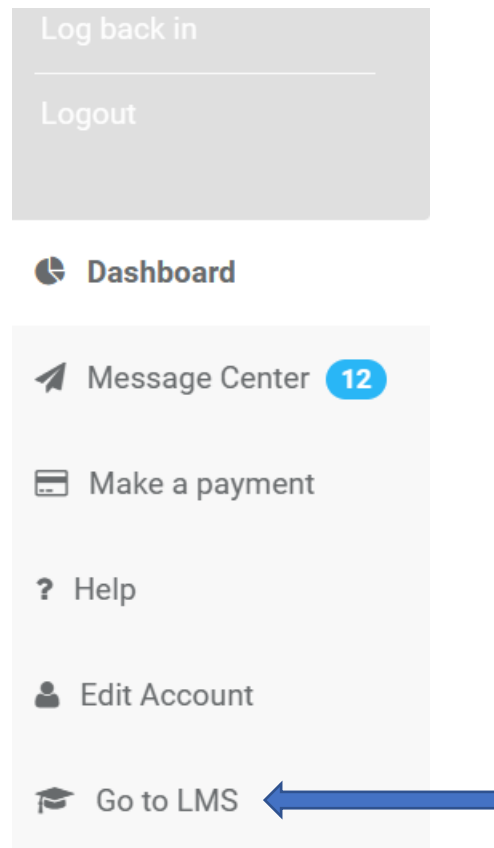
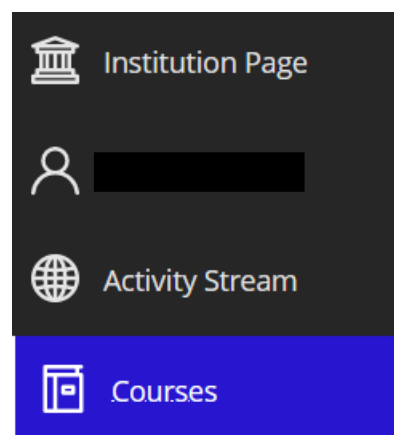


REQUIREMENT: You must submit homework on each Course.

STEP 1: After Logging in at <https://kingdomu.geniussis.com/PublicWelcome.aspx>, select **“Go to LMS”** for your Bb (blackboard) account.



STEP 2: Click **“Courses”** and select the course from the screen list on the right.



STEP 3: For training purposes we will use “Kingdom Economics.”

Current Courses ▾ Upcoming Courses →

☰ Filter All Courses ▾ 25 ▾ items per page

Assorted Dates

TUP_Kingdom_Foundation 01 TUP Kingdom Foundation Multiple Instructors More info ▾	☆
TUP_Kingdom_Economics 02 TUP Kingdom Economics Multiple Instructors More info ▾	☆
FFM_Y2_Kingdom_Understanding_of_the_End_Times 03 FFM Y2 Kingdom Understanding of the End Times Multiple Instructors More info ▾	☆



STEP 4: This page will display. Scroll down on right side until you get to the “Upload Homework” section.

Content **Calendar** Discussions Gradebook Messages

Course Faculty

No course faculty

Details & Actions

- Roster [View everyone in your course](#)
- Progress Tracking **On**
- Class Collaborate [Join session](#) ...
- Attendance [View your attendance](#)
- Groups [View groups to join](#)
- Announcements No announcements
- Books & Tools [View course & institution tools](#)

Course Content 🔍

- Welcome to Kingdom Foundation ▾
This course will consist of 10 hours of teaching on Friday evening, Saturday morning, and Saturday afternoon once a month in accordance with your scheduled date. There is also an assigned book for the course. A written Course Reflection is required for a Degree Program. You will earn 3...
[Show more](#)
- Course Materials ▾
A Book is Required for your Reading Assignment. (click the KU Student Bookstore link below)
- Student Book Store
- Assignments ▾
Reading Assignment & Course Reflection

STEP 4: Scroll down and select **“Upload HOMEWORK Here”** link. Once selected the box on the right side will display. There is a total of two attempts to load homework. Once this link is open notice there is one attempt left.

STEP 5: Click **“Start attempt.”**

The screenshot displays a course management interface. On the left, a sidebar titled "Course Content" lists several items: "Not started", "Reading Assignment" (with a folder icon and text "Read: Citizenship According to the Kingdom, by Dr Greg Hood."), "Course Reflections (for degree programs only)" (with a document icon and text "Course reflections should capture what you've learned in your reading assignment..."), "Upload HOMEWORK Here" (with a document icon and text "No due date"), "Additional Course Information" (with a document icon and text "This additional information is for added value in this course."), and "Need Help?". On the right, a panel titled "Upload HOMEWORK H..." shows details for the selected homework. It includes a close button (X) at the top left. The "Details & Information" section shows "Assessment due date" as "No due date" and "Attempts" as "1 attempt left" (with a blue arrow pointing to it). The "Grading" section shows "Maximum points" as "100 points". At the bottom right, a black button labeled "Start attempt" has a blue arrow pointing to it.

