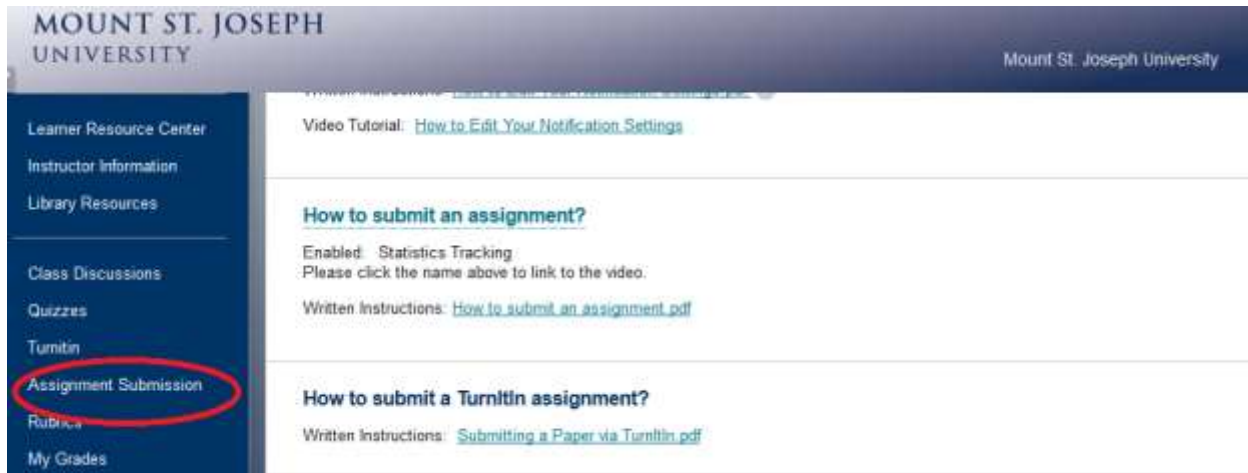
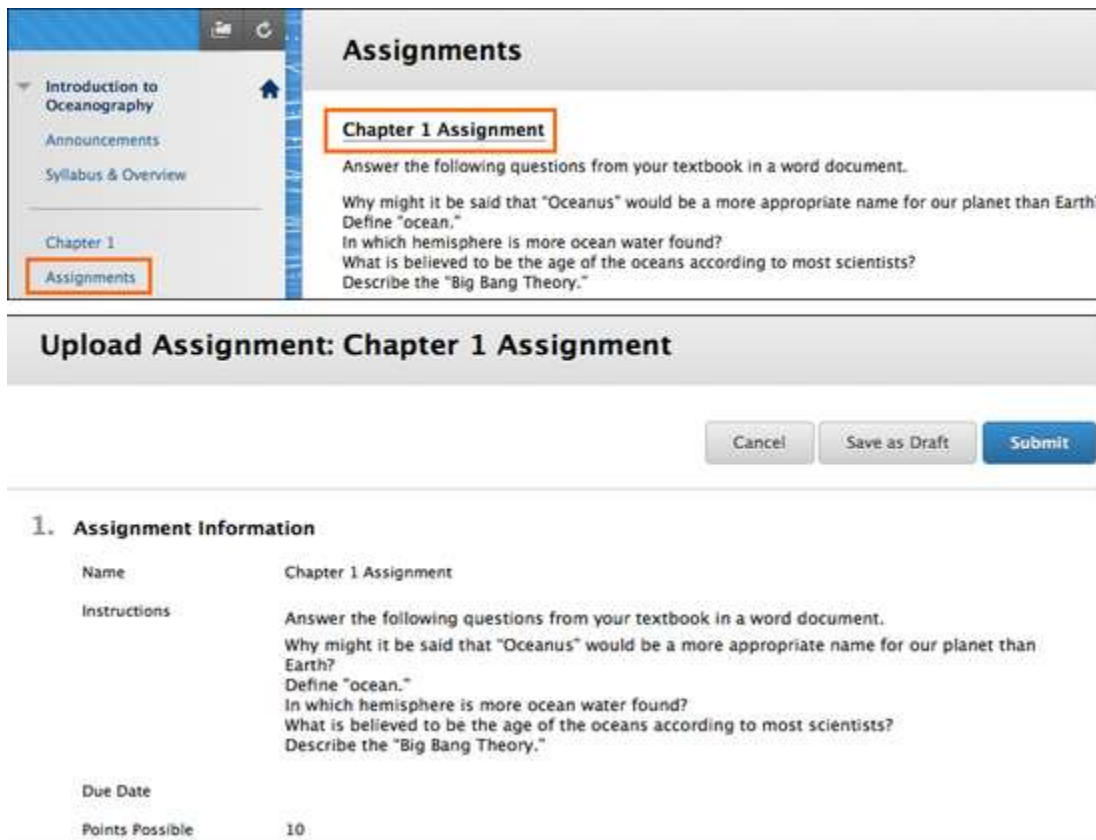


How to Submit an Assignment in Blackboard



1. On the course menu, select the content area that holds the assignment, for example, the *Assignment Submission* 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:

- Click *Type Submission* to expand the Assignment Submission box where you can type your response. You can use the content editor to format text, add files, images, links, multimedia and mashups.
- If your response to the assignment is in a separate file, click *Browse My Computer, Browse Course, or Browse Content Collection* 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.
- If you have selected the wrong file, you can remove it by clicking *Do not attach*. 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.
- If your instructor is using a rubric and has made it available, click the *View Rubric* button to view grading criteria.

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

5. Click *Submit*.