


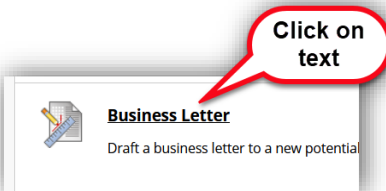
Student Guide: How to Submit Assignments in Blackboard

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

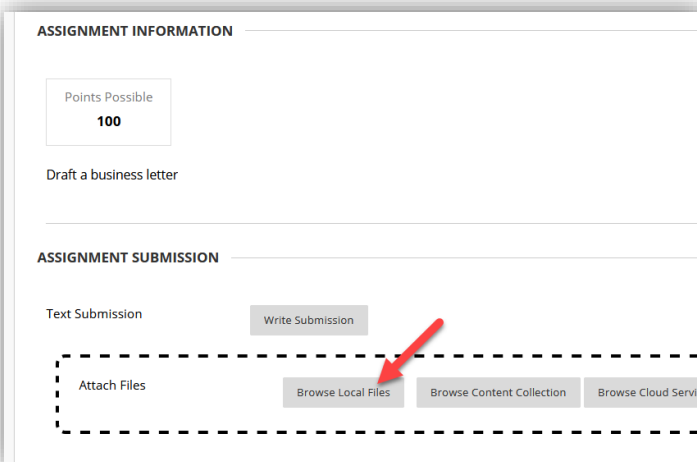
Step 1: In your Blackboard course, click on the assignment link text as shown below.

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. 

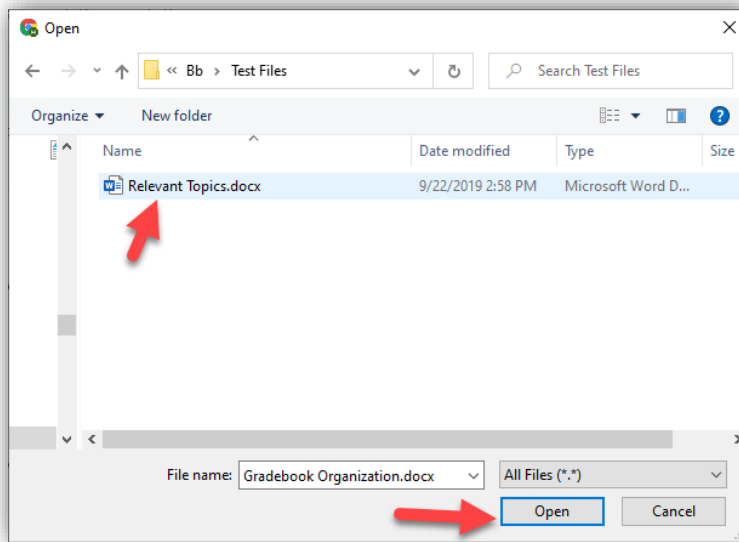


Step 2: Click on the "**Browse Local Files**" button. Some instructors may also allow you to write a submission, but the preferred method is to upload a file as your instructor can more readily provide feedback to you.

