

HOW TO SUBMIT AN ASSIGNMENT

Submitting an assignment on Blackboard is fast and can be performed in a few steps. The process outlined in this guide will ensure that a file can be submitted with minimal issues.

THIS DEMO IS USING MOZILLA FIREFOX TO SUBMIT A FILE LOCATED ON A COMPUTER'S DESKTOP.

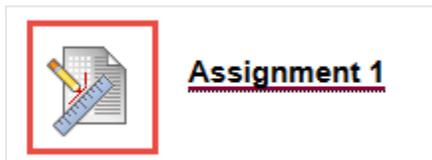
PREPARE SUBMISSION

Before submitting your assignment, verify that you have the following:

- A reliable internet connection
- A supported desktop web browser for Blackboard (e.g., [Firefox](#) or [Chrome](#))
- The name and location of your assignment's file (e.g., desktop, documents or USB drive)

Next, login to Blackboard, go to your course and click on your assignment.

Assignments are identified by the following icon:



UPLOAD FILE

In the upload assignment page, go to the **Assignment Submission** section.

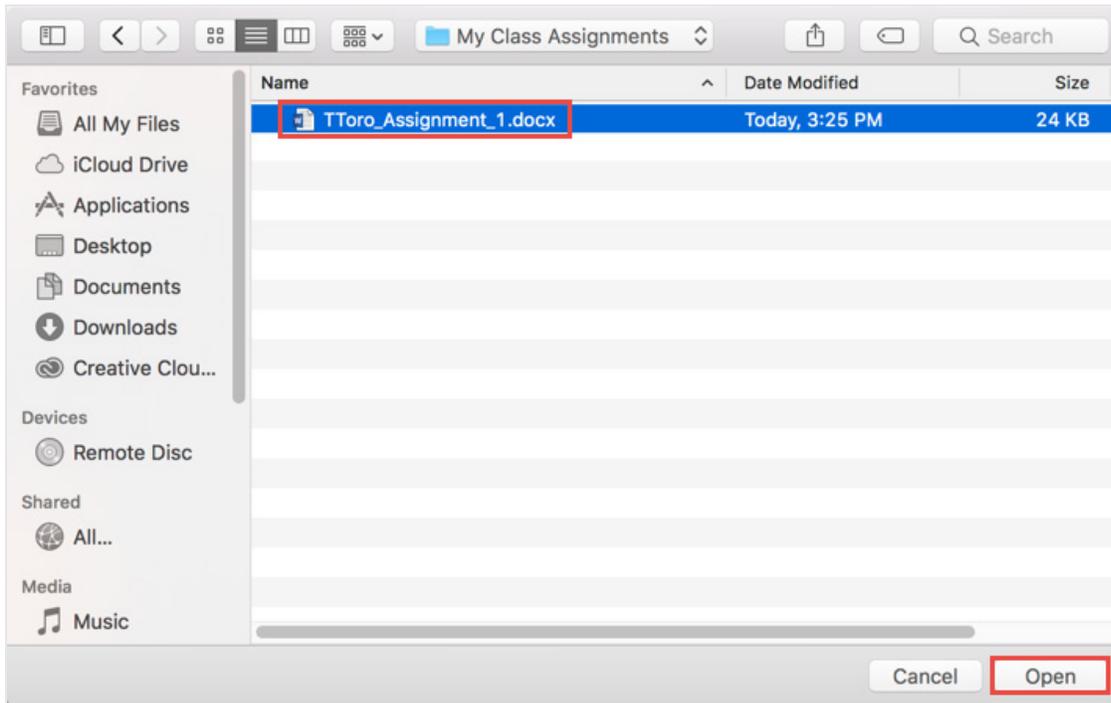
To submit your file, click **Browse My Computer**.

