Submission Receipts in Blackboard

Blackboard now generates submission receipts when assignments are submitted. The receipts are stored in Blackboard, and they can be reviewed later.

Students:
When an assignment is submitted, you will receive a confirmation notice across the top of the submission window. The notice will contain the submission receipt number. NOTE: The Blackboard app does not generate the confirmation notice.

The submission receipt is also recorded for you in Blackboard. You can access it later by going to My Grades, under the Submitted tab. At the bottom left of this window is the link to your stored Submission Receipts for the course. Click the number to view your stored receipts.
Your Submission Receipts will display.

### Submission Receipts

Each student submission receives a unique confirmation number that verifies that the submission was received. Receipts are maintained when an attempt, gradable item, or student is removed from the course. The Submitter column lists who made the submission in the case of groups. Only students are allowed to view the submission receipt while names are hidden during anonymous grading.

<table>
<thead>
<tr>
<th>Confirmation Number</th>
<th>Submitter</th>
<th>Coursework</th>
<th>Date</th>
<th>Submission</th>
<th>Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>cdeebd11-722c-4559-b681-b3041e2761a4</td>
<td>Demo User</td>
<td>Write a Paper</td>
<td>Feb 4, 2019 9:00 AM</td>
<td>Rick workshops.docx</td>
<td>13.1kb</td>
</tr>
</tbody>
</table>

Instructors can view students’ Submission Receipts by going to the Grade Center, clicking on the Reports tab, and selecting Submission Receipts.

This will open the Submission Receipts window, which allows you to search for individual students.

Blackboard displays all of the available Submission Receipts available for the student. If there is ever a discrepancy, contact the FRC with the Submission Receipt number so that it can be tracked.

For more information, contact the Faculty Resource Center at 205.348.3532 or frc@ua.edu or visit our website at http://frc.ua.edu.

Last updated 4 February 2019