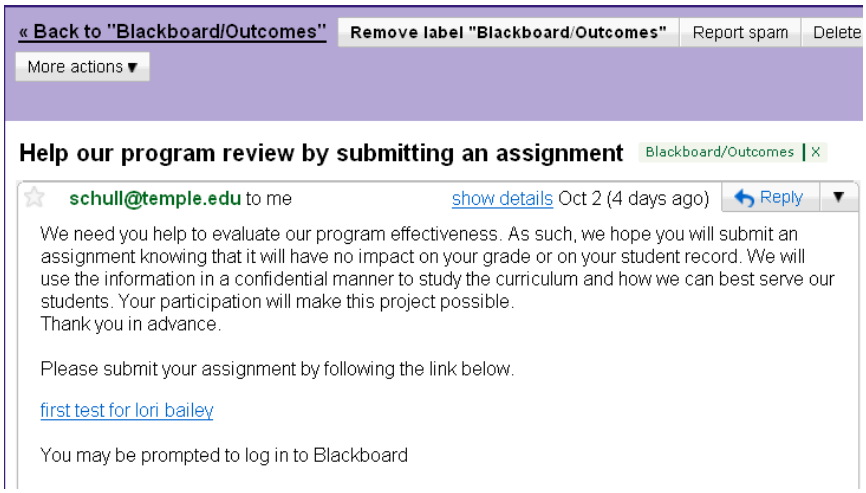
College of Education
TEMPLE UNIVERSITY

REQUESTING STUDENT WORK – WHAT THE STUDENT SEES

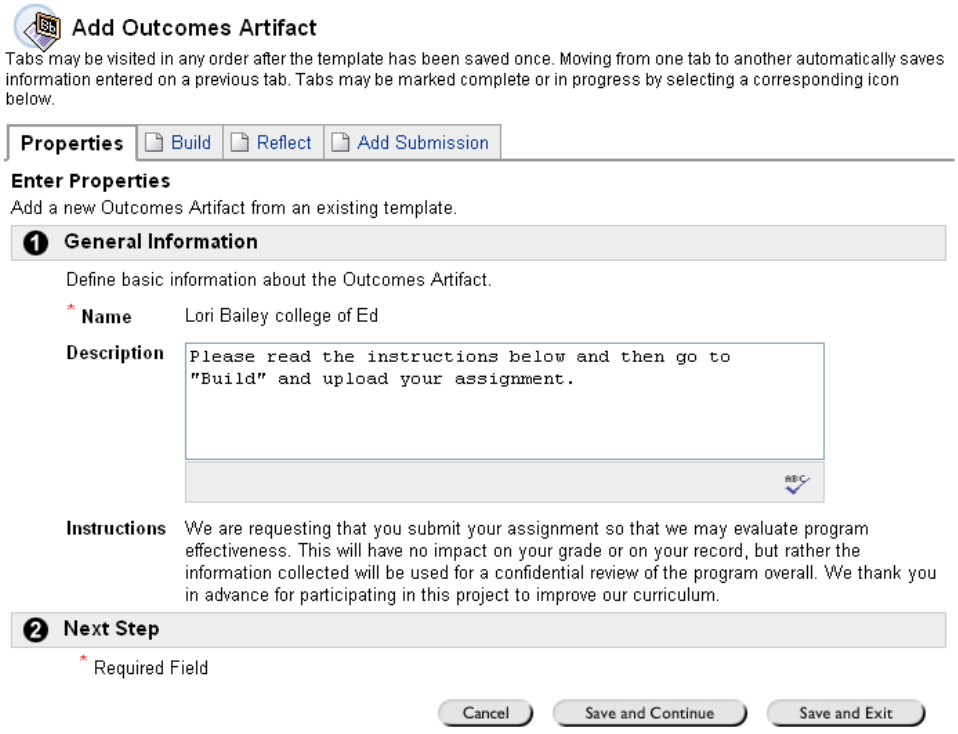
This document provides instructors an idea of what students will see and how they will upload documents to Blackboard Outcomes for the purposed of program review and evaluation.

1. Email Request Sent to Students



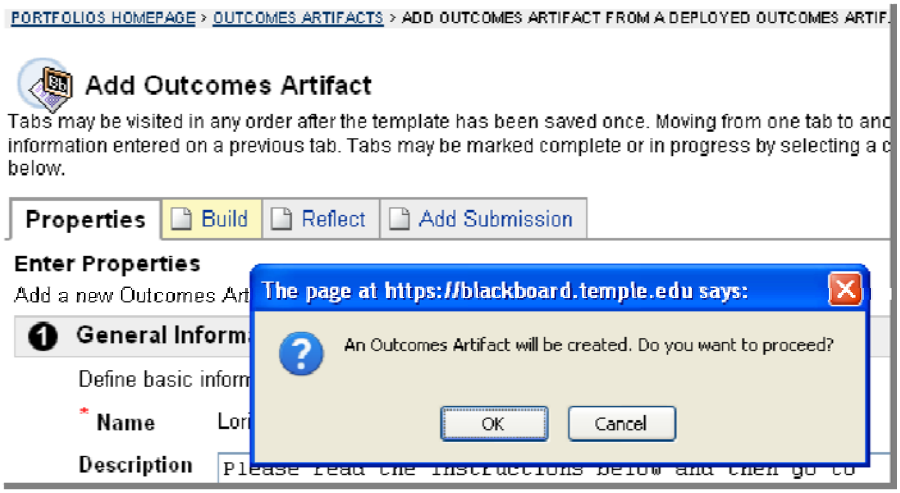
Student clicks on the link to be directed to Blackboard (may be prompted to login)