STEP 6: When “Start attempt” is selected the “**Submission**” box will display.


Assignment Content

Please submit the HOMEWORK assignment by either typing into the Submission Text Box below or by selecting the paper clip to attach a file.

Submission


Drag and drop files here or click to add text.

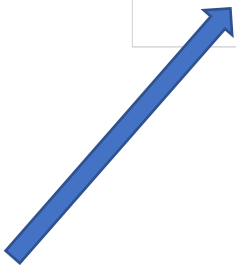
Details & Information

 **Assessment due date**
No due date

Attempts
1 attempt left

Grading

 Maximum points	100 points
---	------------



Save and Close

Submit

STEP 7: By clicking in the “**Submission box**” other options will display. You have a choice of typing your reflection directly into the box or attaching a file by selecting the “**paperclip.**”

Upload HOMEWORK Here

Assignment Content

Please submit the HOMEWORK assignment by either typing into the Submission Text Box below or by selecting the paper clip to attach a file.

Submission

Rich text editor toolbar with icons for Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Link, Unlink, and Attach File. Below the toolbar is a text box containing the text: "Drag and drop files here or click to add text."

Word count: 0

Details & Information

Assessment due date
No due date

Attempts
1 attempt left

Grading

Maximum points	100 points
-----------------------	------------

Save and Close

Submit

STEP 8: S

STEP 8: Save your file with first initial, last name, first three letters of your campus, month, and year. EX: jpwarrenTUP022023.

NOTE: Your assignment is a **“Reflection”** not a **“Book Report.”** Use the following format:

1. What did you get out of the book?
2. How did it effect you?
3. What will you do with what you learned?

This should be your own thoughts and feelings. And it should be at least 600 words.

STEP 9: You may save and close while you are working on the submission. Then, after you are done with your document (either typed or attaching a document) make sure you click **“Submit”** to complete.

Upload HOMEWORK Here

Assignment Content

Please submit the HOMEWORK assignment by either typing into the Submission Text Box below or by selecting the paper clip to attach a file.

Submission

You can add text, images, and files here.

