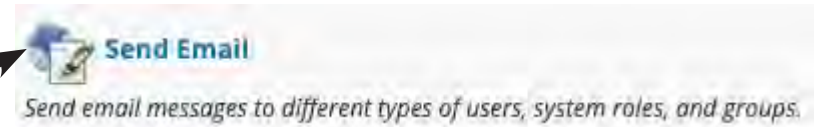
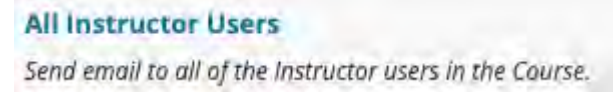


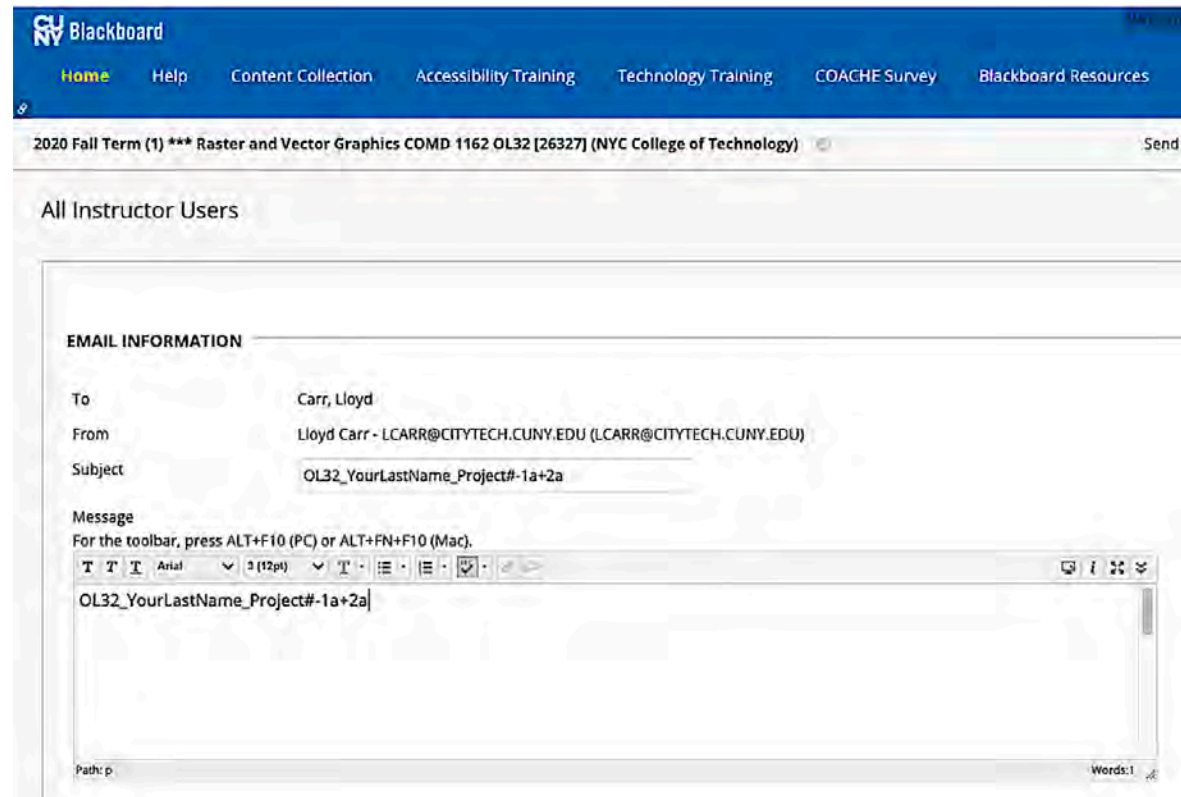
1. Go to “Tools” and select “Send Email.”



