

## Student Guide: How to Submit Assignments in Blackboard

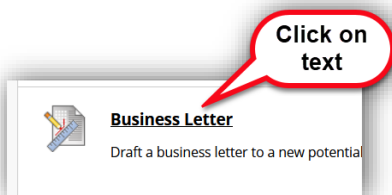
*Note: Submitting an assignment in Blackboard is similar to attaching a file to an email.*

**Step 1:** In your Blackboard course, click on the assignment link text as shown below.

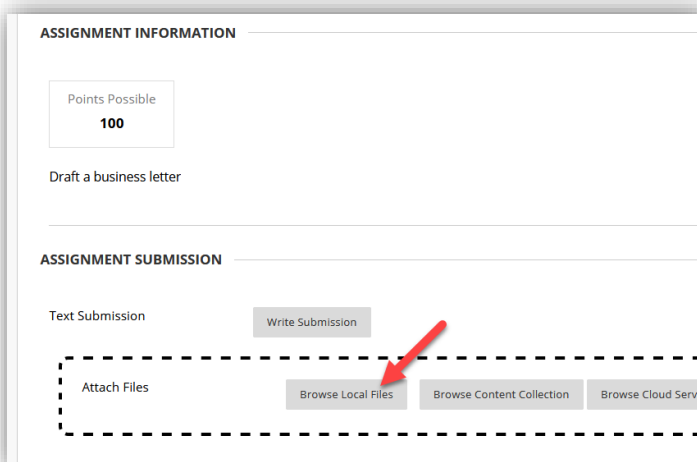
*Note: the assignment title will be the name of the particular assignment for your class, not "Business Letter."*



You will notice that Assignments have their own icon.

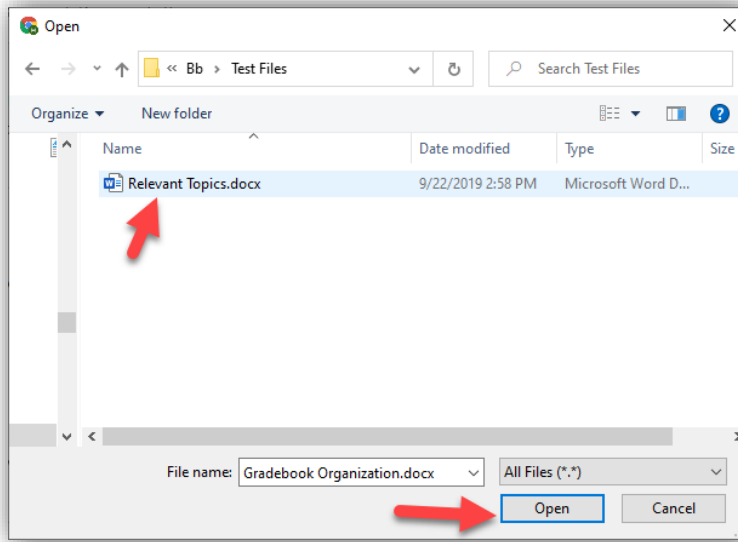


**Step 2:** Click on the **"Browse Local Files"** button. Some instructors also may allow you to write a submission, but the preferred method is to upload a file as your instructor can more readily provide feedback to you.

