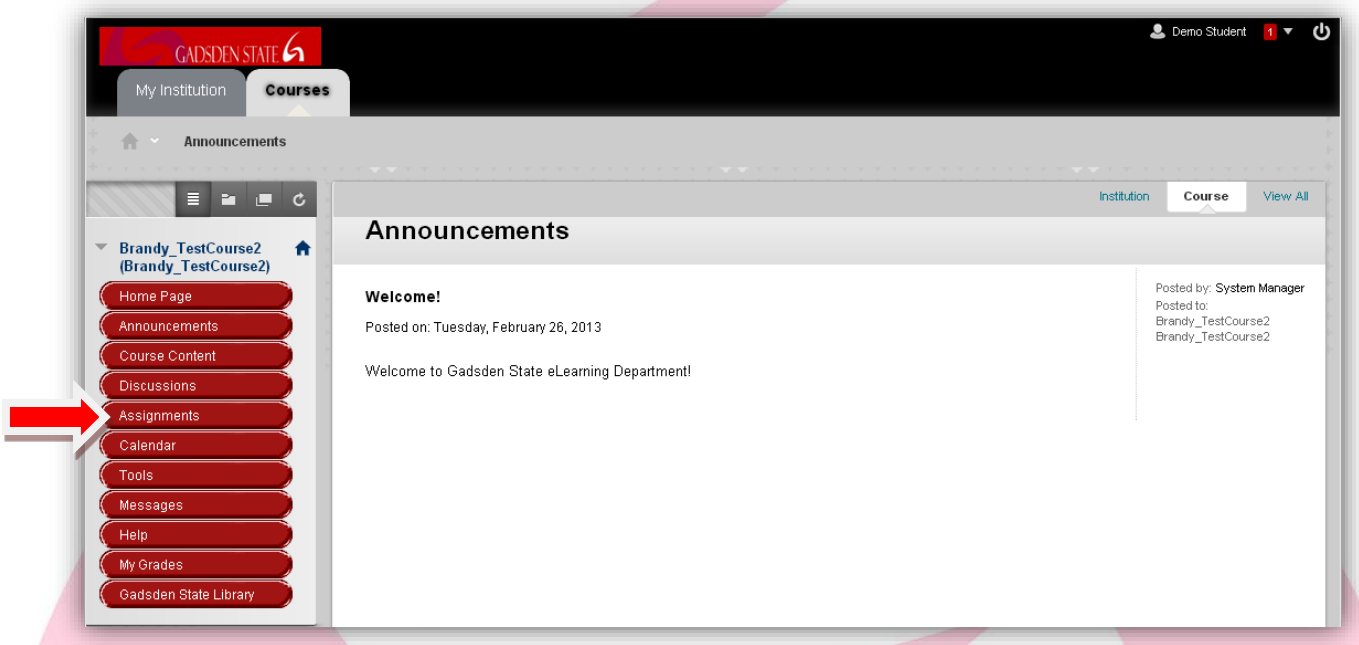
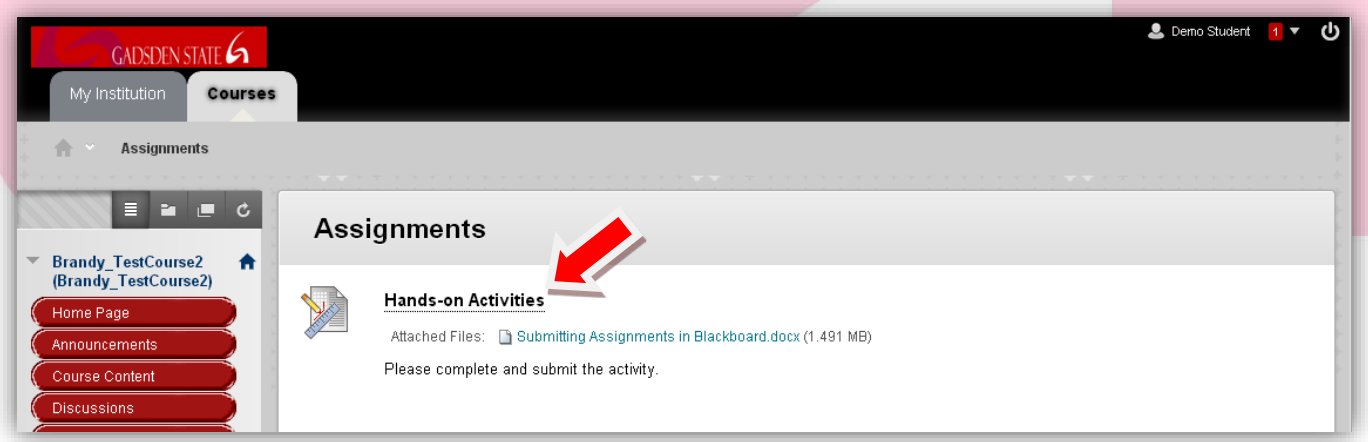
Submitting Assignments in Blackboard

