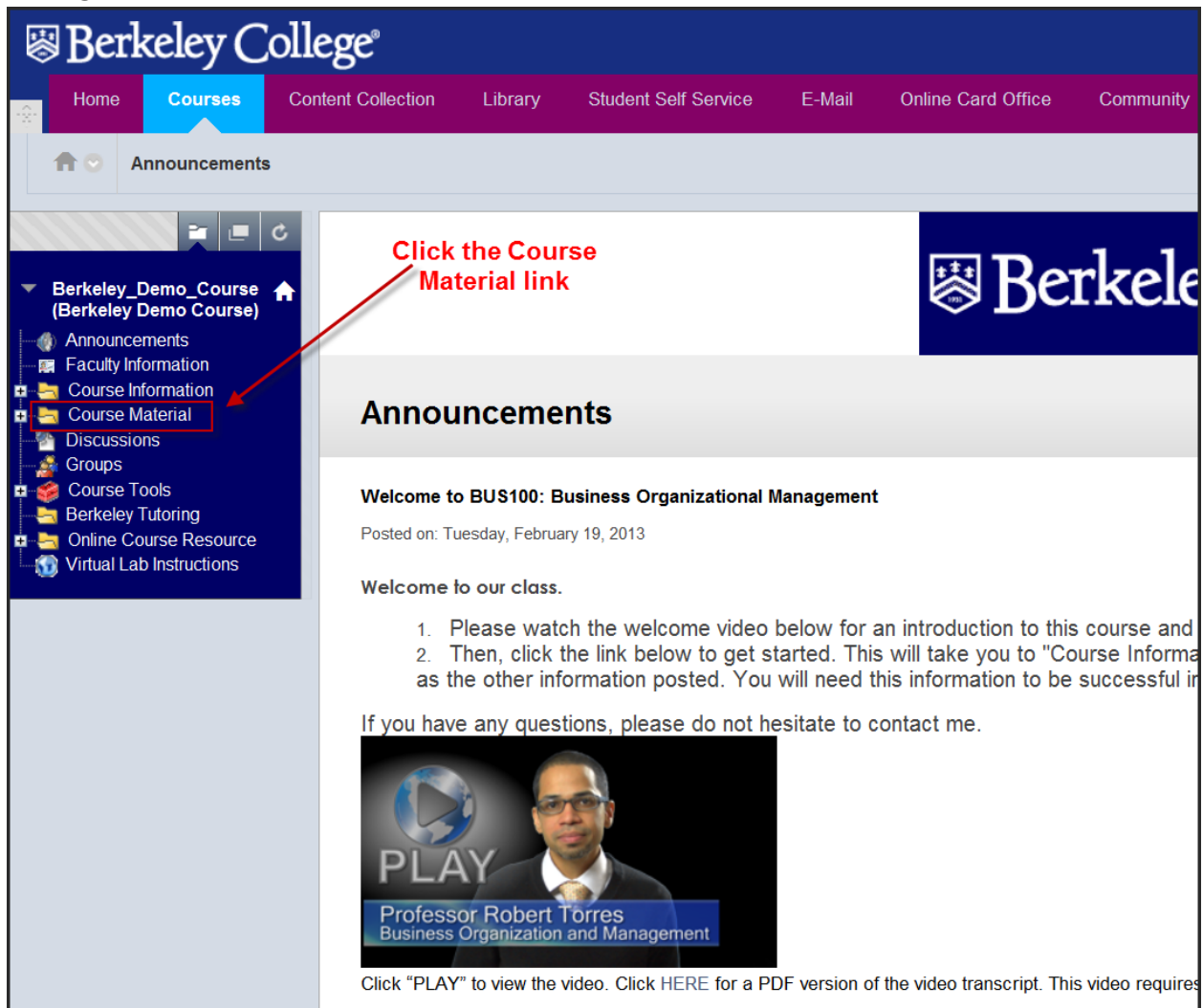


Completing a Writing Assignment

Written Assignments require the upload of an assignment file. To do this first go to the Blackboard course and click on the Course Material link in the Navigation Panel.



