

Submitting an Assignment

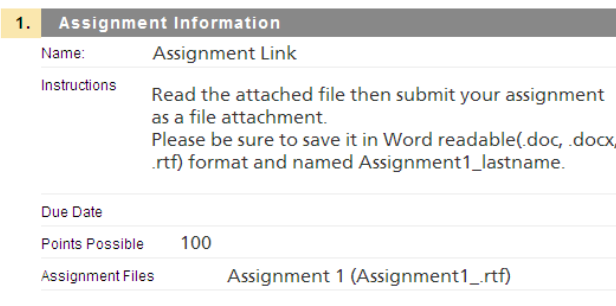
Step 1: Select the content area where assignments are located



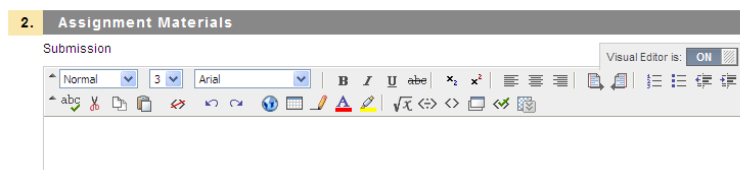
Step 2: Click on an assignment link. The Upload Assignment page will appear.



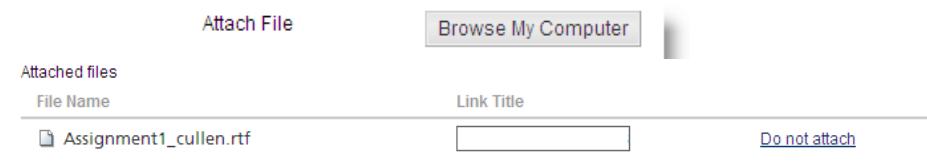
Step 3: Read the Assignment Information for instructions and open any attached assignment files.



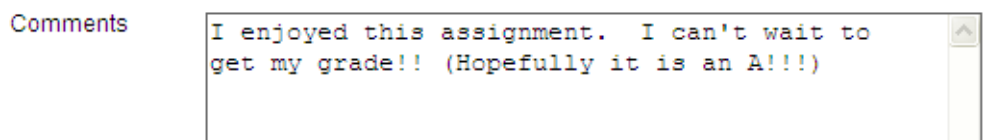
Step 4: If the assignment requires submitting your assignment in the text box and not as an attachment, type or copy and paste into the submission text box. Formatting tools are available.



Step 5: If attaching the assignment, browse for file(s). After attaching the file, the file name displays as well as the option to remove the file.



Step 6: Add any comments to your instructor.



Step 7: Click Submit to upload to Blackboard. Saving as a draft will not submit the assignment to the instructor. If saved, click back on the assignment link to complete and submit.

