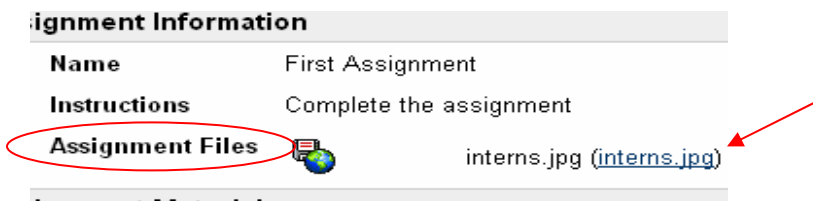


Blackboard 6: Submitting an assignment 8 Steps

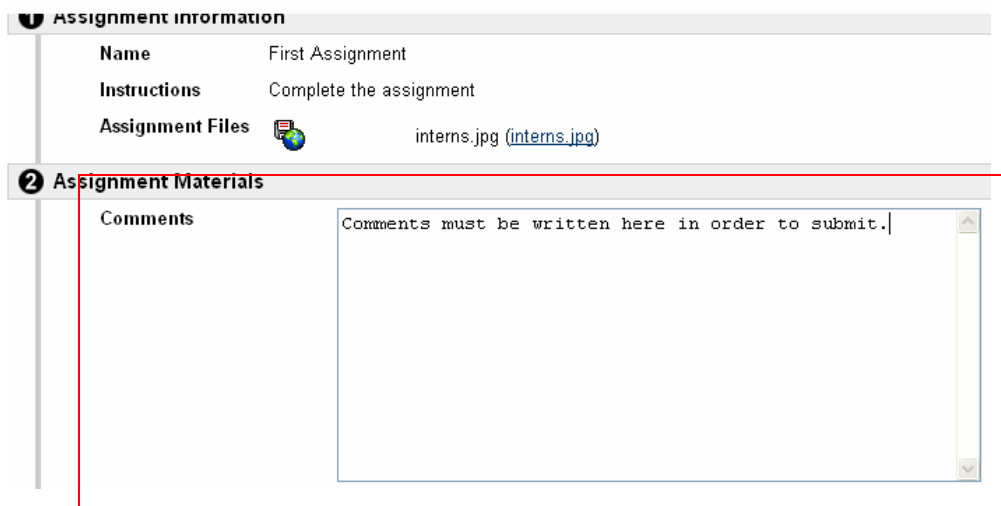
This Step-by-Step explains the procedures for submitting an assignment in Blackboard 6.

This Step-by-Step assumes that the user has **already** signed into, accessed the appropriate course and has received instructions from the professor as to where to find the posted assignment.

- 1) Click on the appropriate assignment.
- 2) Go to “**Assignment Files**” and click on the link to the assignment.



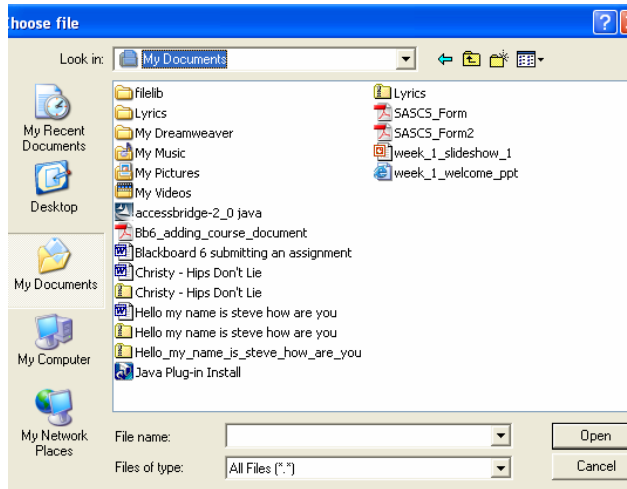
- 3) Complete the assignment and save it onto the computer.
- 4) Write comments in the “**Comments**” box.
Comments must be written in order to submit the assignment.



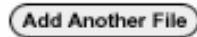
5) Upload the completed assignment by clicking on the “**Browse**” button and selecting the appropriate file.



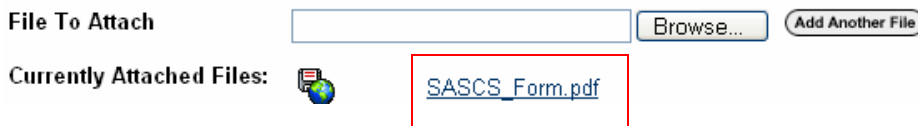
-If more than one file needs to be uploaded, click the “**Browse**” button, choose the first file that needs to be uploaded and click “**Open.**”



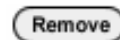
-Then, click on the “**Add Another File**” button.



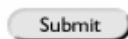
- This will attach the first file. Click on the “**Browse**” button again to choose the second file to be attached and click “**Open.**”



- If the files have been attached accidentally, they can be removed by clicking on the corresponding “**Remove**” buttons across from the files.



6) Click “**Submit.**”



7) A receipt will appear confirming the success of your upload, click “**Ok**” and

you are done.



Upload Assignment: Practice Assignment

The assignment has been updated.

Friday, June 16, 2006 8:26:26 AM EDT




8) To review the completed work and its grade, click again on the assignment and click "Ok."



First Assignment
Complete the assignment

>> [View/Complete Assignment: First Assignment](#)



Assignment Completed: Practice Assignment

This assignment is complete. Click **OK** to review the result. (Instructors can resubmit assignments repeatedly via the link to this Assignment in the control panel view.)

Friday, June 16, 2006 8:28:37 AM EDT

