

## 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.

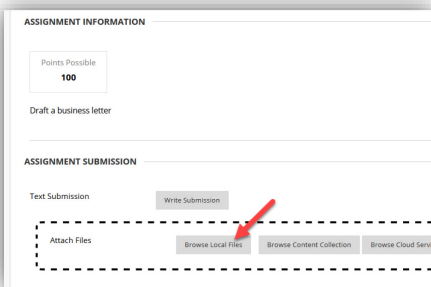
*Note: the assignment title will be the name of the particular assignment for your class, not “Business Letter.”*



You will notice that Assignments have their own icon.

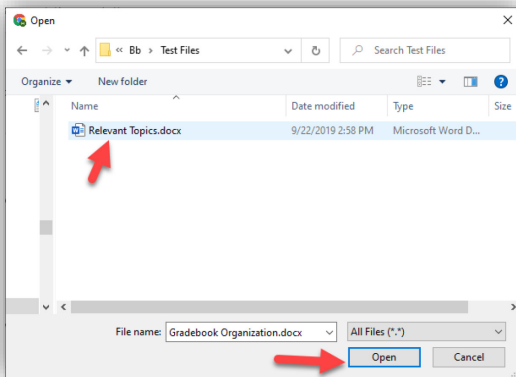


**Step 2:** Click on the “**Browse Local Files**” button. Some instructors may also allow you to write a submission, but the preferred method is to upload a file as your instructor can more readily provide feedback to you.

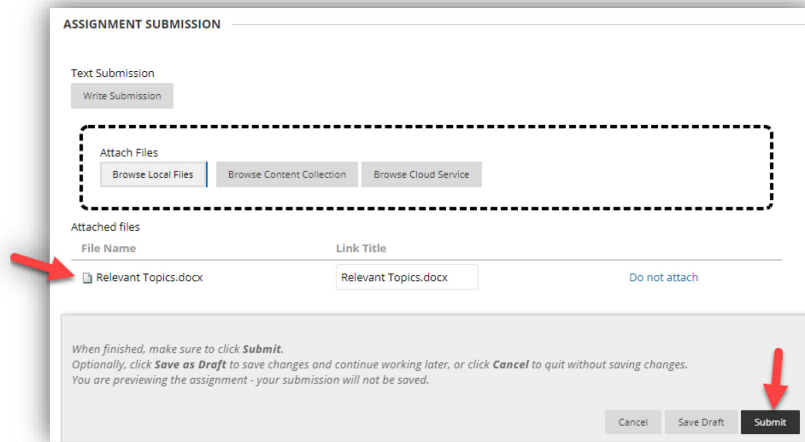


**Step 3:** Attach the **file you want to submit** by:

- browsing your computer or usb/flash drive,
- click to select the appropriate file, and
- click on the “open” button.

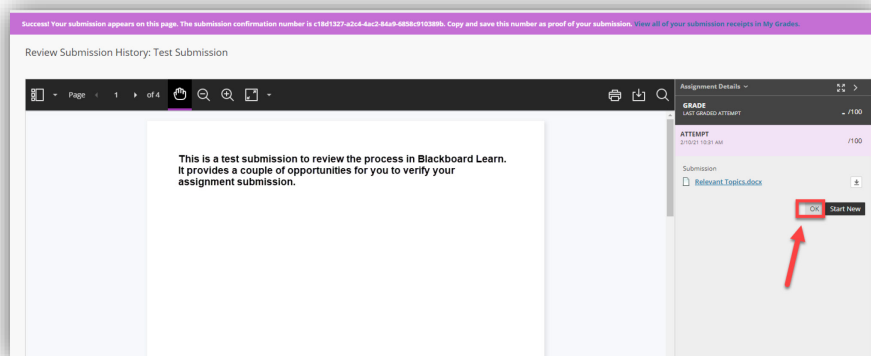


**Step 4:** Verify your file is attached under the “Attached files” area and then click on the “Submit” button in the bottom right corner of the page.



**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 Blackboard Support**  
Phone Number: 508.854.4427  
Help Chat or Web Ticket: [www.qcc.edu/blackboardsupport](http://www.qcc.edu/blackboardsupport)