There are a number of ways to access assignments within a Blackboard course. This is decided on by the Instructor designing the Course.

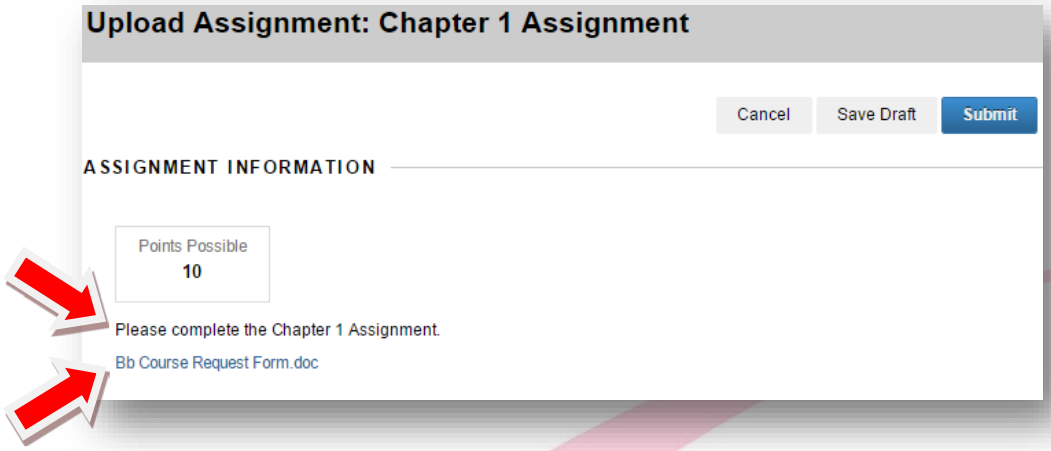
1. Click on the **Assignment Button** in the Course Menu
2. If there is not an Assignment Button, click on the **Course Content, Course Documents or Course Materials** Button in the Course Menu.



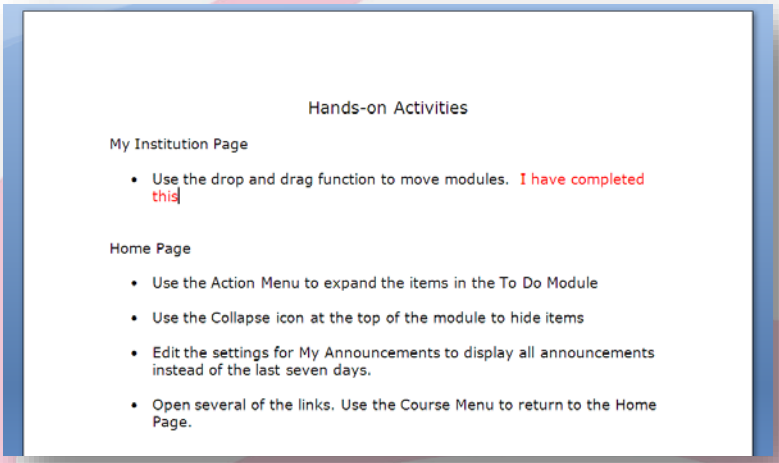
3. Click on the bold, underscored name of the Assignment.



