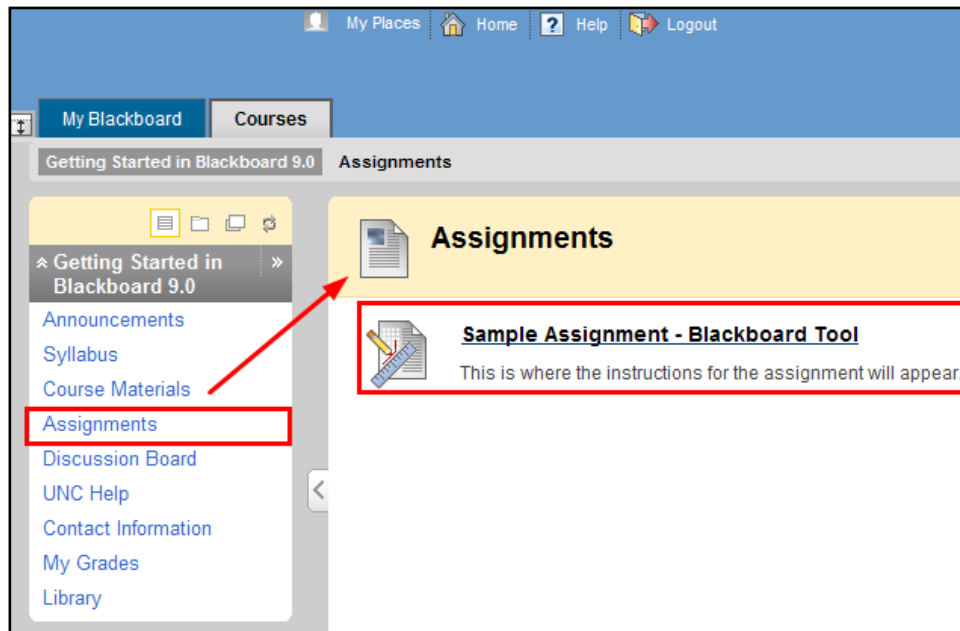


Submitting a Blackboard Assignment



The instructor may require you to submit papers and other types of files for a grade. These instructions will step you through submitting a **Blackboard Assignment**.

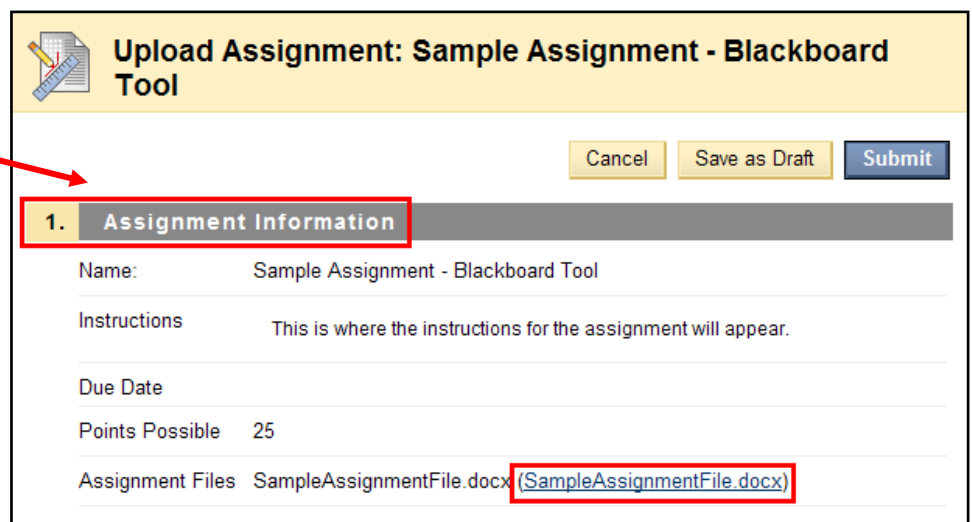
From the **Assignments** menu of this course a Blackboard Assignment is displayed in the content area. Your instructor will guide you to the assignments in your course.



The first portion of the screen displays the **Assignment Information**. Review the screen thoroughly.

Sometimes the instructor will attach a file for your use. To work with the file complete the following steps:

- Select the link to the file.
- Select **Save** from the File Download dialog box.
- Select a file location to save, open and work with the file.



To upload and submit the completed assignment file, select the link to the assignment.

Navigate to the **Assignment Materials** portion of the screen.

Select the **Browse for Local File** button and locate the completed assignment file.

Note: Keep your document name short and simple, using ONLY letters or numbers, such as "assignment1.docx".

Do not add any of these special characters to the file name:

~ ! @ # \$ % ^ & * () _ +
| \ / = : ; " ' .

2. Assignment Materials

Submission

Visual Editor: ON

Normal 3 Arial B I U abc x₂ x²

Path: body

Attach File Browse My Computer

Attached files	File Name	Link Title
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Notice that the **File Name** of the file appears .

The process is NOT complete!

Attach File Browse My Computer

Attached files

File Name	Link Title
StudentAssignment.docx	StudentAssignment.docx

[Do not attach](#)

The file name appears in the **Attached files** portion of the screen.

To complete the process the paper must be submitted.

Attach File Browse My Computer

Attached files

File Name	Link Title
assignment_file.docx	

Select the **Submit** button from the upper or lower right portion of the screen.

3. Submit

Click **Save as Draft** to save changes and continue working later. Click **Submit** to finish. Click **Cancel** to quit without saving changes.

Cancel Save as Draft Submit



Blackboard 9.1



The **Submission History** screen appears and summarizes the assignment entries you made.

If more than one submission is allowed a **Start New Submission** button will appear in the **Finish** portion of the screen.

Instructors can see exactly when the submissions were made.

The screenshot shows the Blackboard interface for a submission. At the top, a tab labeled "2. Submission History" is highlighted with a red box. Below this, the submission details for "Submission (April 19, 2010 10:51:40 AM MDT)" are displayed. Under the "Submission Materials" section, it lists "Submission Field :", "Student Comments :", and "Attached Files : [assignment_file.docx](#)". The "Instructor Feedback" section shows "Grade : Needs Grading", "Comments :", and "Attached Files :". At the bottom, a tab labeled "3. Finish" is highlighted with a red box. Below the tab, there is a message: "Click OK to go back. Click Start New Submission to start new submission." Two buttons are visible: a yellow "OK" button and a blue "Start New Submission" button, both highlighted with red boxes. Red arrows point from the text on the left to the "Submission History" tab and the "Finish" tab.