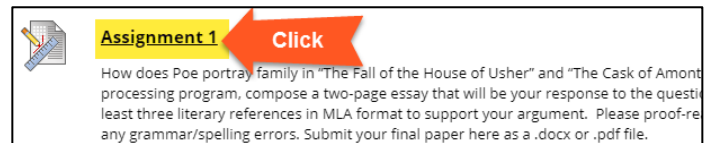# Submitting an Assignment

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 like sending an e-mail with an attached file. Once you have submitted an assignment, you will not be able to submit it again unless the instructor allows it.

Submission Process

To ensure successful submission, we strongly recommend saving your file and exiting its associated program *before* following these steps.
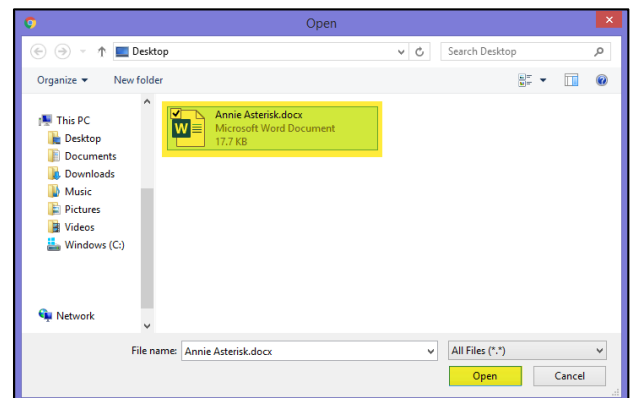
1. In the course, navigate to the location where the assignment is posted. Click the link to the assignment.
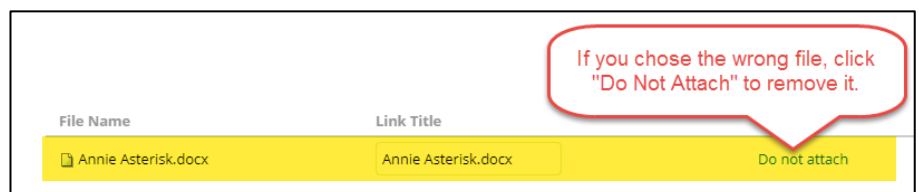

2. You will be taken to the **UPLOAD ASSIGNMENT** page. Scroll down to the **ASSIGNMENT SUBMISSION** section and click the **BROWSE MY COMPUTER** button.

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.
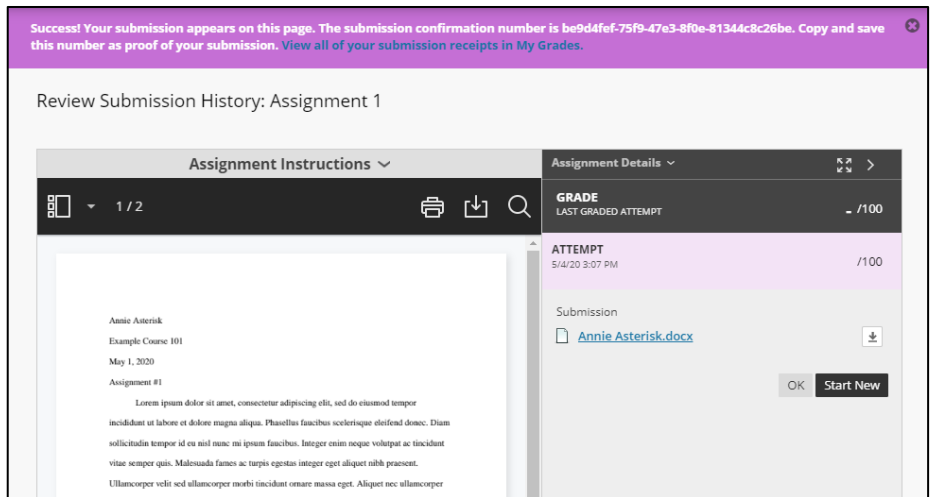

4. The selected file will appear in the **ATTACHED FILES** list.

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 preview of your submitted file using a tool called the **Bb Annotate viewer**.

   Once you are graded, your instructor might add comments to your document here.

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 Bb Annotate

Bb Annotate is Blackboard's new document preview service. Bb Annotate preserves the original document's formatting when rendering previews and supports annotation of files from Microsoft Word (DOC, DOCX), PowerPoint (PPT, PPTX), Excel (XLS, XLSX, XLSM), Open Office (ODS, ODT, ODP), Digital Images (JPEG, JPG, PNG, TIF, TIFF, TGA, BMP), and Adobe PDF, as well as RTF and TXT files.

Once your assignment is graded, you may see comment icons on the previewed document. Click on comment icons to view comments in context or view the comment summary on the right side of the page. To download the file with annotations, click on Bb Annotate's download icon. The annotated PDF can be viewed in Adobe Acrobat Reader.