

## Submit an Assignment

### Overview

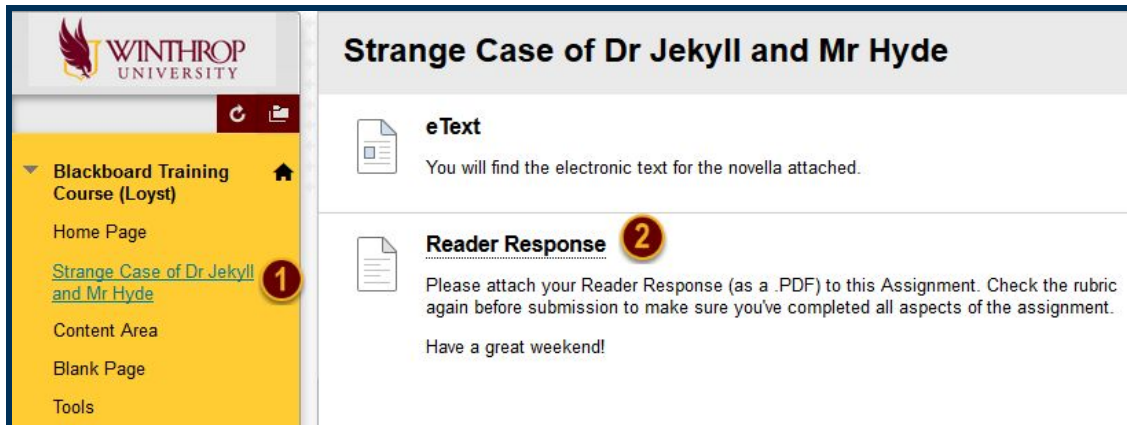
This tutorial will explain how to **Submit an Assignment**. An Assignment is an area of Blackboard where you will upload files to be graded by your instructor.

### Quick Steps

Content Area > Assignment > Browse > Comments > Submit > Check for Success

### Step 1

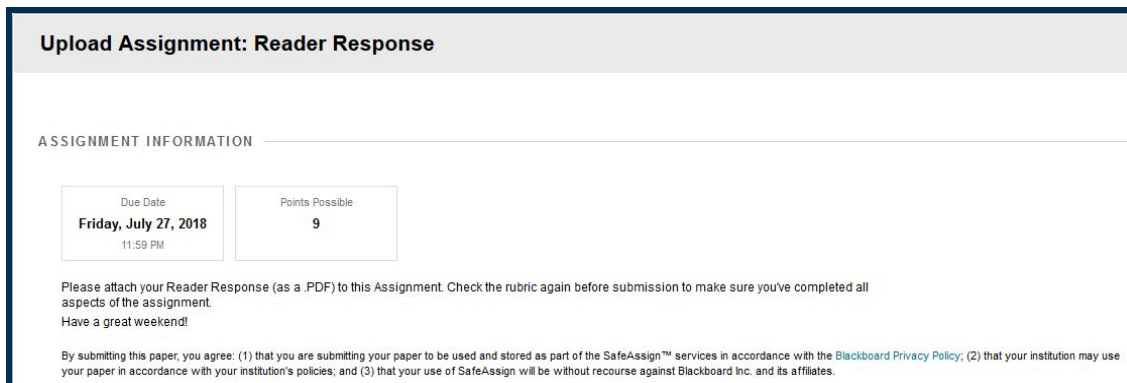
To Submit an Assignment, you must first access the Assignment page. Navigate to the Content Area [1] of the course where the Assignment is listed and click on the Assignment [2].



The screenshot shows a Blackboard course page for "Strange Case of Dr Jekyll and Mr Hyde". On the left is a yellow navigation menu with a home icon and a refresh icon. The menu items are: "Blackboard Training Course (Loyst)", "Home Page", "Strange Case of Dr Jekyll and Mr Hyde" (highlighted with a red circle and the number 1), "Content Area", "Blank Page", and "Tools". The main content area has a title "Strange Case of Dr Jekyll and Mr Hyde" and two assignment items: "eText" (with a document icon) and "Reader Response" (with a document icon and a red circle and the number 2). The "Reader Response" item includes the text: "Please attach your Reader Response (as a .PDF) to this Assignment. Check the rubric again before submission to make sure you've completed all aspects of the assignment. Have a great weekend!".

