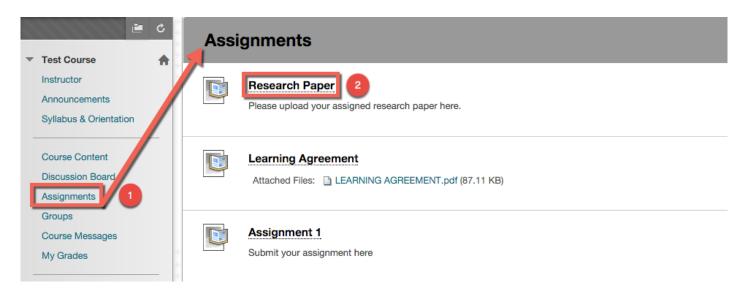
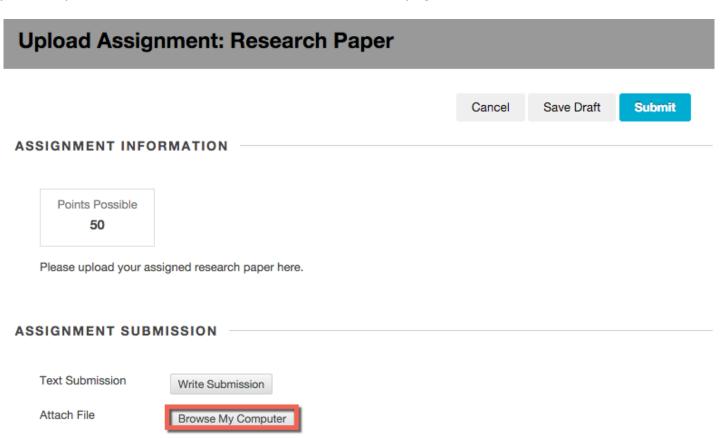
Uploading Assignments

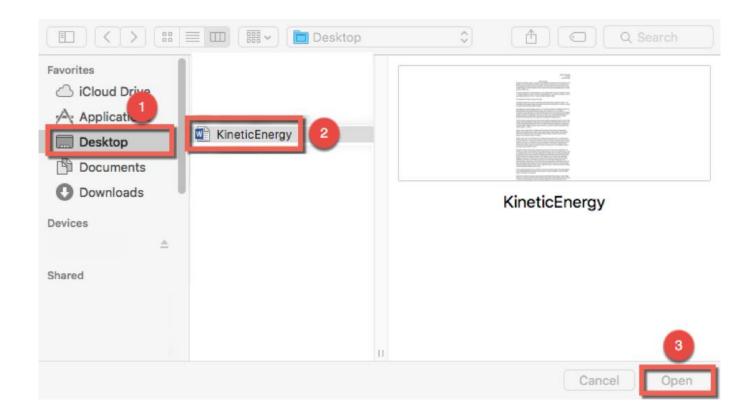
- 1. Once you are inside of your course, select the menu link where the assignment is stored. For this example, the assignment is located in the Assignments content area. Click **Assignments**.
- 2. Once the Assignments content area is open you will be able to see all the assignments available to you at that time. Select the title of the assignment to open the submission page.



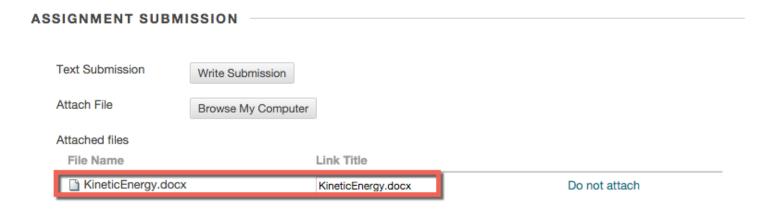
You may either select **Write Submission** (will open the content editor so you may type your submission) or select **Browse My Computer** (will open another window to find/select the file on your computer and attach to the Blackboard submissions page.



- 1. Find/select the file stored on your computer. This example shows the file is on the Desktop.
- 2. Highlight the name of the file.
- 3. Select **Open** to attach to the Blackboard submissions page.

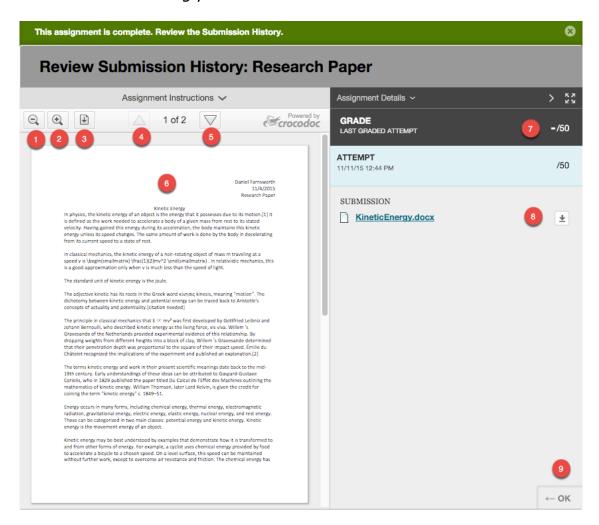


Note: Make sure the file attaches to the Blackboard submission page before clicking Submit. You will see the **File Name** and **Link Title** appear. Once you see this, then you may **Submit**. If you do not see the file appear, try to attach the file again using **Browse My Computer**. Once you are finished, click **Submit**.



Once you submit, you will receive a success message and your assignment will appear below. If your screen does not look similar to the below screenshot, you may want to reupload your assignment. If you cannot reupload your assignment, please contact your instructor to allow you an additional attempt.

- 1. **Demagnify**: Reduce the text size.
- 2. **Magnify:** Increase the text size.
- 3. **Download:** Click this icon to download a copy of this paper.
- 4. **Previous Page:** Click to move to the previous page.
- 5. **Next Page:** Click to move to the next page.
- 6. **Paper content area:** This is where you can view your paper. Your instructor will be able to view the same screen.
- 7. **Grade:** Once your instructor has input a grade, it will appear here.
- 8. **Submission:** If you had multiple attachments, you click the links to change what will show in the paper content area. The button to the right is another icon to download the paper.
- 9. **OK:** Click the OK button to bring you back to the content area.



Note: If you see a blank page instead of the assignment you just submitted, you submitted a blank attempt and will have to contact your instructor to allow you to resubmit.