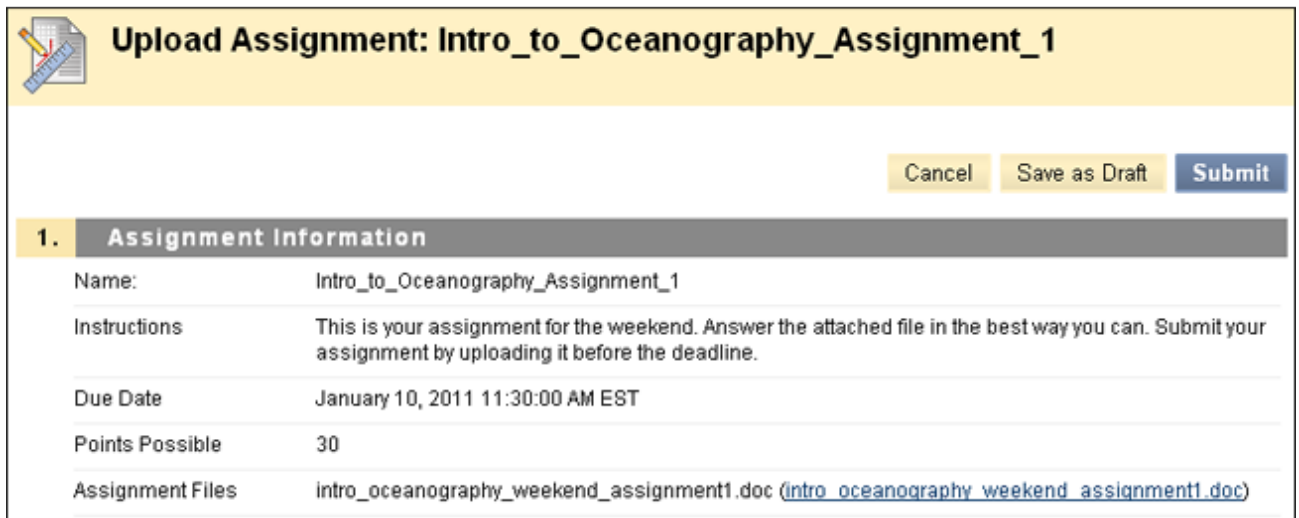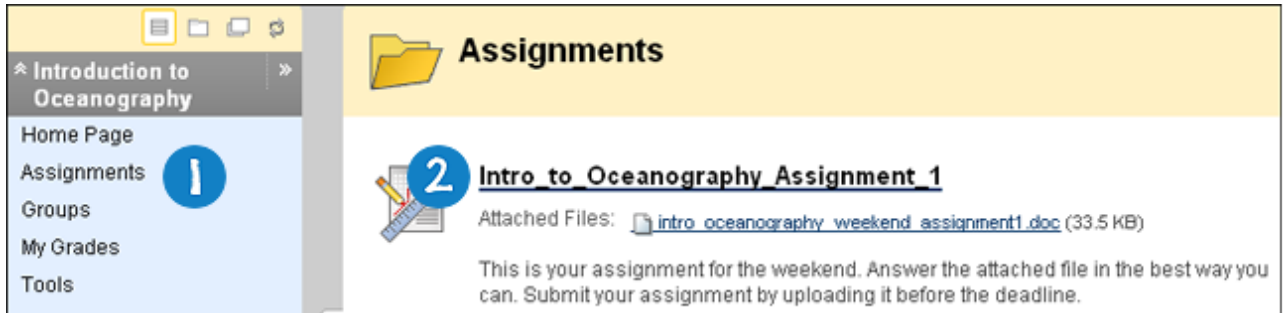Step-by-step Instructions to Uploading Assignments in Blackboard

When you finish your assignment, you must click Submit. If you do not, your instructor will not receive your completed assignment.

1. On the Course Menu, select the Content Area that holds the assignment, for example, the Assignments Content Area.

2. Click the name of the assignment.

3. On the Upload Assignment page, review the instructions and download any files provided by your instructor and complete the assignment using one or both of the following:
   o In the Submission box, type your response. You can use the Text Editor functions to format the text and include files, images, web links, multimedia, and Mashups.
   o If your response to the assignment is in a separate file, click Browse My Computer and select a file to attach. If you attach a file, type a Link Title. If the box is left blank, the file name becomes the link. Follow any instructions that your instructor provided for naming your file.

   Note: The Do not attach option appears next to an uploaded file. If you have selected an incorrect file, you can remove it with this option. If the same file is attached to your assignment more than once, the new file is saved with a number appended to the name. For example, history_assignment(1).doc.

Note: If your instructor is using a rubric and has made it available to students, click the View Rubric button to view grading criteria.

4. Optionally, in the Comments box, type comments to your instructor.

   WARNING! If your instructor has not allowed multiple attempts, assignments can be submitted only once. Ensure that you have attached any required files to your assignment before you click Submit.

5. Click Submit.

   WARNING! When you finish your assignment, you must click Submit. If you do not, your instructor will not receive your completed assignment.

6. A success message appears, confirming the assignment submission.