

Submitting an Assignment



Blackboard Learn

Instructors using Blackboard may require you to submit papers electronically through special links in your course. This tutorial assumes that you have saved your assignment as a file, such as a Word .docx file. The assignment submission process is similar to sending an e-mail with an attached file.

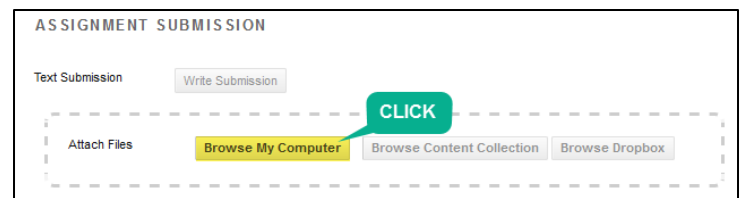
Submission Process

To ensure successful submission, we strongly recommend saving your file and exiting its associated program *before* following these steps.

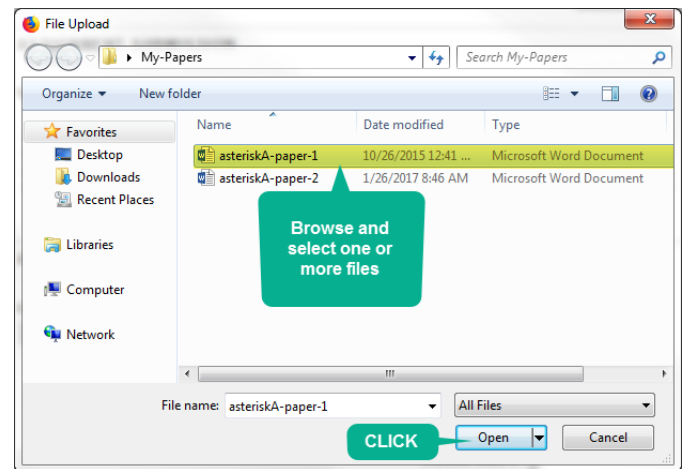
1. In the course, navigate to the location where the assignment is posted. Click the link to the assignment.



2. You will be taken to the **UPLOAD ASSIGNMENT** page. Scroll down to the **ASSIGNMENT SUBMISSION** section and click the **BROWSE MY COMPUTER** button.



3. A **FILE UPLOAD** dialogue box will appear. In this box, select the assignment file from its location on your computer or storage media. Click **OPEN** to attach the file.

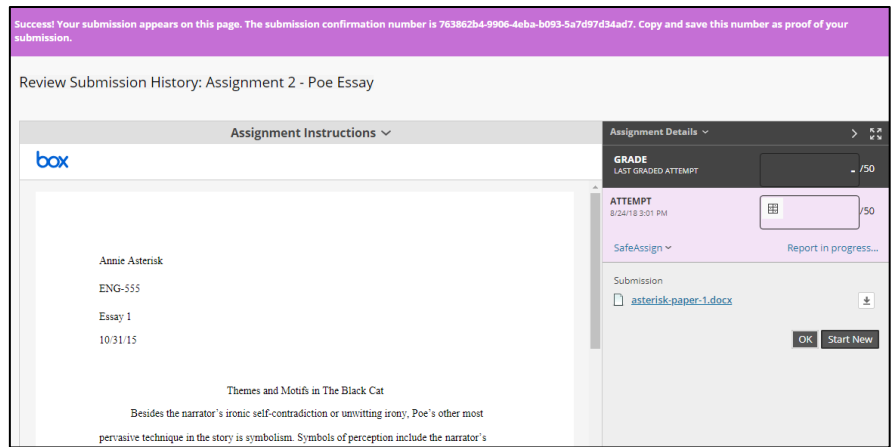


4. The selected file will appear in the **ATTACHED FILES** list.
5. Click the **SUBMIT** button at the bottom of the page to submit the assignment.



6. If successful, you will see the **REVIEW SUBMISSION HISTORY** page.

This page confirms the submission and displays a **Box View** preview of your submitted file. You will not be able to submit this assignment again unless the instructor allows it.



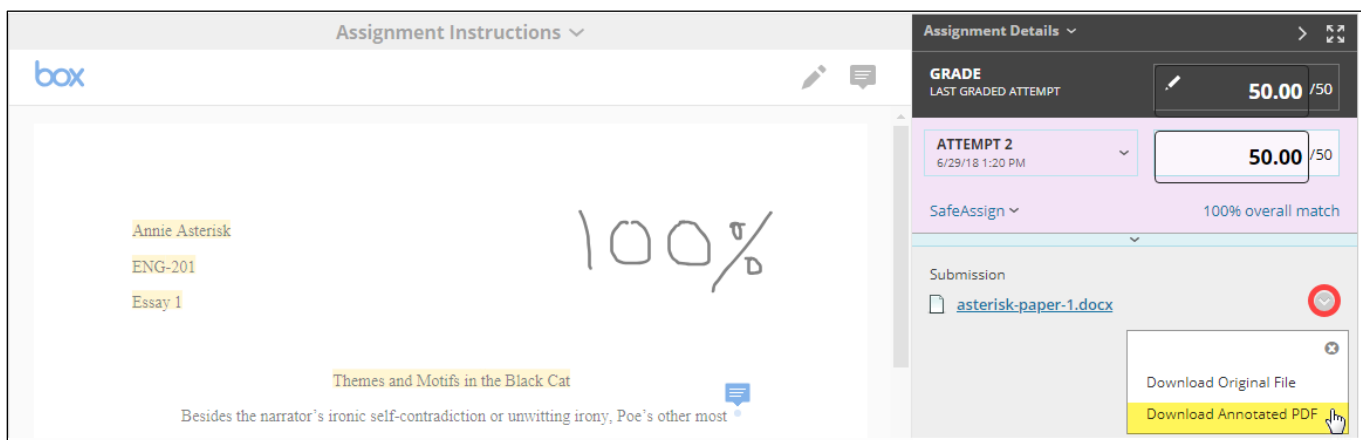
7. Print or save a copy of your confirmation page and check **MY GRADES** to verify that your assignment has been submitted to your instructor.

About Box View

Box View is a web-based document preview service that creates an *approximation* of an original document's format, fonts, and layout. It [supports over 100 file types](#), including most MS Office documents, PDF, image, audio, video, and html files. When previewed, some elements may appear differently than in the original document. At this time, RTF and Apple Pages files are not supported by Box View.

Downloading Annotations

Once your assignment is graded, you may see comment icons on your previewed document. These mean your instructor has added comments for you to view by rolling your mouse over them. You may download annotations as a PDF file using the download tool when viewing your assignment attempt.



The PDF file can be viewed in Adobe Acrobat Reader or Adobe Acrobat Pro to view annotations by interacting with highlighted text or comment icons.

Troubleshooting Tips

If you see a file conversion message within the Box View preview window, refresh the page and the previewed document will appear.

If you see a blank spot where the Box View preview window is meant to appear, you may need to [enable third party cookies](#) in your web browser. This will allow the browser to display a preview of your submitted file.