The screenshot displays the Berkeley College Blackboard interface. At the top, the Berkeley College logo is visible, followed by a navigation bar with links for Home, Courses, Content Collection, Library, Student Self Service, E-Mail, Online Card Office, and Community. Below this is an Announcements section. On the left, a navigation panel for the 'Berkeley_Demo_Course (Berkeley Demo Course)' lists various course elements: Announcements, Faculty Information, Course Information, Course Material (highlighted with a red box and a red arrow pointing to it), Discussions, Groups, Course Tools, Berkeley Tutoring, Online Course Resource, and Virtual Lab Instructions. The main content area shows an announcement titled 'Welcome to BUS100: Business Organizational Management' posted on Tuesday, February 19, 2013. The announcement text includes a welcome message and a list of instructions: 1. Please watch the welcome video below for an introduction to this course and 2. Then, click the link below to get started. This will take you to "Course Information" as the other information posted. You will need this information to be successful in the course. Below the text is a video player for Professor Robert Torres, Business Organization and Management. The video player has a 'PLAY' button and a caption: 'Professor Robert Torres Business Organization and Management'. At the bottom of the video player, there is a note: 'Click "PLAY" to view the video. Click HERE for a PDF version of the video transcript. This video requires...'

Next, click on the appropriate weekly folder that contains the GHA assignment.

The screenshot displays the Berkeley College website interface. At the top, the Berkeley College logo is visible on the left, and a navigation menu includes 'Home', 'Courses', 'Content Collection', 'Library', 'Student Self Service', 'E-Mail', 'Online Card Office', and 'Community'. Below the navigation bar, a breadcrumb trail shows 'Course Material'. The main content area is titled 'Course Material' and lists six weekly folders: 'Week 1', 'Week 2', 'Week 3', 'Week 4', 'Week 5', and 'Week 6'. Each folder is represented by a yellow folder icon. The 'Week 5' folder is highlighted with a red rectangular border. A red arrow points from the text 'Click on the folder that contains your assignment' to the 'Week 5' folder. On the left side, a sidebar menu is expanded to show 'Berkeley_Demo_Course (Berkeley Demo Course)' with sub-items: 'Announcements', 'Faculty Information', 'Course Information', 'Course Material', 'Discussions', 'Groups', 'Course Tools', 'Berkeley Tutoring', 'Online Course Resource', and 'Virtual Lab Instructions'. The 'Course Material' item in the sidebar is highlighted.

Next, click on the Assignments folder.

The screenshot displays the Berkeley College website interface. At the top, the Berkeley College logo is visible on the left, and a navigation menu includes Home, Courses, Content Collection, Library, Student Self Service, E-Mail, Online Card Office, and Community. Below the navigation, a breadcrumb trail shows 'Course Material > Week 5'. The main content area is titled 'Week 5' and lists several folders: 'Weekly Introduction', 'Lectures', 'Required Resources', 'Discussion', and 'Assignments'. The 'Assignments' folder is highlighted with a red rectangular box, and a red arrow points from the text 'Click on the Assignments folder' to the 'Assignments' folder icon.

Berkeley College

Home Courses Content Collection Library Student Self Service E-Mail Online Card Office Community