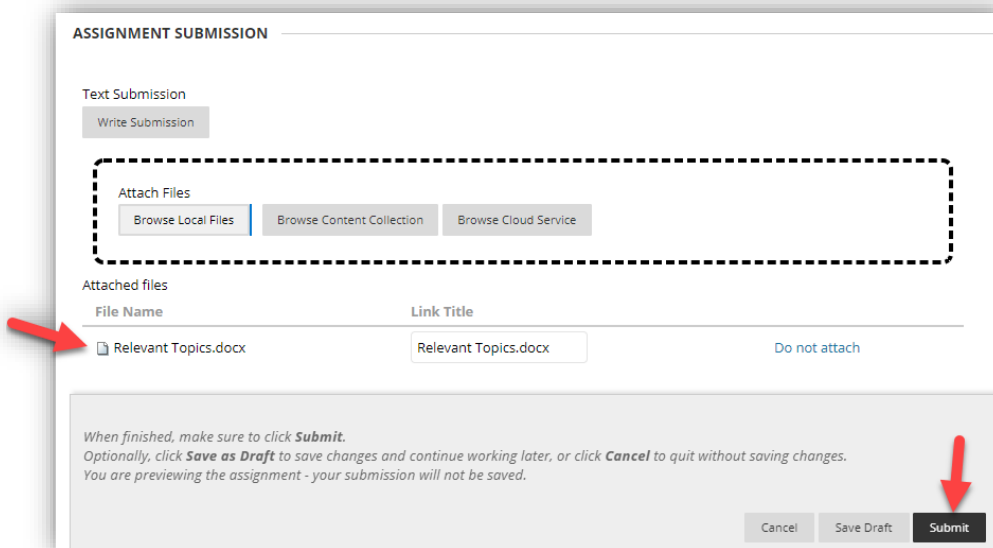


**Step 3:** Attach the **file you want to submit** by following these steps:

- a. browse your computer or USB/flash drive,
- b. click to select the appropriate file, and
- c. click on the “open” button.

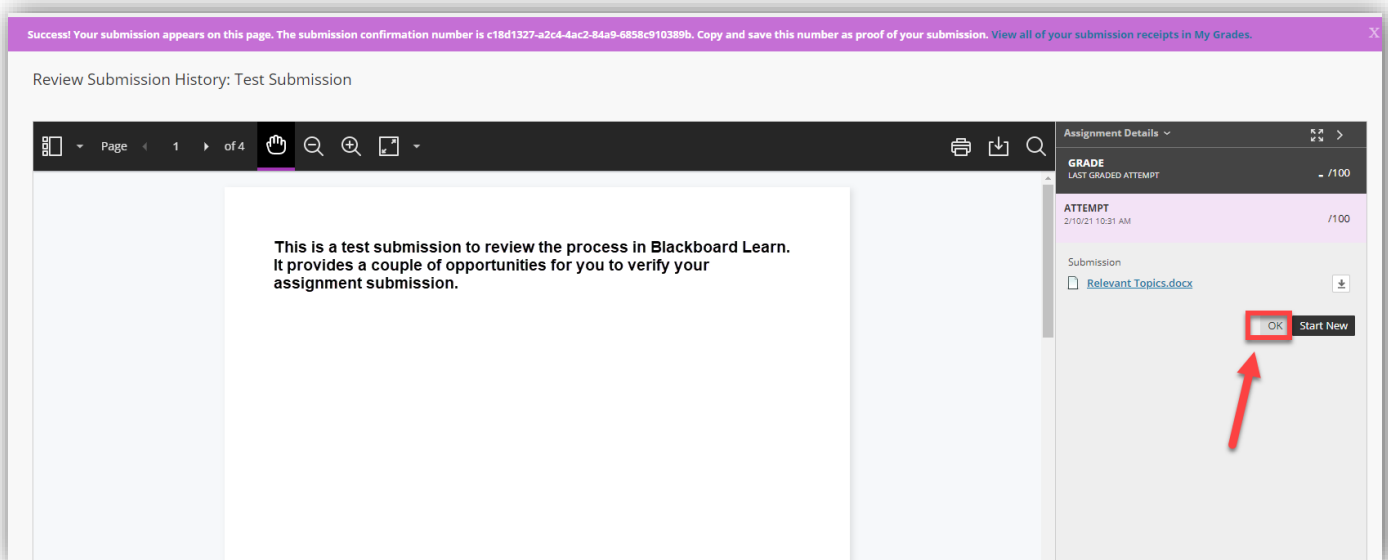


**Step 4:** Verify your file is attached under the “**Attached files**” area and then click on the “**Submit**” button in the bottom right corner of the page.



**Step 5:** Once you submit, you will see a “**Review Submission History**” page. From here, you can:

- View the submitted document to verify it’s correct in the viewing window.
- View the Submission Confirmation number at the top in the purple banner.
- If correct, click on the OK button to complete the submission process.



If not correct, you can choose to click on the “Start New” button to submit an alternate file.

**24/7 Support**

**Phone Number:** 508.854.4427, Press 1 for Student Support

**QCC IT Service Desk:** <https://www.qcc.edu/help>