

MS Word Online Download for Blackboard

Note: Do *NOT* use the “Share” button in the upper right or the “Share” option in the File menu! If you do it wrong, I cannot open your file at all without knowing your personal username and password. Even if you do it right, you make extra work for me. Download the file to your computer.

Downloading

1. After you get the file into good condition, click the **File** menu.
2. Choose **Create a Copy > Download a Copy**
3. The program asks, “Do you want to download a copy of this file and work offline?” Click the blue **Download a copy** box.
4. The file will instantly land in your computer’s **Downloads** file.

Putting the file into Blackboard

Note #1: The procedure would be the same for other courses, but the location of the assignment drop box will be different because each teacher sets things up personally.

Note #2: There is a commercial product named “Dropbox.” That has nothing to do with this course. Following their instructions will get you nowhere; follow the instructions below.

1. Open the file for our Blackboard course.
2. Open **Course Essentials and Help**.
3. Open the **Course Essentials** folder.
4. Open the **Written Assignment Drop Boxes** folder.
5. Click the name of the assignment you are submitting.
6. This part is weird and tricky. Click the black **View Instructions** box.
7. Drag your file from the downloads folder to the “**Drag files here**” box.
8. In the lower right are two grey boxes. If you choose “Save and close,” the rough draft is in Blackboard, but *it is not submitted, so the teacher cannot see it*. If you choose “**Submit**,” your paper is ready for the teacher to grade.
 - Note: I normally set Blackboard for an infinite number of submissions, so if you think of changes after you submit, just load the new paper. When I am grading, I only look at the most recent version.