Word count: 0

Details & Information

Assessment due date
No due date

Attempts
1 attempt left

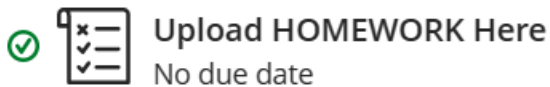
Grading

Maximum points	100 points
----------------	------------

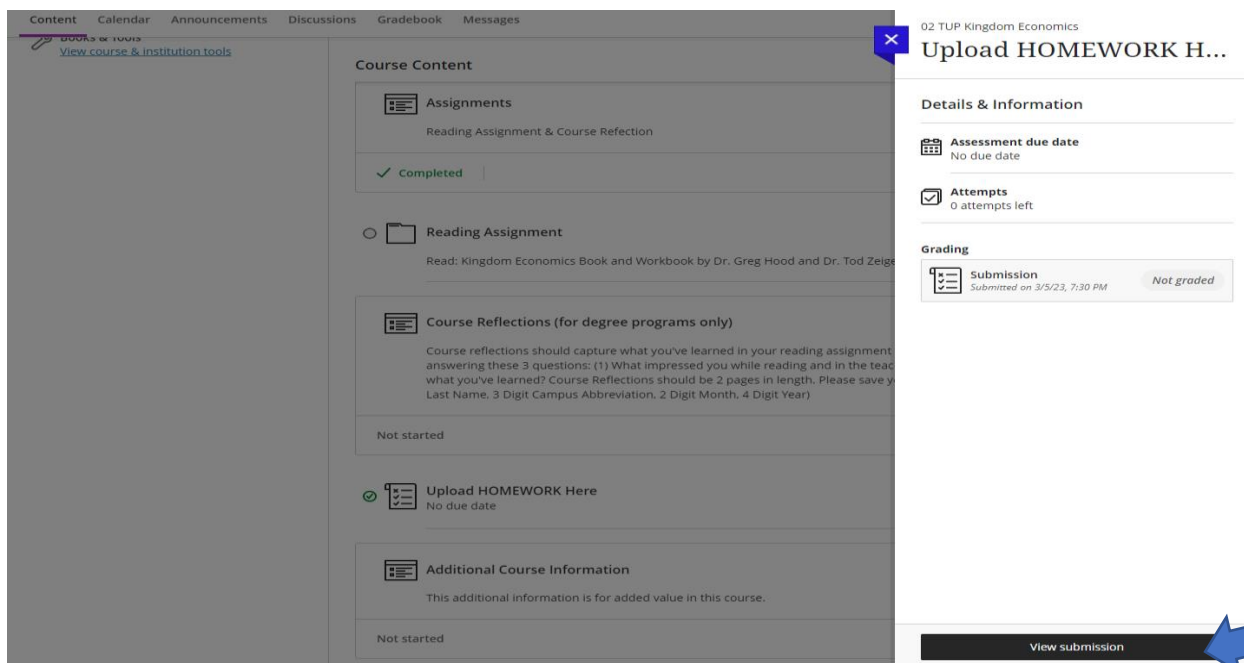
Save and Close Submit

After you have completed homework and Submitted. The completed assignment shows on the Bb Course Content page with a green checkmark.

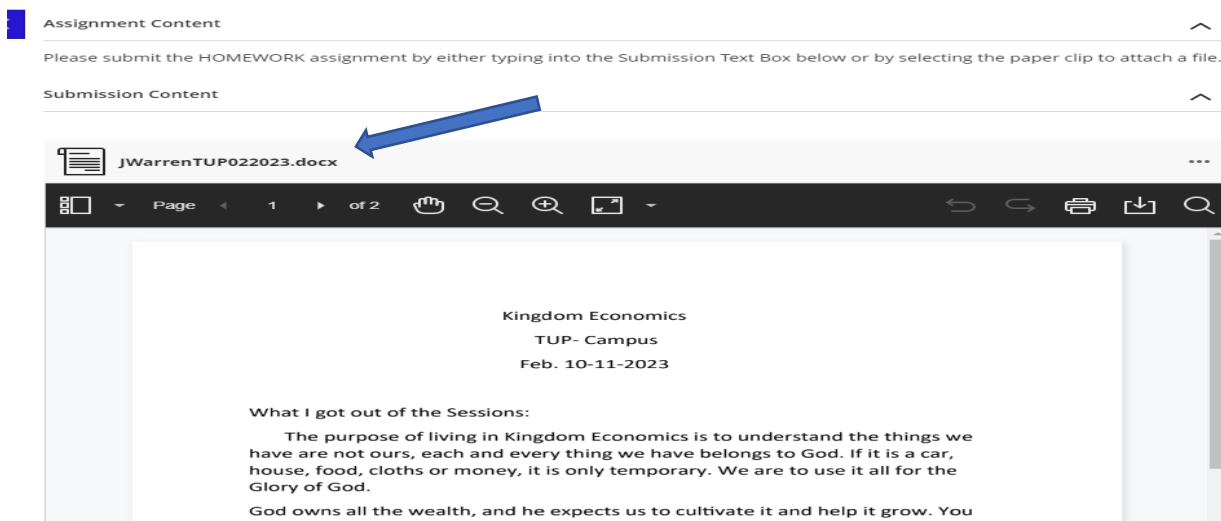
HOW TO UPLOAD AND VIEW YOUR HOMEWORK



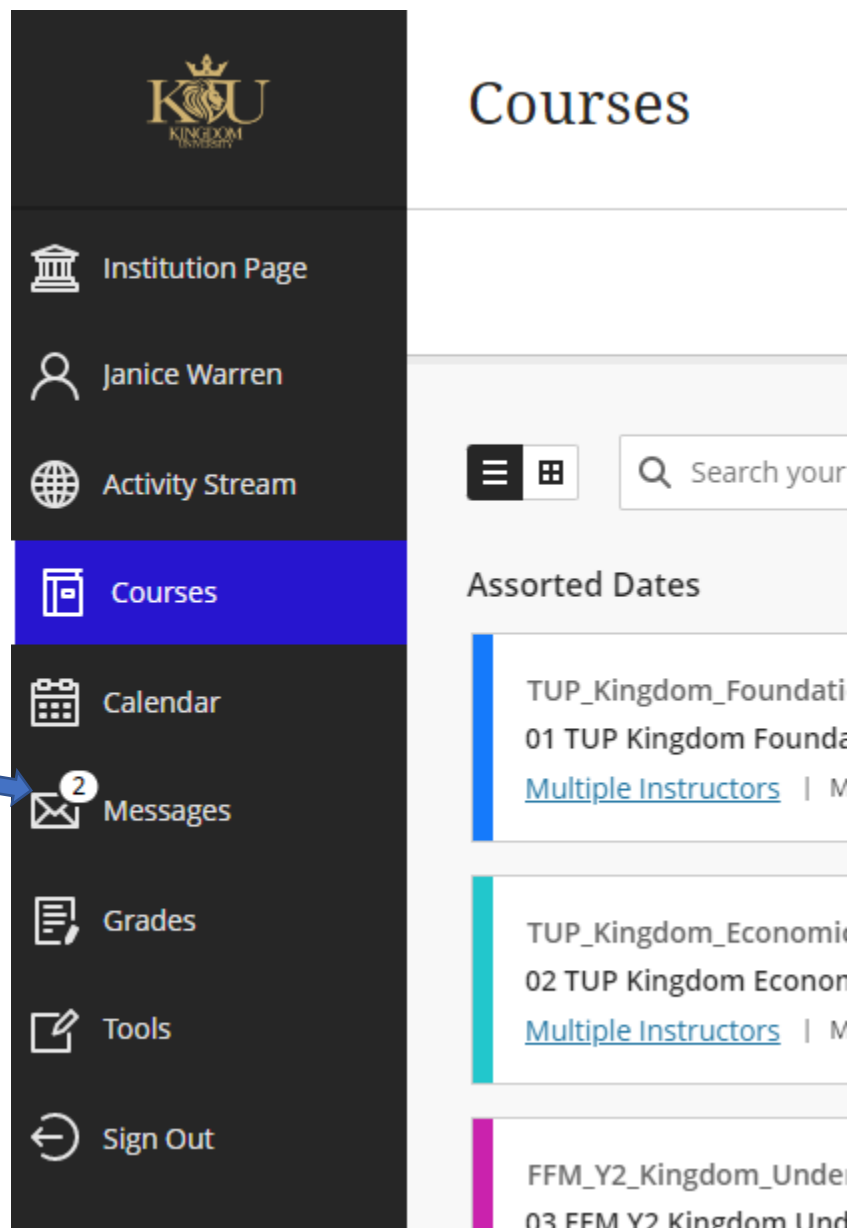
STEP 10: If you would like to look at your homework at a later time you can go to upload homework and then select **“View Submission”**.



