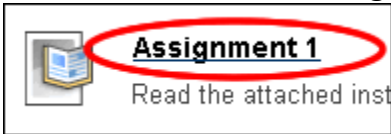**Submit an Assignment in Blackboard**
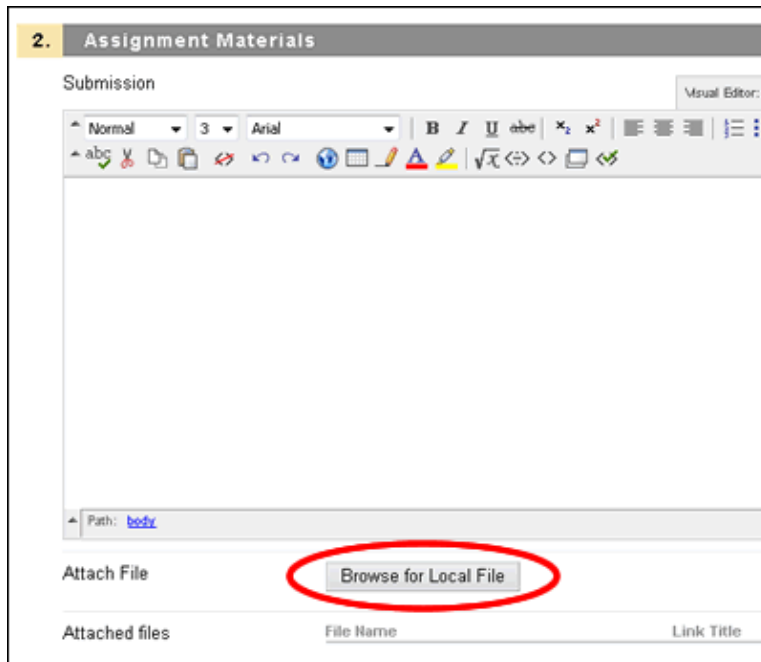
(Audience: Student)

1. Enter the content area where the assignment is located.

2. Click the underlined assignment title.

3. Section 1 will show information about the assignment and include links to any files the instructor uploaded for this assignment. Click the underlined file name to open a file provided by the instructor.

4. In section 2, click **<Browse My Computer>** next to **Attach file** and navigate

The attached file will be listed in the **Attached files** section as seen below.
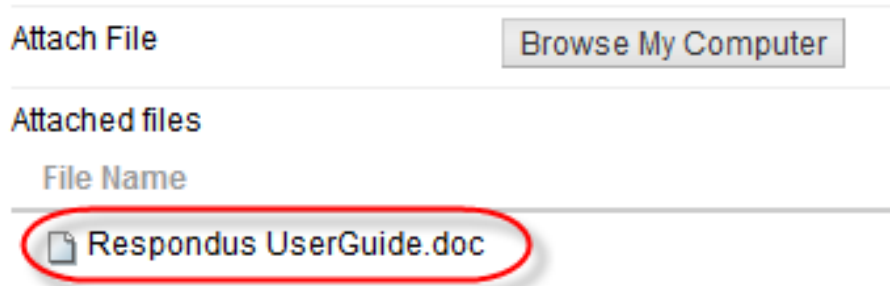
5. To add additional files, repeat step 4.
6. Once all files are attached, click **Submit**.
   NOTE: If you click *Save as Draft* the assignment will NOT be submitted to the instructor.
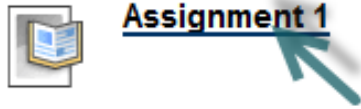

7. If the instructor allows multiple attempts for this assignment, enter the assignment again, then click **Start New Submission** and follow steps 3-6 to

submit an additional attempt.

[OK] [Start New Submission]

View Submitted Assignments

1) Navigate to the course content area where the assignment is located.

Assignment 1

2) Locate the Review Submission History. The attached file can be accessed to view the assignment you turned in, as well as any grading or feedback.

Submission (December 26, 2012 12:47:55 PM CST)

Submission Materials
Submission Field :
Student Comments :
Attached Files : Survey Options.docx
Instructor Feedback
Grade : Needs Grading

3) Click **<OK>** when finished to exit from this screen.