

How to Submit a Written Assignment in Blackboard

To submit your assignment using the "Assignment" link, please follow these steps:

1. Write your paper using any word-processing program. Once complete, check for accuracy, grammar and spelling.
2. After checking the document, you should save the document on your hard drive or a flash disk in an appropriate format. The document should be either a Microsoft Word (.doc) or saved as a Rich Text Format (.rtf) document. Be sure you have given your paper a unique name so you can find the document when you need to upload it.
3. Log into Blackboard and navigate to the assignment.
4. Click on the "Assignment Title" at the top of the assignment. This will open the "Upload Assignment" page.
5. Scroll down to "Assignment Submission" and click on the "Browse my Computer" button.
6. In the "File Upload" window, find your document on your computer. You will have to remember the file name that you used when you saved your report. If the File Upload dialog box is looking for files of the HTML type, you will need to click on the small button beside "HTML Files" and change to "All Files."
7. After clicking on the document, click the Open button. You will then see your file name appear in the "Attached File" box.
8. You can submit additional files by clicking on the "Browse My Computer" again. You can also remove a file by clicking on the "Do Not Attach" link next to the document.
9. If you would like, you can add comments in the comment box. The instructor will see these comments when he accesses your document(s).
10. Then scroll down the screen and click on the "Submit" button.
11. You will go the Submission Review screen, which will show the documents you have submitted and allow you to submit additional materials if desired. If you are satisfied with you submission, click "OK".

Contact College's Help Desk at (704) 330-5000 if you have any questions or comments about submitting work via the Assignment Link in Blackboard.