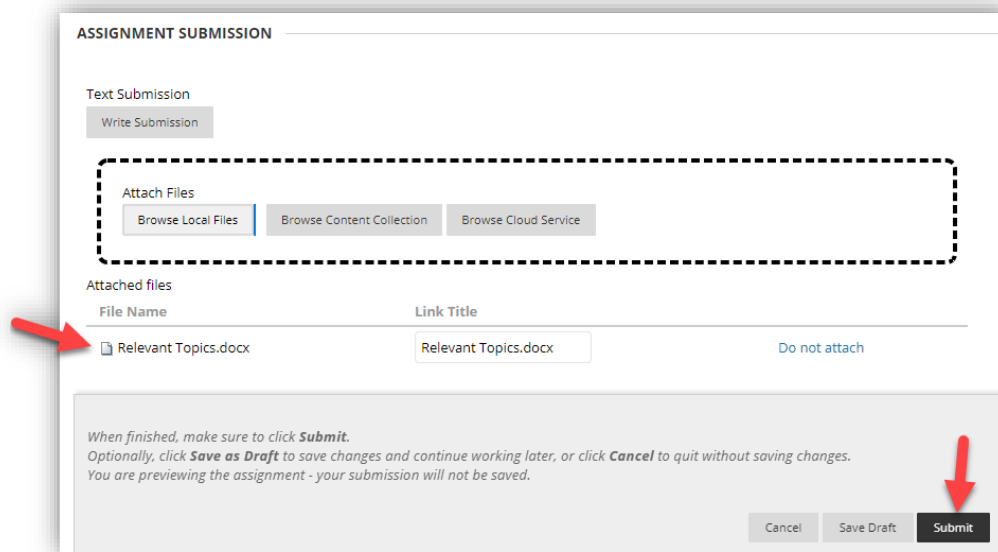


Step 3: Attach the **file you want to submit** by following these steps:

- a. browsing your computer or usb/flash drive,
- b. clicking to select the appropriate file, and
- c. clicking on the "open" button.

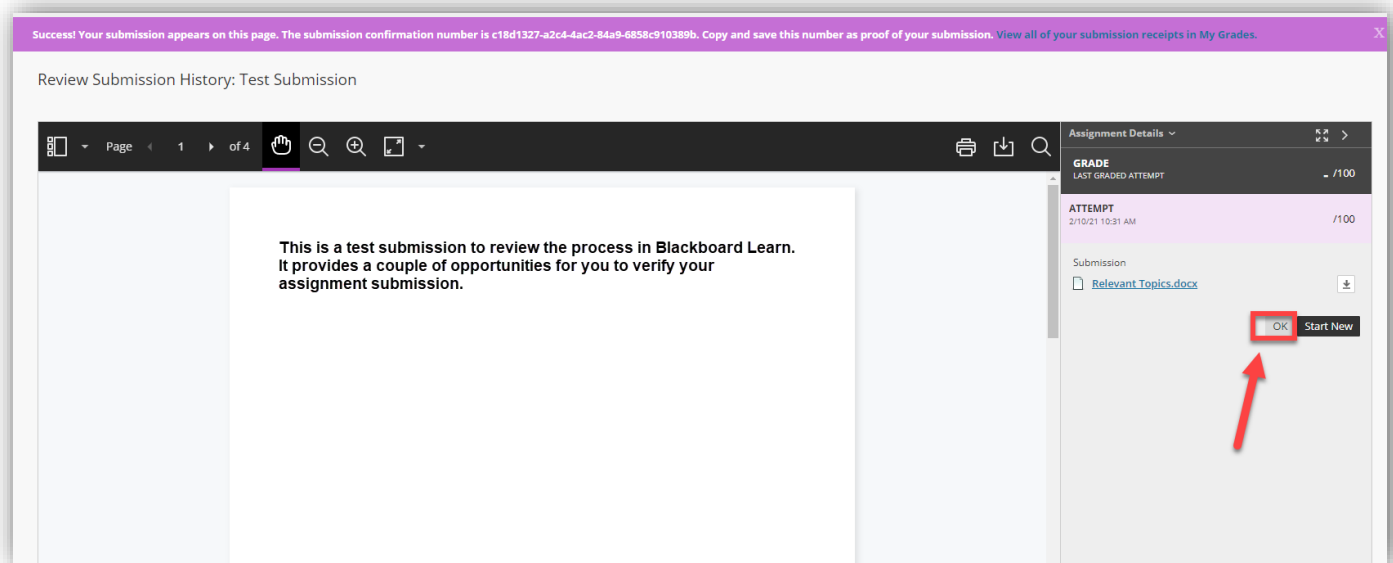


Step 4: Verify your file is attached under the “Attached files” area and then click on the “Submit” button in the bottom right corner of the page.



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>