Entry: Where you click to input your project and self-critique.
- C. Link to the project in the course site.
- D. Project's Value.
- E. Link to project's Rubric.
- F. Guidelines/questions for completing self-critique.
- G. **Grade Received** (no grade received is shown in the example).
- **10.** Select **Create Journal Entry** to input your project and self-critique.

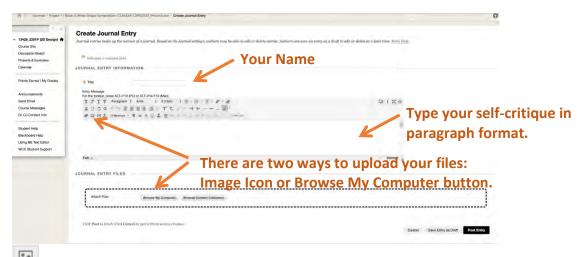


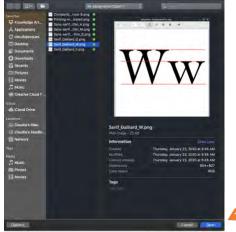
Image Icon open a dialog box for you to browse your computer to find the image file to insert the it in the body of the Text Editor. This mode allows you to choose only **one image** file at a time. Don't forget to click on Insert once you are done.



Browse My Computer button will take you to browse your computer for the image file. This mode allows you select **multiple image files at a time**.

Independent of how you choose to upload your (Icon on Button) a screen similar to the one below will be made available for you to find the image file in your computer.

Click **Open** once you find the file.



11. Once done uploading the image files and completing your self-critique click on **Post Entry button**.



12. The screen below shows the files uploaded and the brief sentence written.