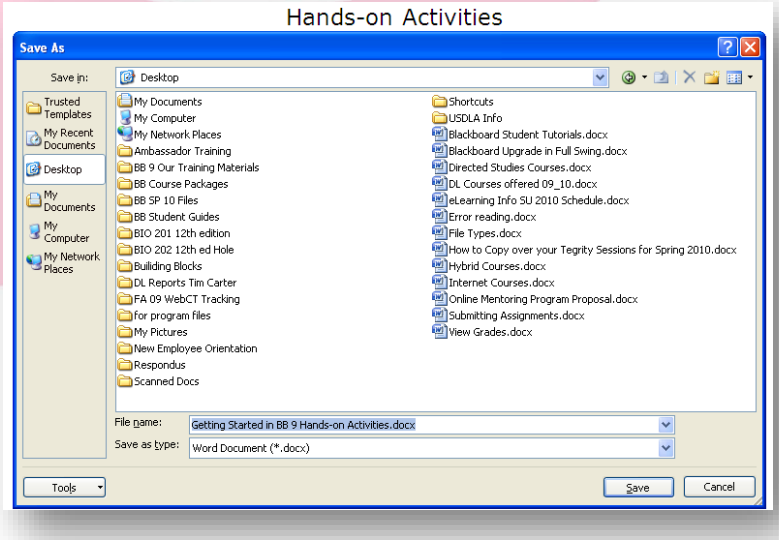
4. The **Upload Assignment Page** will open. The instructions may appear in the Instructions Line. There may be an attached file containing the instructions and assignment. Click on the linked name of the assignment if present.



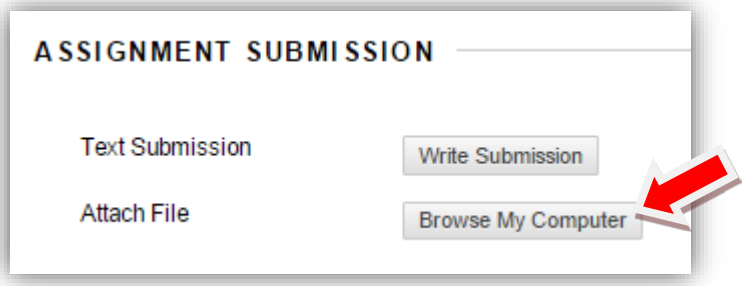
5. The assignment will open in a pop-up window. You may type your answers into this popped up assignment.



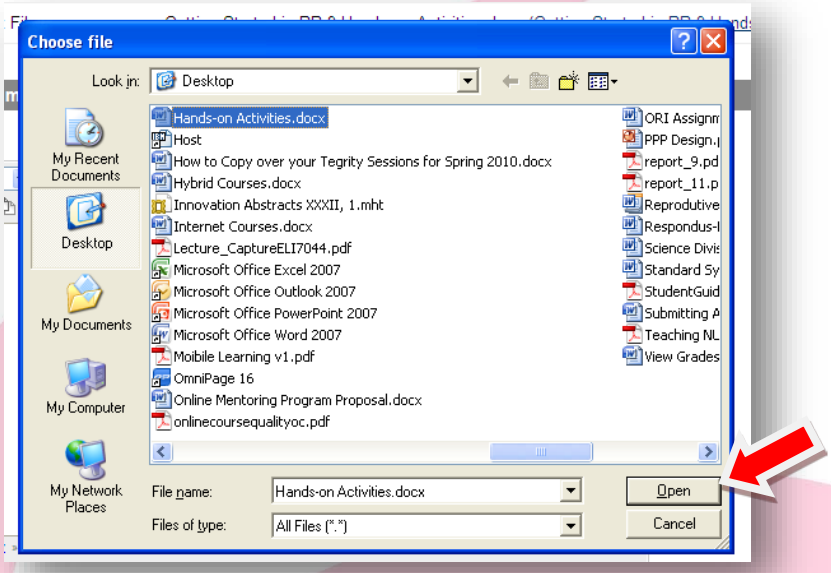
6. Once completed, save the assignment to the computer or to a flash drive.



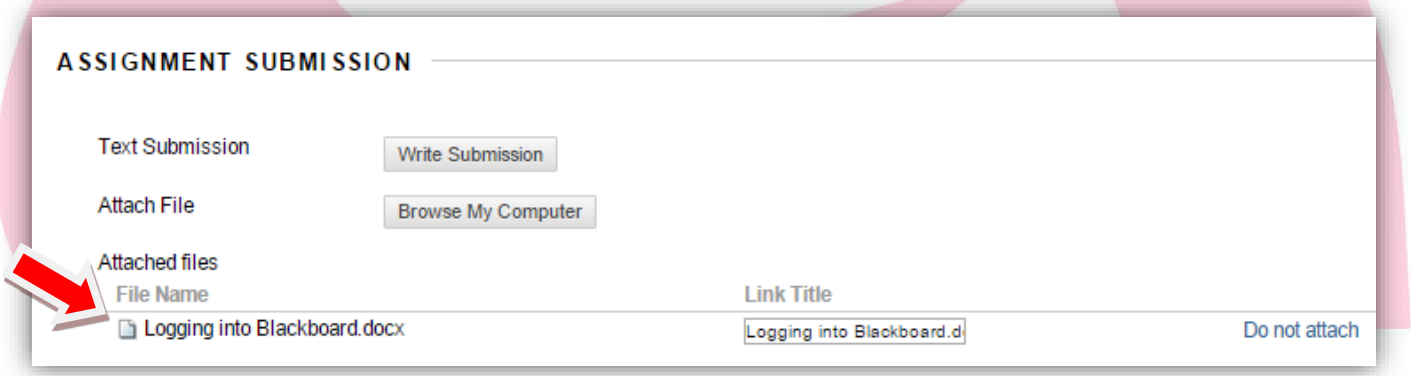
7. To submit the assignment, click the "**Browse My Computer**" button on the Upload Assignment page.



