

Submitting an Assignment in Blackboard

Your instructor may be using the **Assignment** feature in Blackboard to collect and manage your submitted assignments. When your instructor creates an assignment with Blackboard’s Assignment Tool, you have the option to download a file, make comments, and upload a file to your instructor. Assignments will be indicated with the following icon:



1. Select the content area where the assignment is posted (e.g. “Assignments”, “Course Documents”)
2. Select the **View/Complete Assignment** link under the assignment name and description.



[Practice Assignment](#)

>> [View/Complete Assignment: Practice Assignment](#)

3. You will be taken to a new window that will include specific instructions about the assignment or a link to files that you need to download to complete the assignment.
4. In the **Comments** box, you can add any remarks you have about the assignment or you can cut and paste your assignment here. You must have some text in this box in order for your assignment to be successfully submitted.

1 Assignment Information

Name Practice Assignment

Instructions

2 Assignment Materials

Comments

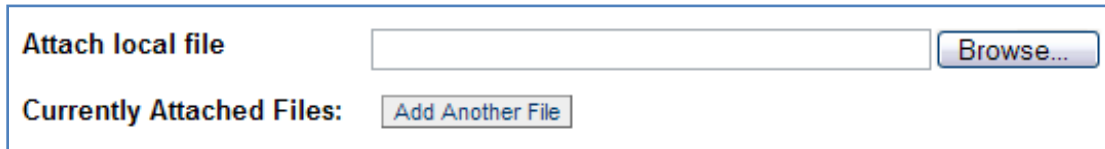
Attach local file

Currently Attached Files:

3 Submit

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

5. To submit a paper, click on the **Browse** button next to the **Attach local file** text box. A windows dialog box will appear. Navigate to the drive where your file is located, e.g., d:\essay1, and select the file by double clicking on it. The file location and name should appear in the **Attach local file** box.



The image shows a user interface for attaching files. It features a text input field labeled "Attach local file" and a "Browse..." button. Below this, there is a section titled "Currently Attached Files:" with an "Add Another File" button.

Attach your files here.

Notes:

☒ To attach another file, click on the Add Another File button under **Currently Attached Files**.

☒ Use only alphanumeric characters (A-Z, a-z, 1-9), "-" dash and "_" underscore (without the quotes) for names of files you submit on Blackboard. Stay away from spaces, #, %, \$, and any other characters that are not alphanumeric. File names should be 60 characters or less.

6. If you want to save your assignment and not submit it, click on the **Save** button. You can then return to the assignment later. Be aware that your instructor will not be able to access your assignment until you submit it. Once you've submitted your assignment, you can't return to it or resubmit it unless the instructor "clears the attempt". Otherwise, select **Submit**.

7. Select **OK**.

Reviewing Your Grade

1. Once you submit an assignment and the instructor has reviewed it and updated the Gradebook, you can see any feedback and download any attached documents by returning to the content area where you originally submitted the assignment and clicking on the link associated with the Assignment.

2. You will see a message that you have already submitted the assignment. Select "Click **OK** to see your results".