2. Assignment Submission

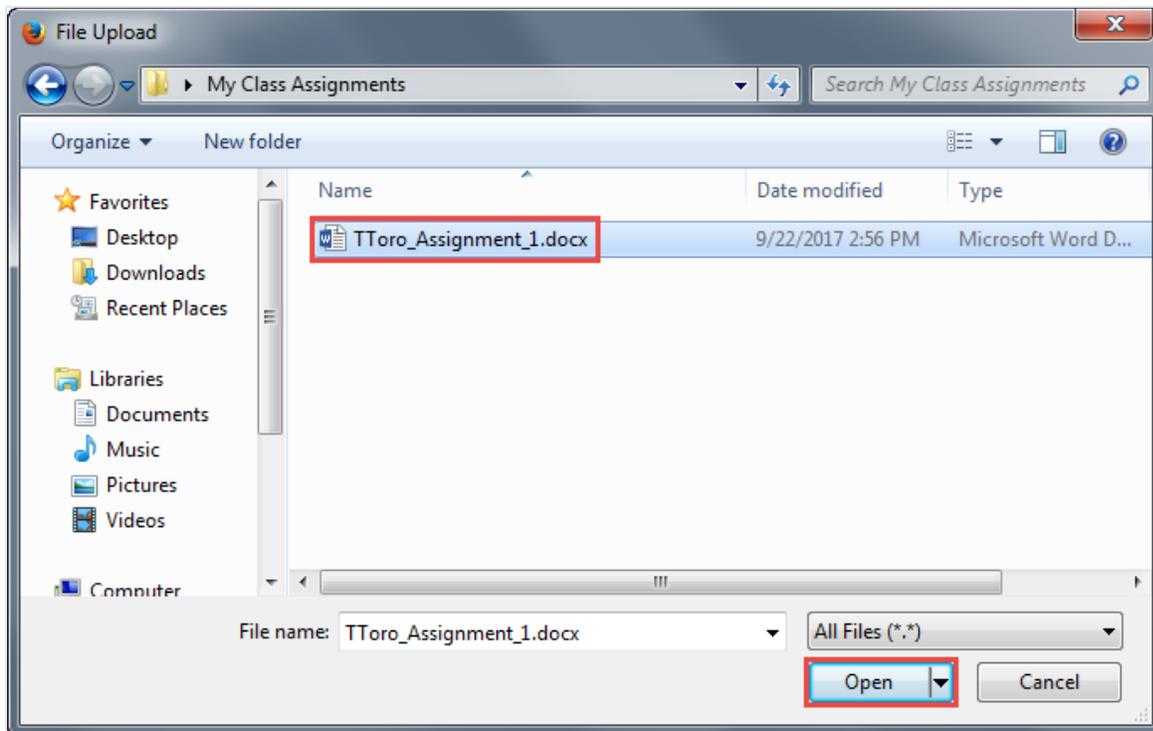
Text Submission	<input type="button" value="Write Submission"/>
Attach File	<input type="button" value="Browse My Computer"/>

FILE NAMES SHOULD NOT CONTAIN SPECIAL CHARACTERS LIKE \, /, :, *, ?, ", <, >, OR |

In the file upload window, locate your file, click the file and then click **Open**.



Mozilla Firefox (macOS)



Mozilla Firefox (Windows)

Next, the uploaded file name will be displayed in the assignment submission section. If the wrong file was uploaded, click **Do Not Attach**.

IF YOU ARE NOT SUBMITTING A FILE, YOU CAN COMPOSE YOUR SUBMISSION BY CLICKING THE “WRITE SUBMISSION” BUTTON.

2. Assignment Submission

Text Submission

Attach File

Attached files

File Name	Link Title	
 TToro_Assignment_1.docx	TToro_Assignment_1.docx	Do not attach

MULTIPLE FILES MAY BE ADDED TO THE ASSIGNMENT BY REPEATING THE [UPLOAD](#) PROCESS ABOVE.

ADD COMMENTS (OPTIONAL)

In the **Add Comments** section, comments can be added to provide additional information on the assignment. Comments are optional.

3. Add Comments

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

REC
✓

Here is my assignment. It is a Word formatted file.

Character count: 63

SUBMIT

Once the file is uploaded and verified, click **Submit** to send your assignment for review.