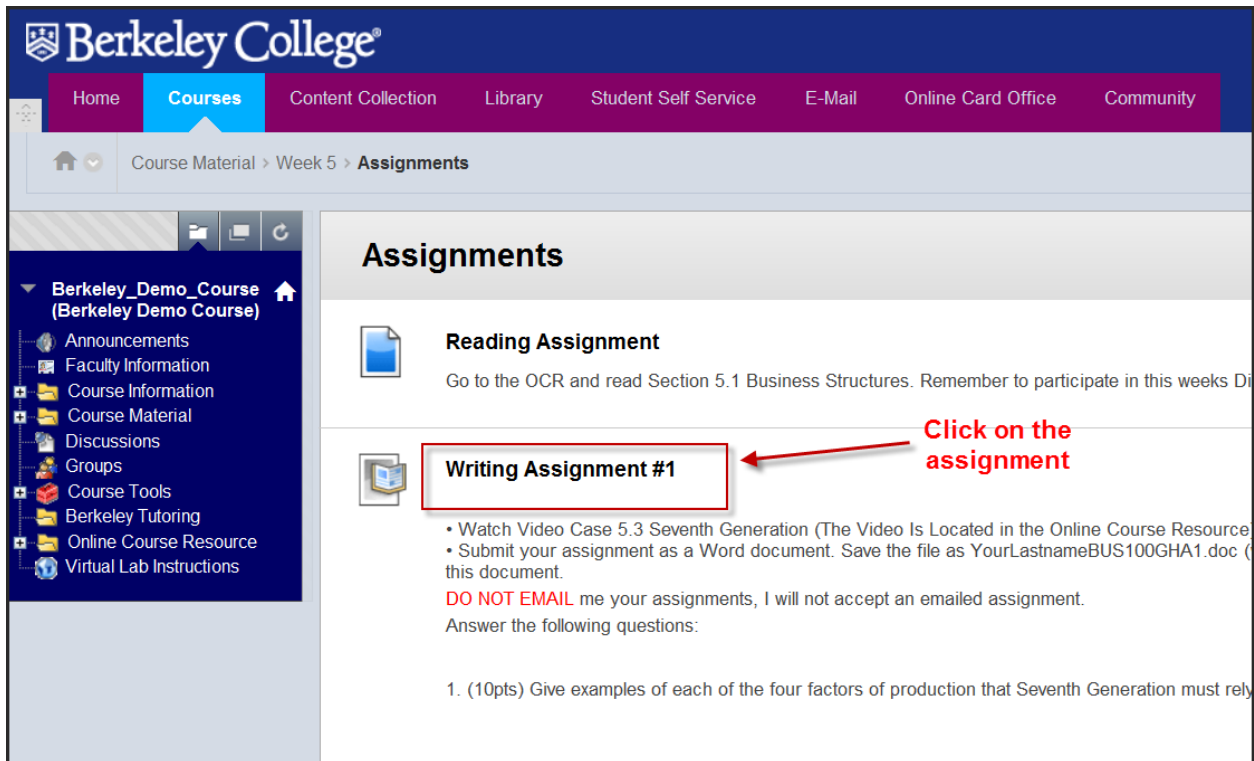
Course Material > Week 5

Week 5

- Weekly Introduction
- Lectures
- Required Resources
- Discussion
- Assignments**

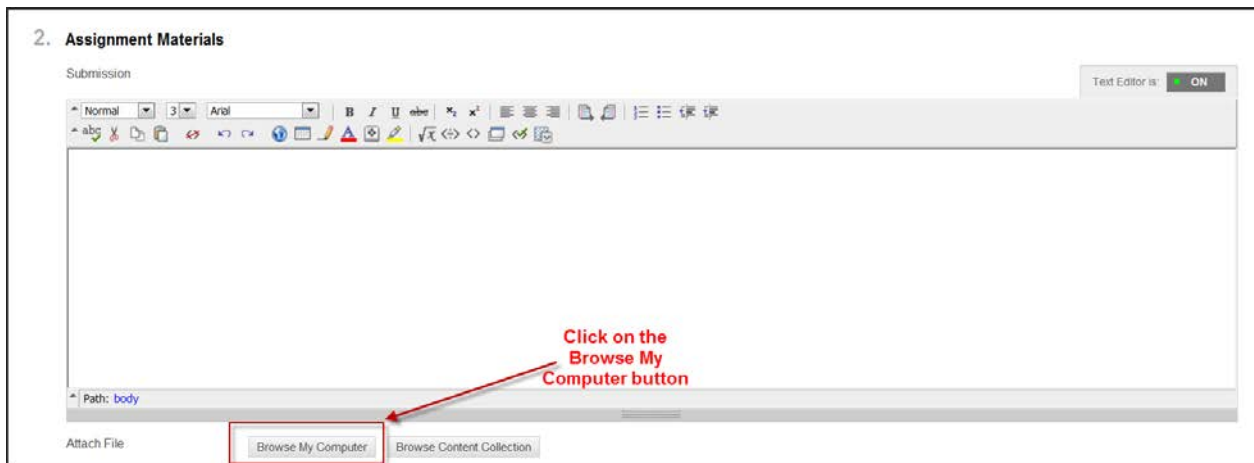
Click on the Assignments folder

Next click the assignment link.



