



Submit an Assignment

Uses and Features:

- A link is created where student attaches/submits assignment(s).
- A grade column is created.
- A variety of documents (.doc, .rtf, .ppt, .xls, pdf) can be attached.

Getting Started:

Log in to Blackboard with your Pirate ID and passphrase. Go to your course.

Submit an Assignment

1. Select the Course Content area where the assignment is located. Click the navigation link to access the assignment.
 - a. The first section gives you details about the assignment, if the instructor has provided details or instructions.
2. Click the **Browse My Computer** button to attach/submit a file from your computer. You have the option to type "answers" in the text box, but most instructors prefer an attached file.
3. Add comments if desired, e.g. "My assignment is attached."
4. Click **Submit** to submit your assignment. Alternately, you can click **Save as Draft** to save your work without submitting (for example: if you started on an assignment, but ran out of time and want to return later to submit the assignment).
5. Your instructor may allow you more than one attempt to submit an assignment. Example: instructor allows two attempts, gives you feedback after your first attempt, and then you would submit your second attempt.
6. You will see a confirmation page with a time/date stamp once submitted.

Note: **Save as Draft** will not submit the assignment for grading. **Submit** button must be checked.