Once you select the view assessment, it will bring up your file and show your homework submission.



STEP 11: Please be on the lookout for messages from the “**Kingdom U staff.**” Message maybe sent to you through Blackboard or e-mail once your assignment is graded or if they have an issue, they need to contact you about. On Institution page on left side there is a Message option. Notice the bubble with the number 2 in it. There are two messages.



STEP 12: When you click on the bubble it will take you to the course that the staff needs to communicate with you about. You will see a **Red** bubble at the end of the course.

ID: TUP_Prayers_that_Shape_Cities_Regions_and_Nations	03 TUP Prayers that Shape Cities, Regions, and Nations	✉
ID: TUP_Kingdom_Leadership_Lifestyle	04 TUP Kingdom Leadership Lifestyle	✉
ID: TUP_Living_In_Freedom_Everyday	05 TUP Living In Freedom Everyday	✉
ID: FFM_Kingdom_Function_of_The_National_Apostolic_Congress	06 FFM Y2 Kingdom Function of The National Apostolic Congress	✉
ID: TUP_Kingdom_Function_of_The_National_Apostolic_Congress	06 TUP Kingdom Function of The National Apostolic Congress 2	✉
ID: TUP_Citizenship_According_to_The_Kingdom	07 TUP Citizenship According to The Kingdom	✉


STEP 13: When you select the **Red** bubble it will display the message. To reply to sender, double click on the message. This will bring you to the reply to sender.

TUP_Kingdom_Function_of_The_National_Apostolic_Congress

06 TUP Kingdom Function of The National Apostolic Congress

Content Calendar Announcements Discussions Gradebook **Messages**

2 unread messages

 **Diana Oracion** 20 hours ago, at 3:04 PM
To: You and Diana Oracion
Hi Janice, testing email copy to you as well...

Diana Oracion 20 hours ago, at 2:57 PM
To: You and Diana Oracion
test reply

Janice Warren (You) 20 hours ago, at 3:00 PM
To: You and Diana Oracion
Got it.

HOW TO UPLOAD AND VIEW YOUR HOMEWORK

STEP 14: The reply option back to sender. Type reply in box below and select **“Reply.”**

06 TUP Kingdom Function of The National Apostolic Congress
Diana Oracion

Conversation started: 20 hours ago, at 2:57 PM
To: Janice (You) and Diana

Diana Oracion
20 hours ago, at 2:57 PM
test reply

Rich text editor toolbar with icons for bold, italic, underline, link, unlink, list, indent, outdent, undo, redo, and other editing functions.

thanks so much

Reply

Step 15: To exit message select the **“blue box”** with the **“white X”** at the left top of the message.

06 TUP Kingdom Function of The National Apostolic Congress
Diana Oracion

Conversation started: 20 hours ago, at 2:57 PM
To: Janice (You) and Diana

Diana Oracion
20 hours ago, at 2:57 PM
test reply

Janice Warren
a few seconds ago, at 11:03 AM
thanks so much

Please contact us at Support@kingdomu.org with any additional questions.