Submitting an Assignment in Blackboard

**Student Support
eLearning**

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.
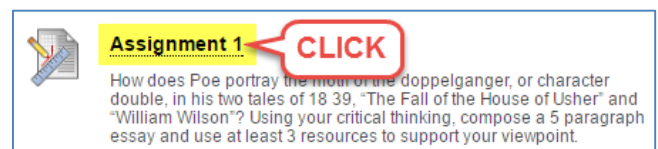
2. You will be taken to the **UPLOAD ASSIGNMENT** page. Scroll down to the **ASSIGNMENT SUBMISSION** section and click the **BROWSE MY COMPUTER** button.
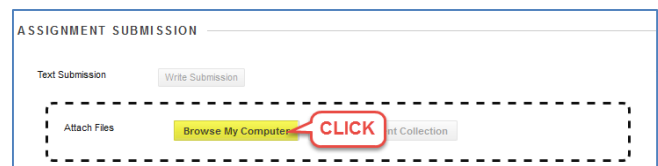
3. A **FILE UPLOAD** dialogue box will appear. In this box, select the assignment file from its location on your computer or storage media. Click **OPEN** to attach the file.
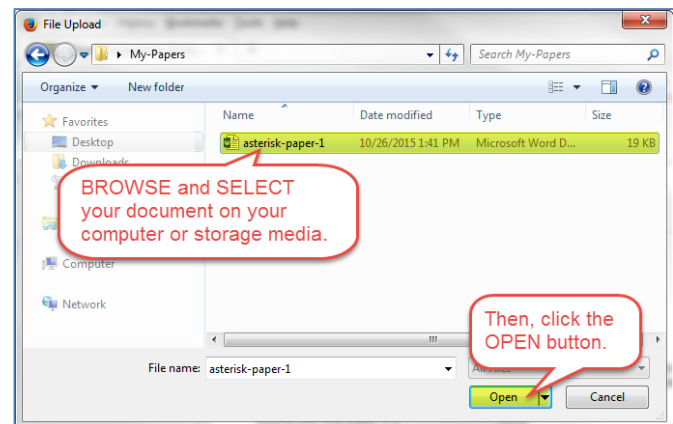
4. You should now see the file added to the **ATTACHED FILES** list on the page in Blackboard.

5. When you are done, click the **SUBMIT** button at the bottom of the page to submit the assignment.

6. If you are successful, you will see a **REVIEW SUBMISSION HISTORY** page that confirms your submission details and displays a preview of your submitted file.[1][2]

Please note that after you have submitted your assignment, you will not be able to add any more files unless the instructor has allowed you to do so!

> ⚠ **We highly recommend printing or saving a copy of your confirmation page as well as reviewing your MY GRADES area to verify that your submission has been received by the course's Grade Center.**

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[1] Only .DOC, .DOCX, .PPT, .PPTX, .XLS, .XLSX, or .PDF files will display in the Crocodocs preview tool. If you submitted a file other than those supported by the preview tool, the instructor may still download the file to view within a supported computer program.

[2] The previewed document is only an approximation of the original document's format and layout. For example, the arrangement of text or images within a PowerPoint slide may appear differently within the inline preview tool than in the original document.