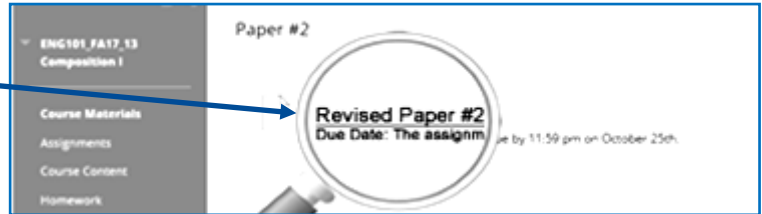


Student Guide: How to Submit Assignments in Blackboard

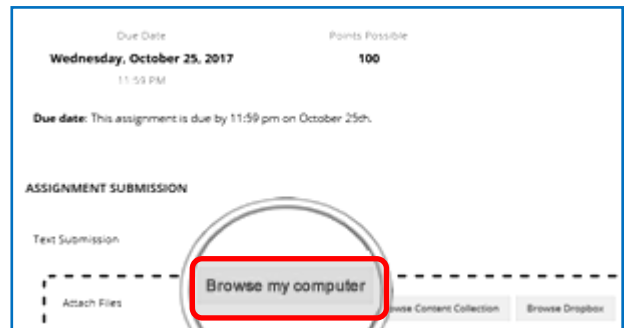
Note: Submitting an assignment in Blackboard is similar to attaching a file to an email.



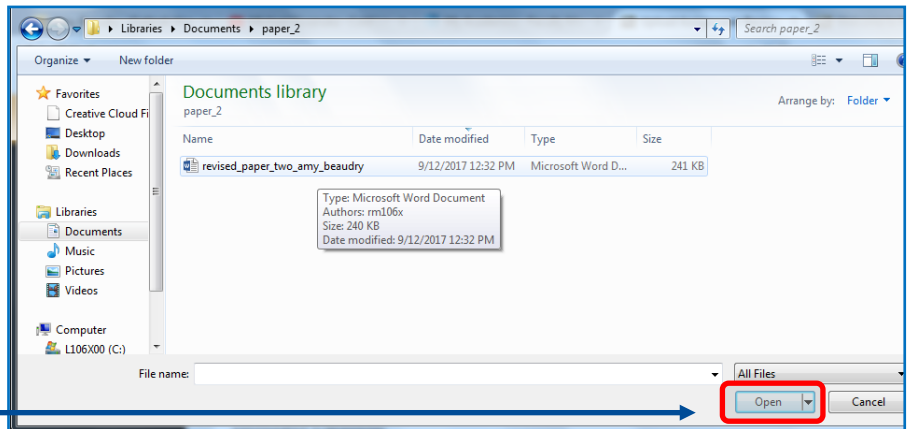
Step 1: Click on the assignment link.



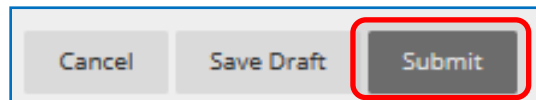
Step 2: Click on the **“Browse My Computer”** button.



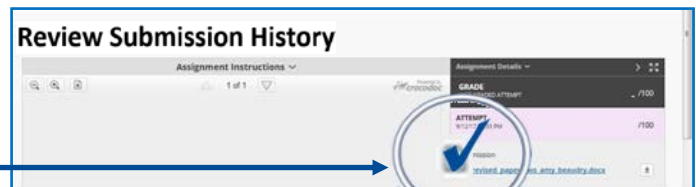
Step 3: Attach the file you want to submit by:
a. browsing your computer or jump drive,
b. selecting the file, and
c. clicking on the “open” button.



Step 4: 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. Check the box to ensure you have attached the correct file.



24/7 Blackboard Support
Phone Number: 508.854.4427
Help Chat or Web Ticket: www.qcc.edu/blackboardsupport