2. Student sees "Welcome" screen with instructions



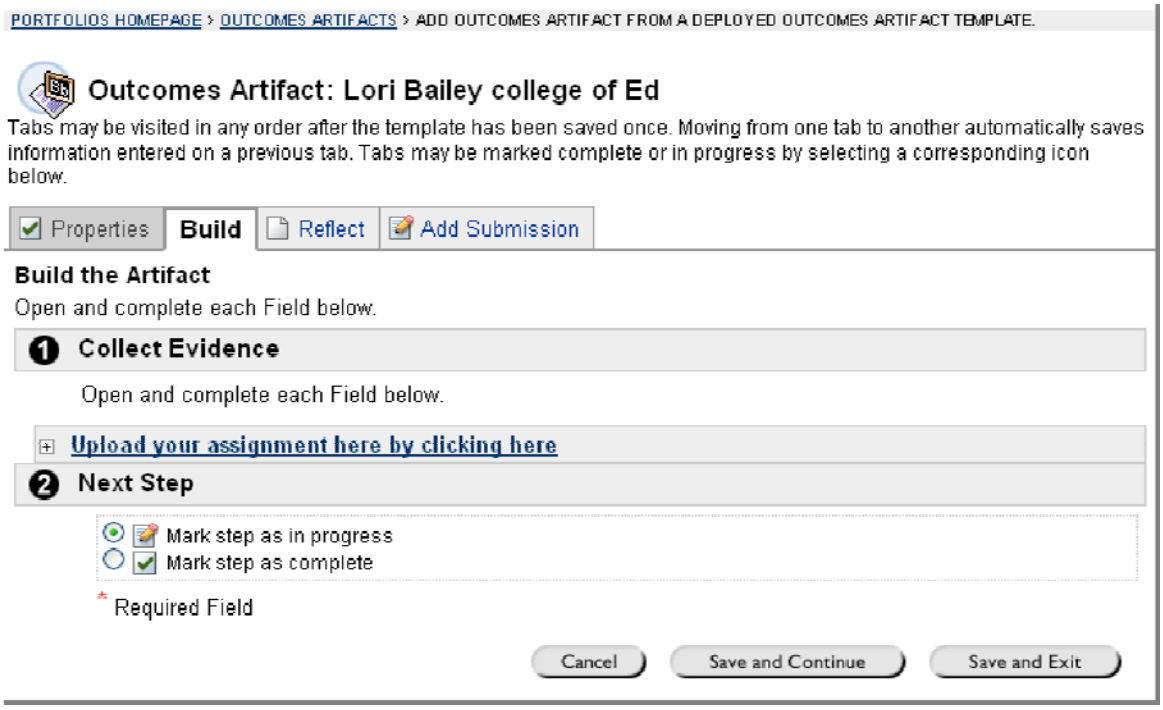
Students click on the "Build" tab or "Save and Continue" to get to the upload screen.

3. When the "Build" tab is clicked, a confirmation message may appear.



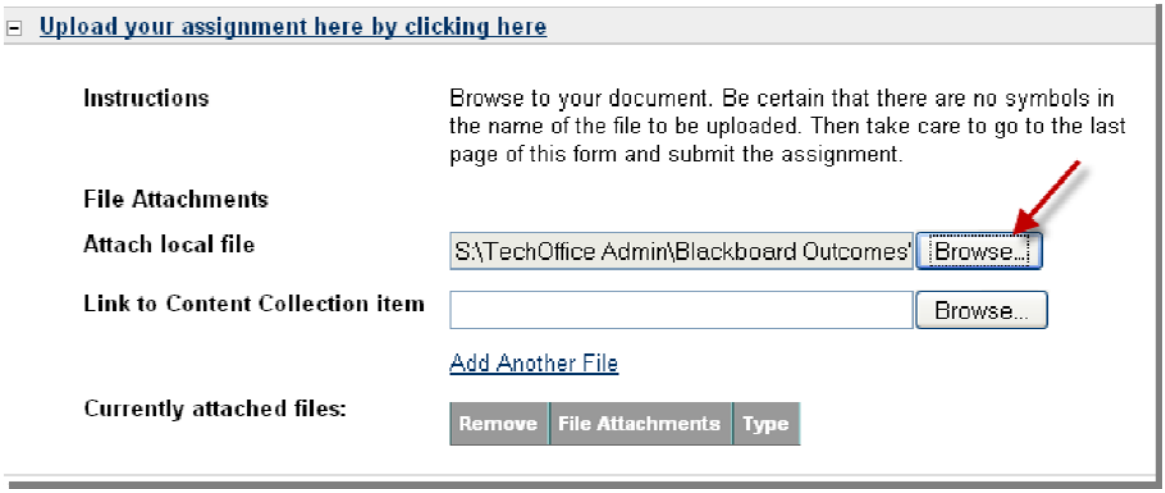
Students must click "OK" to continue.

4. On the "Build" tab, students must click the plus sign to expand the upload options



The upload options appear after the "Upload your assignment here by clicking here" link is selected.

5. Students browse and upload their assignment/s.



Multiple files can be added by clicking the "Add Another File" link.

6. After all files have been uploaded, students click the "Save and Exit" button to complete their upload.