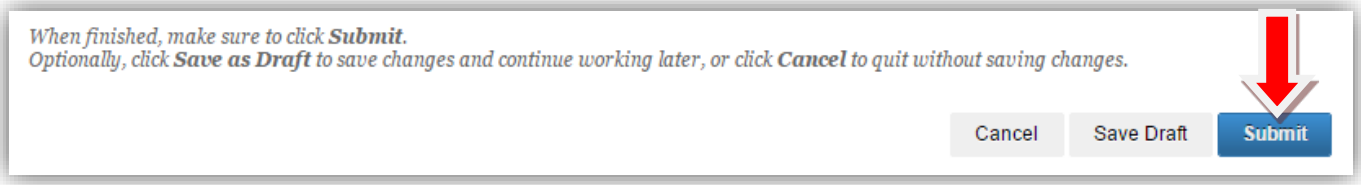
8. A pop-up window will open. Locate the assignment previously saved to the computer. Click on the name of the assignment to highlight it and then click the "**Open**" button.



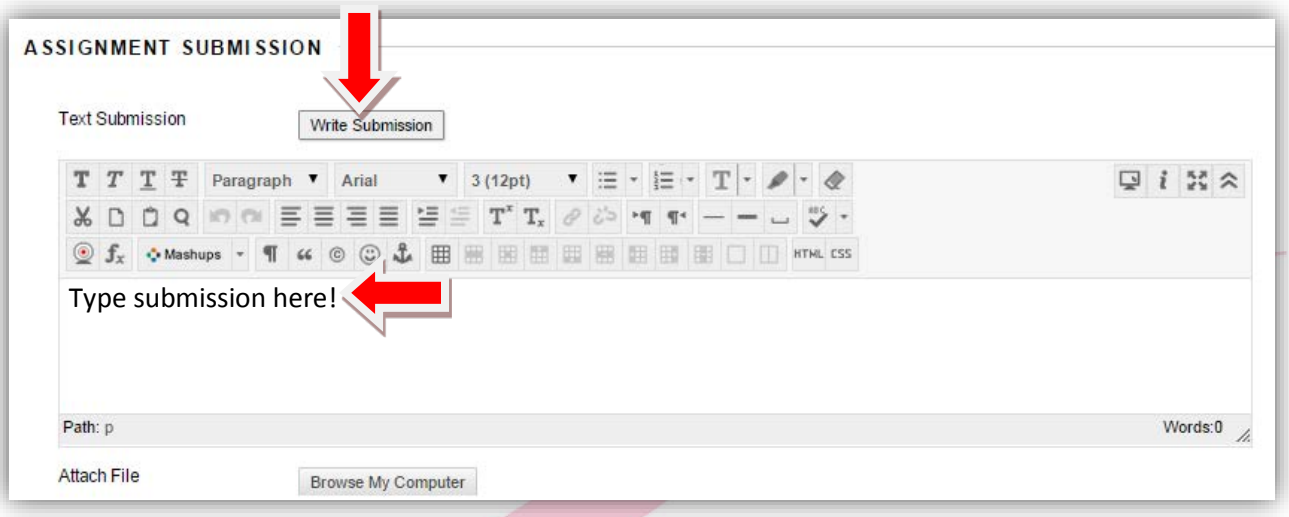
9. The name of the assignment appears next to the File Name area.



