Steps for **Uploading** a project requested by the teachers at Al Anjal School

1. Login to Blackboard, via <u>www.alanjal.com</u> or <u>https://alanjal.blackboard.com/</u>

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2. By loging in via student account, Student Home Page will appear like below. <u>CLICK on COURSES</u>

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3. By Clicking COURSES, a new window with all Courses /Subjects will appear like below: Click on the Subject

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4. Upon clicking on desired subject for which project submission is required, Below screen will apprear: <u>CLICK on the PROJECTS</u> in left menue bar

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- 5. The required project for that subject will appear like below:
 - a. **Click on the name of the project as underline** in below screenshot for the instructions and what needed from the students to complete the project in this subject <u>"like English Project ppt"</u>
 - b. Click on Project icon as circled in below screenshot "Q1-PJ-1"

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6. Upon **Clicking on Project icon**, a new screen will appear like below:

- a. You can see the project required like **Q1-PJ-1**
- b. **<u>4(Four) underline</u>** things to see and act:
- c. <u>Assignment / Project INFORMATION</u>, <u>Add Comments</u> & <u>Submit Button</u>

Assignment / Project SUBMISSION,

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- 7. Check the Assignment / Project Information which will tell you when to complete, due date or deadline and points for this Project.
- 8. Assignment Submission, where you can on upload your completed project:
 - a. As you can see in above screenshot, b. **Click on** Button **Browse My Computer** Green Circled below screen will apprear.

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- 9. Clicking on Browse My Computer
 - a. Select your file where it is in your Computer
 - b. Write Comment if you want to tell your teacher while checking your project as per arrow above
 - c. Click on Submit Button in above screenshot red circled.

Project is submitted