2. Select “All Instructor Users.”



3. Enter “File ID” format into “Subject” information.

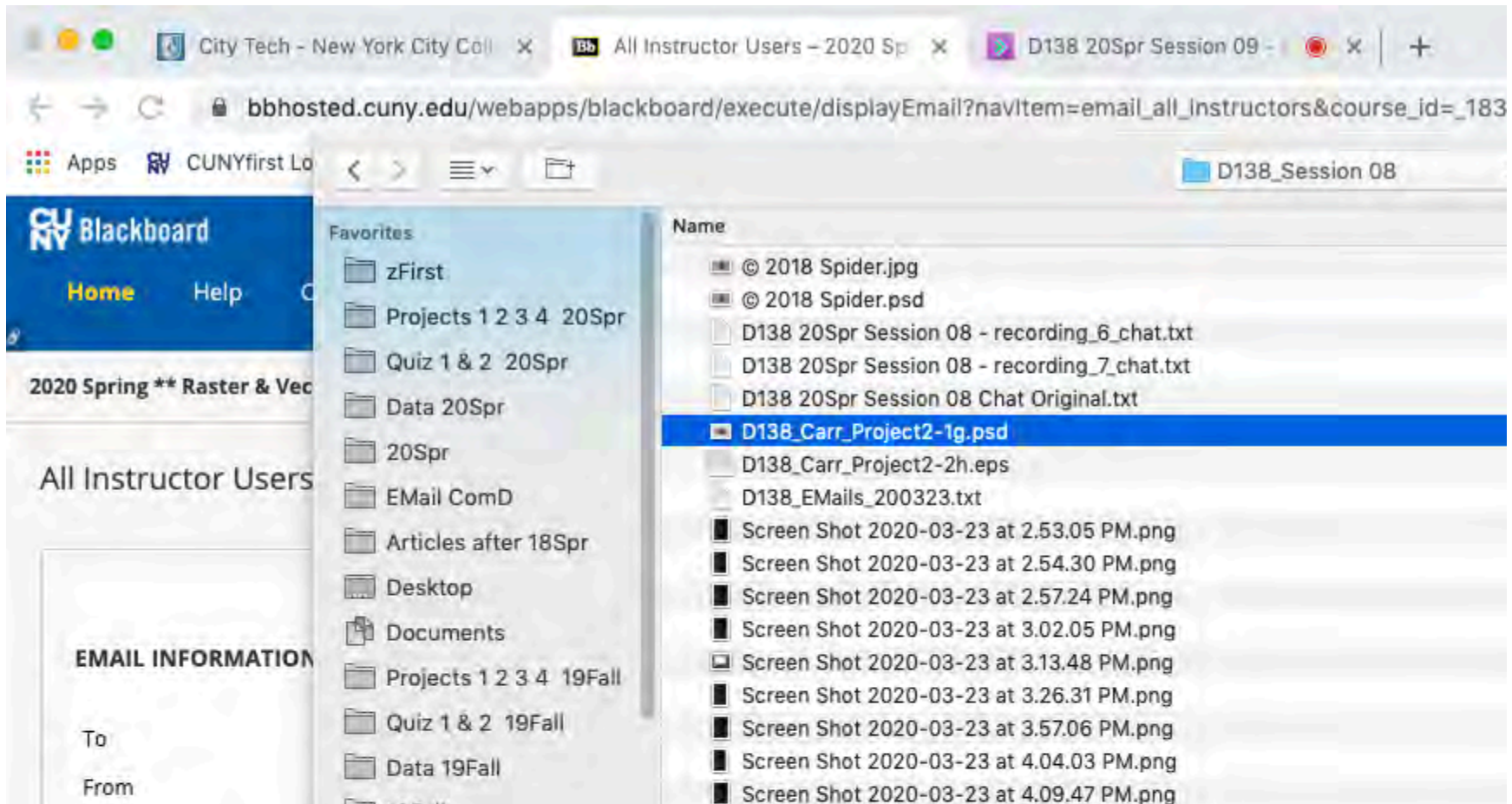
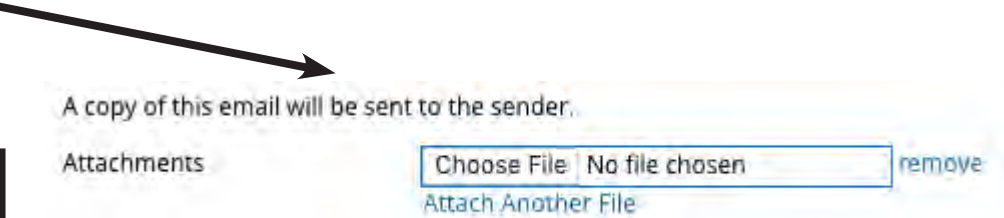
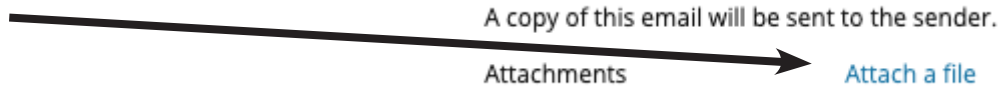


How To Submit Project Assignment

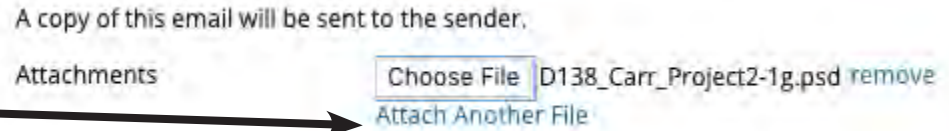
4. Go to “Attachments” and select “Attach a file.”

5. Select “Choose File.”

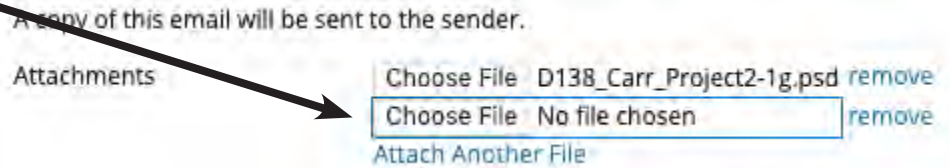
6. Navigate to latest version of “.psd” format and choose file.