### Step 2

On the Upload Assignment page, you will find the assignment information:



The screenshot shows the "Upload Assignment: Reader Response" page. At the top is the title "Upload Assignment: Reader Response". Below it is a section titled "ASSIGNMENT INFORMATION" with a horizontal line. Underneath are two boxes: "Due Date" containing "Friday, July 27, 2018 11:59 PM" and "Points Possible" containing "9". Below these boxes is the text: "Please attach your Reader Response (as a .PDF) to this Assignment. Check the rubric again before submission to make sure you've completed all aspects of the assignment. Have a great weekend!". At the bottom is a small disclaimer: "By submitting this paper, you agree: (1) that you are submitting your paper to be used and stored as part of the SafeAssign™ services in accordance with the Blackboard Privacy Policy; (2) that your institution may use your paper in accordance with your institution's policies, and (3) that your use of SafeAssign will be without recourse against Blackboard inc. and its affiliates."

In the Assignment Information section, the Due Date and time will appear in a box. Another box will display the Points Possible for this assignment. Below these boxes, the assignment instructions will appear again. Finally, if your instructor is using Blackboard's SafeAssign feature, you will be prompted on terms concerning a check for copyright violations.

### Step 3



ASSIGNMENT SUBMISSION

Text Submission

Attach Files

SafeAssign accepts files in .doc, .docx, .docm, .ppt, .pptx, .odt, .txt, .rtf, .pdf, and .rtf.

Plagiarism Tools  I agree to submit my paper(s) to the [Global Reference Database](#)

In the Assignment Submission section, you will see the following options:

- **Text Submission** - The Text Submission option can be accessed using the *Write Submission* button. Use this only if the instructor requests you to do so; otherwise, attach a file.
- **Attach Files** - The Attach Files option can be accessed using the *Browse My Computer* button. Use this to search your computer for the file you want to attach to this assignment. Make sure the file is in a format your instructor requests. If the instructor does not request a specific file format, a list of acceptable formats appears after the Attach Files section.
- **Plagiarism Tools** - The Plagiarism Tools option requires you to agree to the terms mentioned in [Step 2](#). You will only see this option if your instructor has decided to use the SafeAssign feature in Blackboard. Check the checkbox to agree.

## Step 4

ADD COMMENTS

Comments  
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

A couple of pages in the eText will not display for me.

Character count: 62

Use the Add Comments section to write any personal statements for the instructor regarding this assignment. Only your instructor will be able to see the comments you write.

## Step 5

If you need to stop uploading for any reason, use the *Save Draft* button to create a temporary submission that can be returned to later. If you are finished uploading your Assignment, click the *Submit* button.



## Step 6

If the submission is successful, a success message reading, “Success! Your submission appears on this page. The submission confirmation number is xxxxxxxx-xxxx-xxxx-xxxx-xxxxxxxxxxxx. Copy and save this number as proof of your submission” will display. You will also see the Review Submission History page.

Success! Your submission appears on this page. The submission confirmation number is 8e056c59-d77b-4b96-99f4-26f5d30e2fcd. Copy and save this number as proof of your submission. View all of your submission receipts in My Grades.

**Review Submission History: Reader Response**

Assignment Instructions ▾

Assignment Details ▾

GRADE	
LAST GRADED ATTEMPT	-/9
ATTEMPT	
7/24/18 10:24 AM	/9

COMMENTS

**Ryan Loyst\_PreviewUser**  
7/24/18 10:24 AM  
A couple of pages in the eText will not display for me.

Date Modified: July 24, 2018 | Version: 1

This work by Winthrop University's Office of Online Learning is licensed under the Creative Commons Attribution 4.0 International License. To view a copy of this license, visit <http://creativecommons.org/licenses/by/4.0/>.