Submitting an assignment in Blackboard

***Submitting an Assignment***

Students can access the assignment by clicking on the Content Area of your course where the assignment is located, and then by clicking on the name of the assignment. They have two options for submitting the assignment:

On the **Upload Assignment** page, they can paste their submission into the text box under **Assignment Materials** and click Submit. This works best for short written assignments, or for students who might have difficulty attaching their work as a Word file.

For longer assignments, students should complete the assignment in Word (or similar) and upload it to Blackboard. On the **Upload Assignment** page, they would click on **Browse My Computer** to find and attach the file to their assignment. Students can attach multiple files to the same assignment.

After uploading the assignment, students should click the **Submit** button. This takes them to **Review Submission History**, where they will be able to review the item they have just submitted. From here, they should click **OK.**

To save the assignment and return to it later, click on the **Save as Draft** button. This takes the student to the **Review Submission History** page. From here, they can click on **Continue Current Submission** to return to the assignment, or they can log out of the course and return to it at a later time.