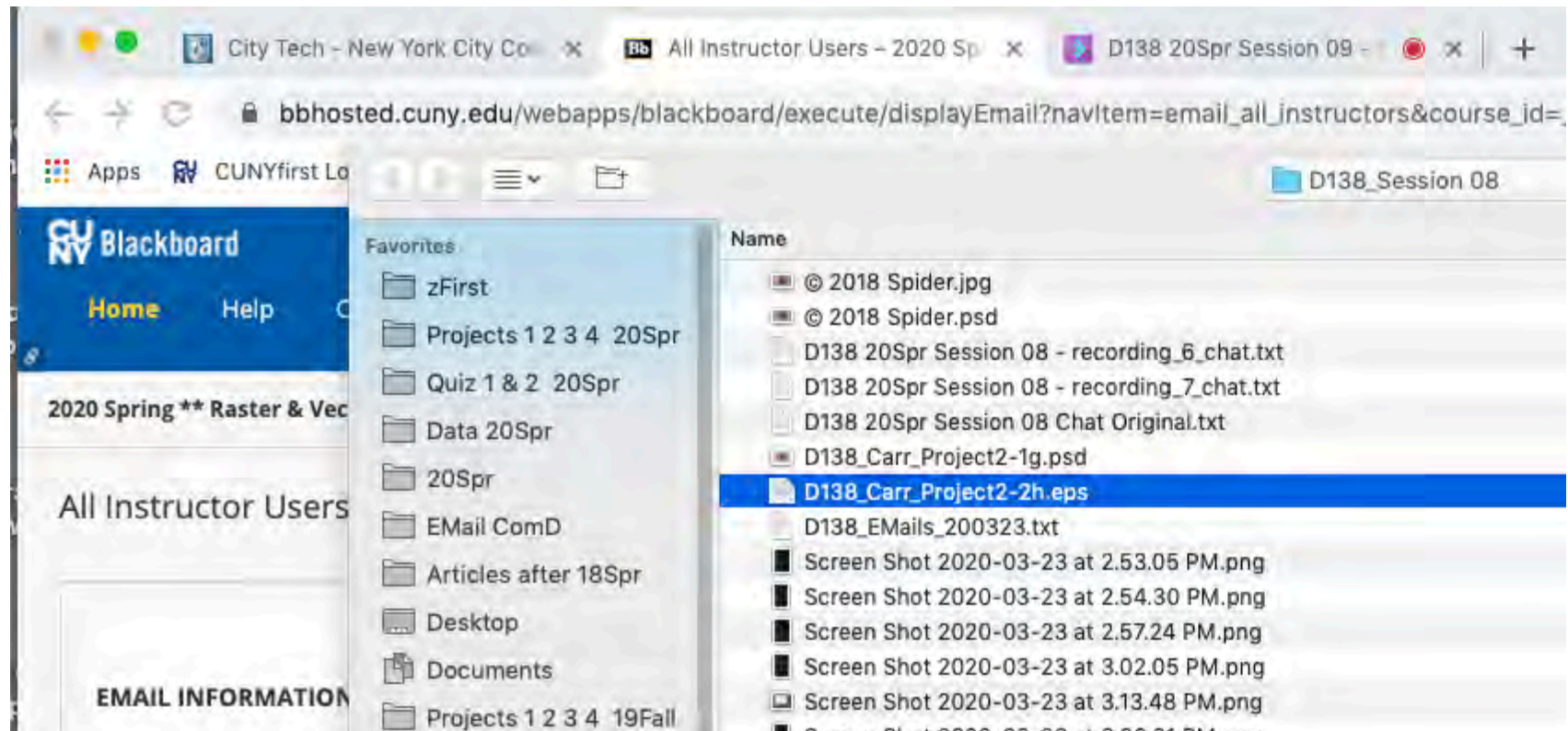
7. Go to “Attachments” and select “Attach Another File.”



8. Select “Choose File.”



9. Navigate to latest version of “.eps” format and choose file.



10. Go to “Submit” and select “Submit.”

11. Verify at top of “Tools” that the files were sent to Instructor.

A copy of this email will be sent to the sender.

Attachments

Choose File D138_Carr_Project2-1g.psd remove
Choose File D138_Carr_Project2-2h.eps remove
Attach Another File

The screenshot shows the Blackboard interface for a course titled "2020 Spring **Raster & Vector Graphics COMD 1162 D138 [23148] (NYC College of Technology)". The user is logged in as "Lloyd Carr". The page displays an email composition window titled "All Instructor Users". The email information is as follows:

- To: Carr, Lloyd
- From: Lloyd Carr - LCARR@CITYTECH.CUNY.EDU (LCARR@CITYTECH.CUNY.EDU)
- Subject: D138_YourLastName_Project2-1a&2a

The message body contains a rich text editor with the text: "Please see attached two files." Below the editor, there is a "Path:" field and a "Words:5" counter. The email preview shows the same information and attachments as the composition window. The attachments are:

- Choose File D138_Carr_Project2-1g.psd remove
- Choose File D138_Carr_Project2-2h.eps remove
- Attach Another File

At the bottom of the page, there is a "Click **Submit** to proceed." instruction and two buttons: "Cancel" and "Submit". A large black arrow points from the text in the top-left corner of the page to the "Submit" button.