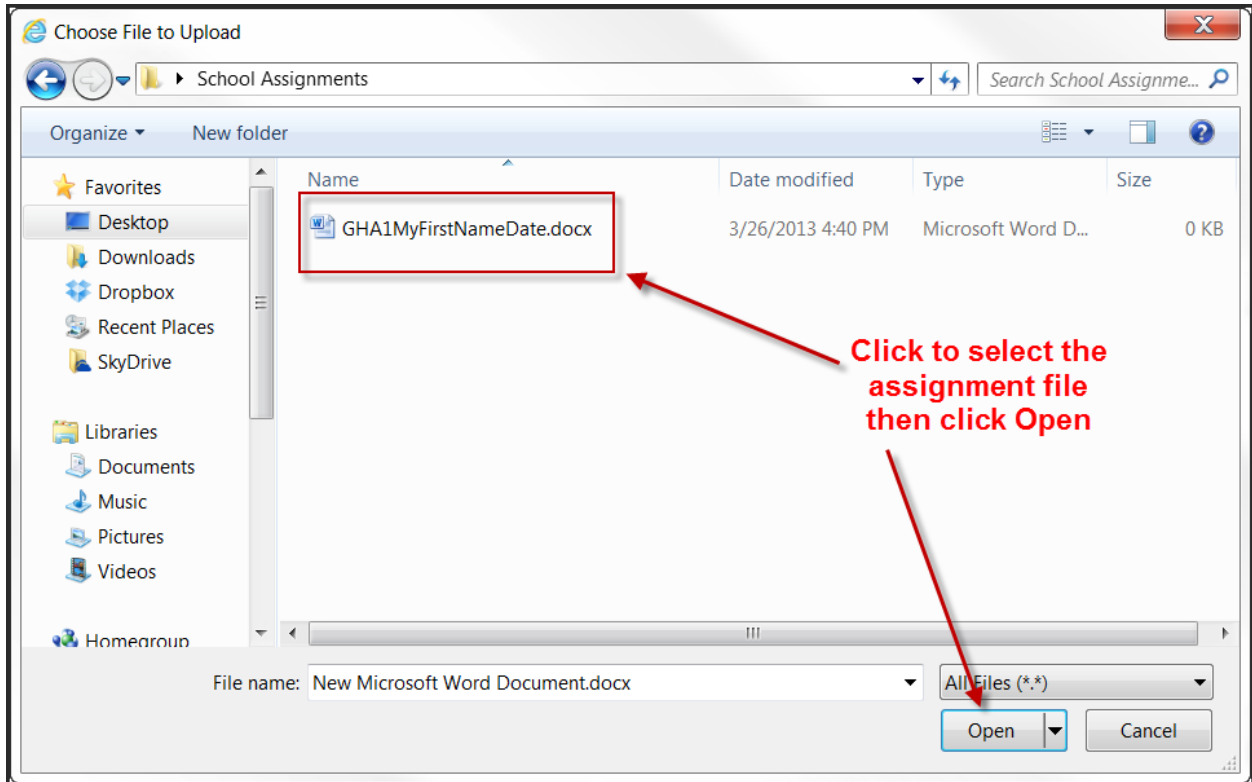
The screenshot shows the Berkeley College website interface. At the top, there is a navigation bar with links for Home, Courses, Content Collection, Library, Student Self Service, E-Mail, Online Card Office, and Community. Below this, a breadcrumb trail indicates the current location: Course Material > Week 5 > Assignments. On the left side, there is a sidebar menu for the 'Berkeley_Demo_Course (Berkeley Demo Course)' with various options like Announcements, Faculty Information, Course Information, Course Material, Discussions, Groups, Course Tools, Berkeley Tutoring, Online Course Resource, and Virtual Lab Instructions. The main content area is titled 'Assignments' and contains two items: 'Reading Assignment' and 'Writing Assignment #1'. The 'Writing Assignment #1' item is highlighted with a red box, and a red arrow points to it with the text 'Click on the assignment'. Below the 'Writing Assignment #1' title, there are instructions: 'Watch Video Case 5.3 Seventh Generation (The Video Is Located in the Online Course Resource)', 'Submit your assignment as a Word document. Save the file as YourLastnameBUS100GHA1.doc (this document)', and 'DO NOT EMAIL me your assignments, I will not accept an emailed assignment.' Below these instructions, it says 'Answer the following questions:' followed by a list item: '1. (10pts) Give examples of each of the four factors of production that Seventh Generation must rely

Next, in section 2: **Assignment Materials**, navigate to the assignment file by clicking on the **Browse My Computer** button.

