

How to Submit Assignments on Blackboard

- **1** Log in to Blackboard and select the course for which the assignment is due.
- **2** Locate and select the assignment submission link, which can usually be found in the weekly content folder.
- **3** Click the “Write submission” option to type in text OR attach a file from your computer by selecting “Browse my Computer”
- **4** Use the “Add comments” option to type a comment in the text box for your instructor to view when you submit your assignment.
- **5** Located in the bottom right corner of the page, you have the option to:
 - **Cancel:** Quit without saving changes to your work
 - **Save Draft:** Save changes to continue working at a later time
- **6** Click **Submit** to formally submit your completed assignment. Once submitted, you will not be able to make changes.
- **7** You will be notified by Blackboard confirming successful submission of your assignment.