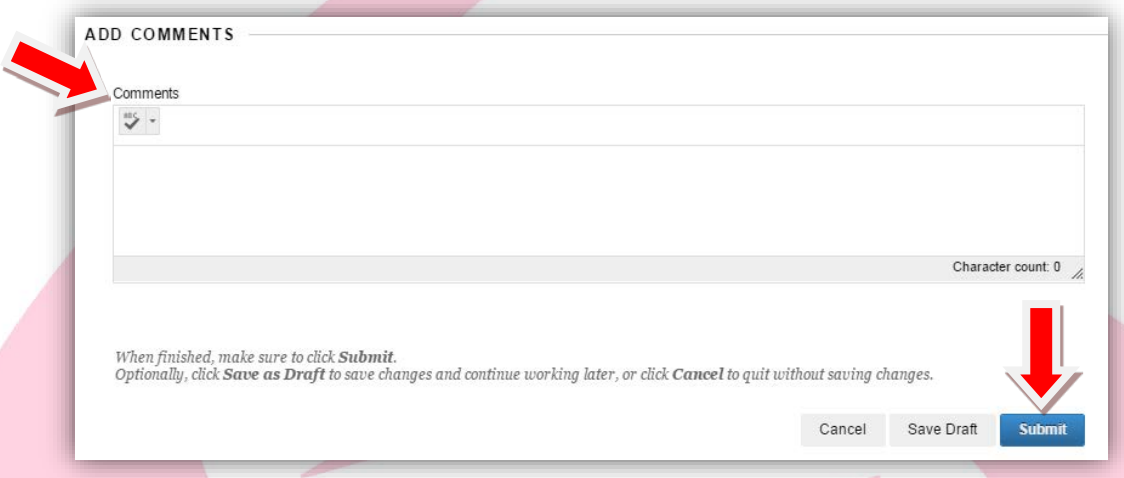
10. Click the "**Submit**" button.



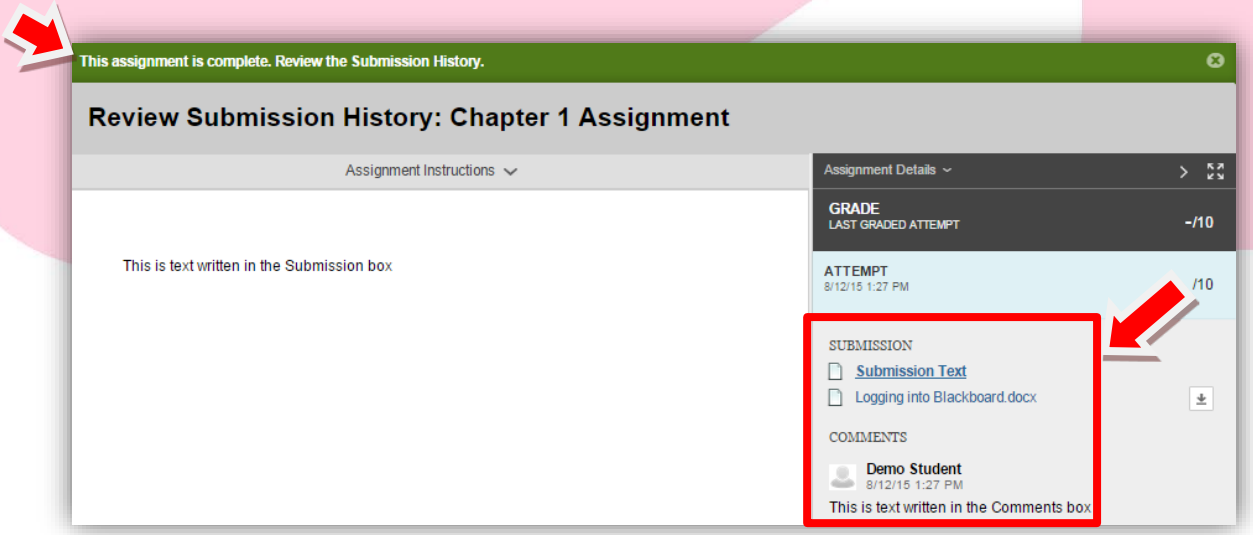
11. An alternative to the steps mentioned above is to type the answers directly into the **Submission Box** on the Upload Assignment Page. To show the **Submission Box**, click the **Write Submission** button.



12. Optionally, you can add **Comments** for the instructor. When finished, click the **Submit** Button.



13. The **Review Submission History Page** will open. You will be able to see the assignment was submitted, submission text, attachments and any comments that were added.



It is best to ask the instructor concerning submission preferences.