ALWAYS VERIFY THAT YOU HAVE ATTACHED THE CORRECT FILE BEFORE CLICKING SUBMIT.

4. Submit

*When finished, make sure to click **Submit**.
Optionally, click **Save as Draft** to save changes and continue working later, or click **Cancel** to quit without saving changes.*

Cancel Save Draft **Submit**

VERIFY FILE SUBMISSION

When the file is submitted, the **Review Submission History** page will display a file preview.

IF YOU HAVE UPLOADED THE WRONG FILE, USE THE “START NEW” BUTTON ON THE RIGHT SIDE OF THIS PAGE TO START A NEW FILE SUBMISSION. IF “START NEW” IS NOT AVAILABLE, CONTACT YOUR INSTRUCTOR FOR ASSISTANCE.

To exit the page, click **OK**.

Success! Your submission appears on this page. The submission confirmation number is 9ca599d8-4af8-4ac7-9335-48bc244a6bba. Copy and save this number as proof of your submission. [View all of your submission receipts in My Grades.](#)

Review Submission History: Assignment 1

Lorem Ipsum

"Neque porro quisquam est qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit..."

"There is no one who loves pain itself, who seeks after it and wants to have it, simply because it is pain..."

>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aliquam pretium dapibus felis quis volutpat. Nam vitae blandit metus. Vivamus vel efficitur nisi. Donec sapien ex, fermentum non ante a, interdum sodales nunc. Vivamus tincidunt ligula ex, sed viverra tortor suscipit ut. Ut ullamcorper neque id enim laculis, a suscipit lectus porttitor. Ut at sapien bibendum ligula accumsan tincidunt eu bibendum lorem. Vivamus vitae suscipit augue, at vestibulum sem. Proin pretium consectetur elit. Sed facilisis risus vel aliquam feugiat. Nulla nec orci eget nisi sollicitudin malesuada. Vestibulum tincidunt eros erat, at luctus mi semper sit amet. Phasellus nec sollicitudin enim, a lobortis justo. Praesent dictum dignissim nulla ac blandit.

Fuace tempus blandit ex, eu cursus eros placerat ut. Morbi et imperdiet velit, et porttitor odio. Nullam nunc, mauris in suscipit dapibus, quam eros convallis odio, et eleifend tortor magna sed tortor. Sed elementum aliquet nunc, vitae laculis dui. Aliquam erat volutpat. Donec eu lacinia augue. Integer semper congue dictum. Sed pellentesque imperdiet blandit. Nulla eu ligula sit amet neque euismod condimentum vitae ut nulla. Orci varius natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Sed sed lacus odio.

Donec a tempus neque. Ut eget ante placerat, condimentum metus sit amet, tempor leo. Duis laculis enim a lacus volutpat commodo et vitae dui. Morbi lacinia condimentum suscipit. Nam et risus lectus. Cras ut est vel enim pulvinar sodales sit amet nec orci. Duis ac sapien sit amet massa consectetur finibus.

Assignment Details ▾

GRADE
LAST GRADED ATTEMPT - /10

ATTEMPT
10/21/19 2:07 PM /10

Submission
[Toro Assignment 1.docx](#) ↓

Comments
Hugo Vega_PreviewUser
 10/21/19 2:07 PM
 Here is my assignment. It is a Word formatted file.

OK Start New

SUBMISSION RECEIPTS

When the file is successfully submitted, Blackboard will display a success message containing a confirmation number at the top of the Review Submission History page.

Success! Your submission appears on this page. The submission confirmation number is 9ca599d8-4af8-4ac7-9335-48bc244a6bba. Copy and save this number as proof of your submission. [View all of your submission receipts in My Grades.](#)

In addition, Blackboard will email you a submission receipt. The submission receipt also contains the submission confirmation number.

SAVE THE SUBMISSION RECEIPT EMAIL. IT IS PROOF THAT YOU SUBMITTED YOUR WORK.

notifications@csudh.edu | Hugo Vega 2:07 PM

Submission received ▼

Your work was received!

You successfully submitted your coursework. Each time you submit coursework, you receive a unique confirmation ID to verify when your submission was received. You can view your submission receipts on your My Grades page.