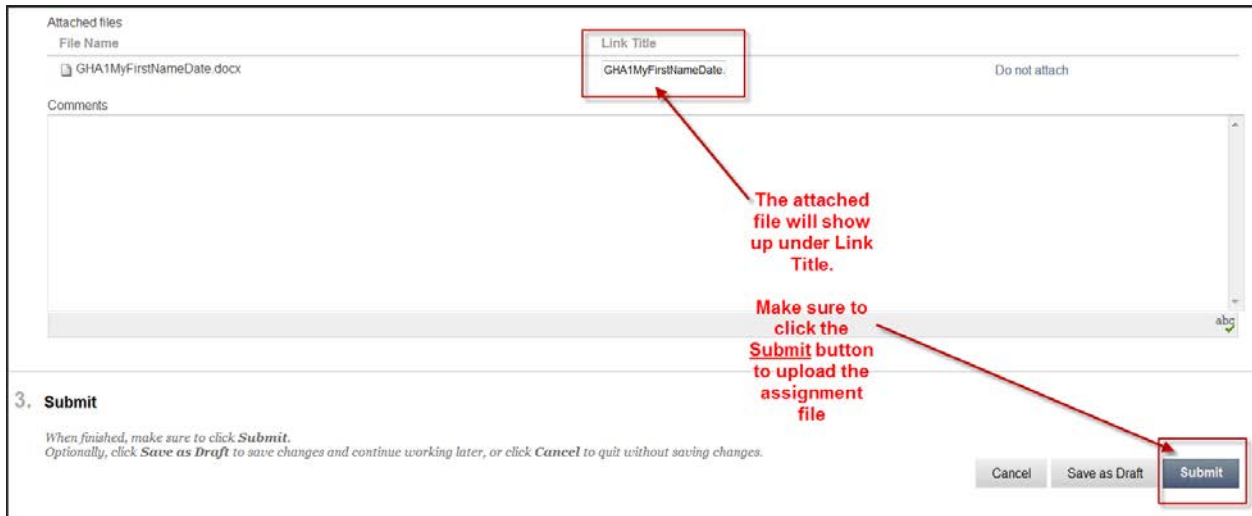


The screenshot shows the '2. Assignment Materials' submission interface. At the top, it says 'Submission' and 'Text Editor is ON'. Below this is a rich text editor with a toolbar containing various formatting options like bold, italic, underline, link, and list. The main area of the editor is empty. At the bottom of the editor, there are two buttons: 'Attach File' and 'Browse My Computer'. The 'Browse My Computer' button is highlighted with a red box, and a red arrow points to it with the text 'Click on the Browse My Computer button'. Below the 'Browse My Computer' button, there is a 'Browse Content Collection' button.

Next, select the assignment file then click **Open**.



The assignment file shows in the attached file section under Link Title, click **Submit** to **upload** the file.



A confirmation page indicating the assignment is complete will appear.

This assignment is complete. Review the Submission History.

Review Submission History

A confirmation appears at the top of the page.

1. Assignment Information

Name: Writing Assignment #1

Instructions

- Watch Video Case 5.3 Seventh Generation (The Video Is Located in the Online Course Resources)
- Submit your assignment as a Word document. Save the file as YourLastnameBUS100GHA1.doc and use the View/Complete link to submit this document.

DO NOT EMAIL me your assignments, I will not accept an emailed assignment.

Answer the following questions:

1. (10pts) Give examples of each of the four factors of production that Seventh Generation must use for the firm's success?

Due Date

Points Possible 10

Student Name ofst 01

You can also review all of your submissions in the Review Submission History section

2. Review Submission History

Attempt #2 (March 26, 2013 4:53:37 PM EDT)
Attempt #1 (February 20, 2013 9:03:11 PM EST)