

## Posting Word Online Document to Blackboard - Students

1. Access our website <http://www.mc3.edu>.
2. On the top right side, click the **My MC3 LOGIN** button.
3. Enter your **Username** and **Password**.
4. Click **Sign In**
  
5. Open a new tab or window and go to <https://portal.microsoftonline.com/>
6. Type your College email address and password.
7. Click **Sign In**

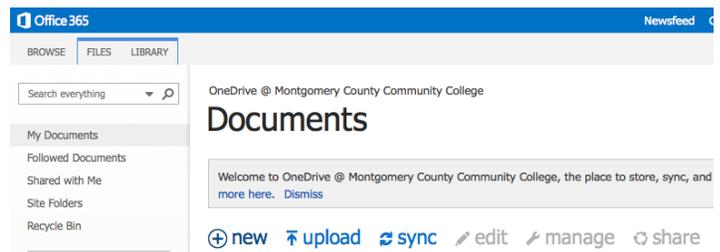
**Note:** You will be redirected to the office 365 site.

8. On the *Let's get started* page, click **OneDrive** in the blue bar at the top of the screen.
9. This will open OneDrive @ Montgomery County Community College and show your **Documents**
10. Now you can download the document you want to post to Blackboard.

A light gray login form with two input fields: "User name:" and "Password:". Below the fields is a checkbox labeled "Change password after logging on" and a "Sign In" button.

Sign in with your organizational account

Keep me signed in



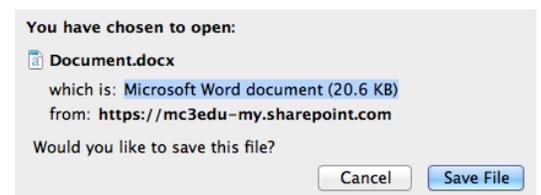
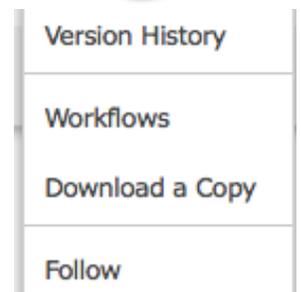
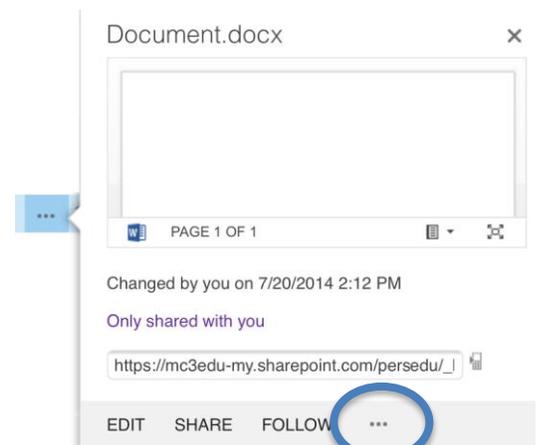
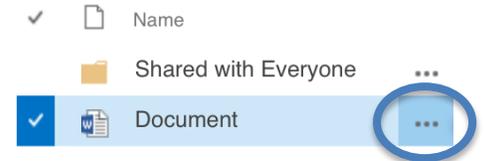
## Downloading a document from Word Online

1. In OneDrive you see a list of your Documents
2. To the right of the document you want to download, click the three dots.
3. A preview of your document will open in a small window to the right of the three dots.
4. At the bottom of the preview box, click the three dots.
5. In the menu, click **Download a Copy**
6. You will receive a message confirming the download, and you must click **Save File**.
7. Select a location to save your file and click **Save**.
8. Navigate to your course on Blackboard and add the document as an Item or File.

OneDrive @ Montgomery County Communi

## Documents

+ new ↑ upload



## Submitting a Document to a Blackboard Assignment

1. Locate the assignment within your Blackboard course.



2. Click the Assignment name when you are ready to complete the assignment.



### Assignment 1

Please submit Assignment 1 here.

3. A new page will display where you can review the Assignment Information:

- Assignment Due Date
- The number of points for the assignment.
- Any attached files
- Any specific instructions for the assignment.

#### ASSIGNMENT INFORMATION

Due Date <b>Thursday, July 25, 2013</b> 2:00 AM	Points Possible <b>100</b>
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4. To upload a file to the Assignment, click **Browse My Computer**.
5. Locate and click the file on your computer (on your USB stick, hard drive, etc).
6. Click **Open**.

[Browse My Computer](#)

**Note:** This will attach your Word Online document to the assignment.

7. Enter any Comments in the **Comments** text box.

**ADD COMMENTS** \_\_\_\_\_

Comments

ABC ✓ ▾

8. Click the **Submit** button.



Note: *Until the Submit button is clicked, your teacher will not see the content of your submission.*

9. On the next screen, preview your submission and click **OK**.

**Note:** *Notice that once your Instructor has graded your assignment, your grade and any associated comments from the Instructor would appear in the Instructor Feedback section of My Grades.*