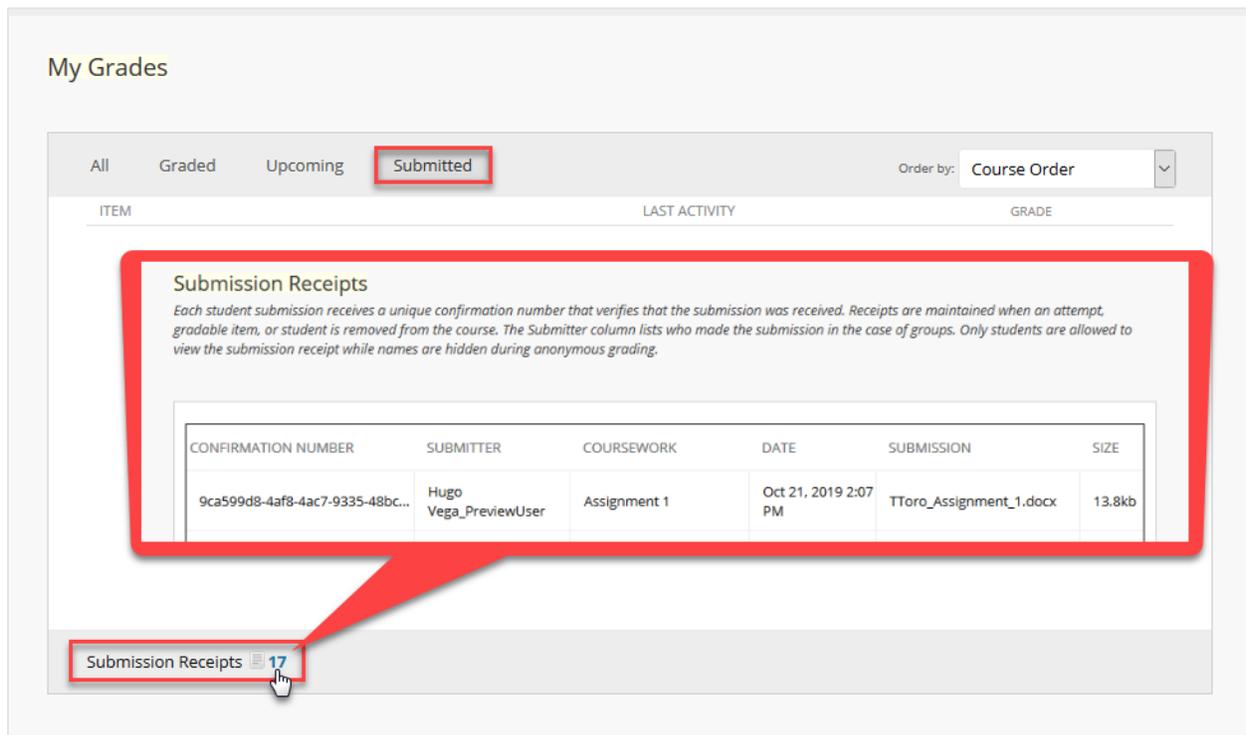
Submission details:
 Submission confirmation ID: 9ca599d84af84ac7933548bc244a6bba
 Title of course: BB Training Fall 2019
 Course ID: BBTraining_Fall2018
 Title of coursework: Assignment 1
 Date/time of submission: Oct 21, 2019 2:07 PM
 Size of written submission: 0bytes
 Size and name of files received: TToro_Assignment_1.docx (13.8kb)
 Unique Item ID (for administrator use only): _383933_1

VIEWING SUBMISSION RECEIPTS

To view all submission receipts for your course, go to **Tools** and then click **My Grades**.



In the My Grades page, click **Submitted**. Submission Receipts is located on the lower left. Click the **number** next to Submission Receipts to display the Submission Receipts page.



VIEWING SCORE AND FEEDBACK

Once the assignment is graded by your instructor, there are two ways to view your assignment's score and feedback:

OPTION 1 – VISIT MY GRADES

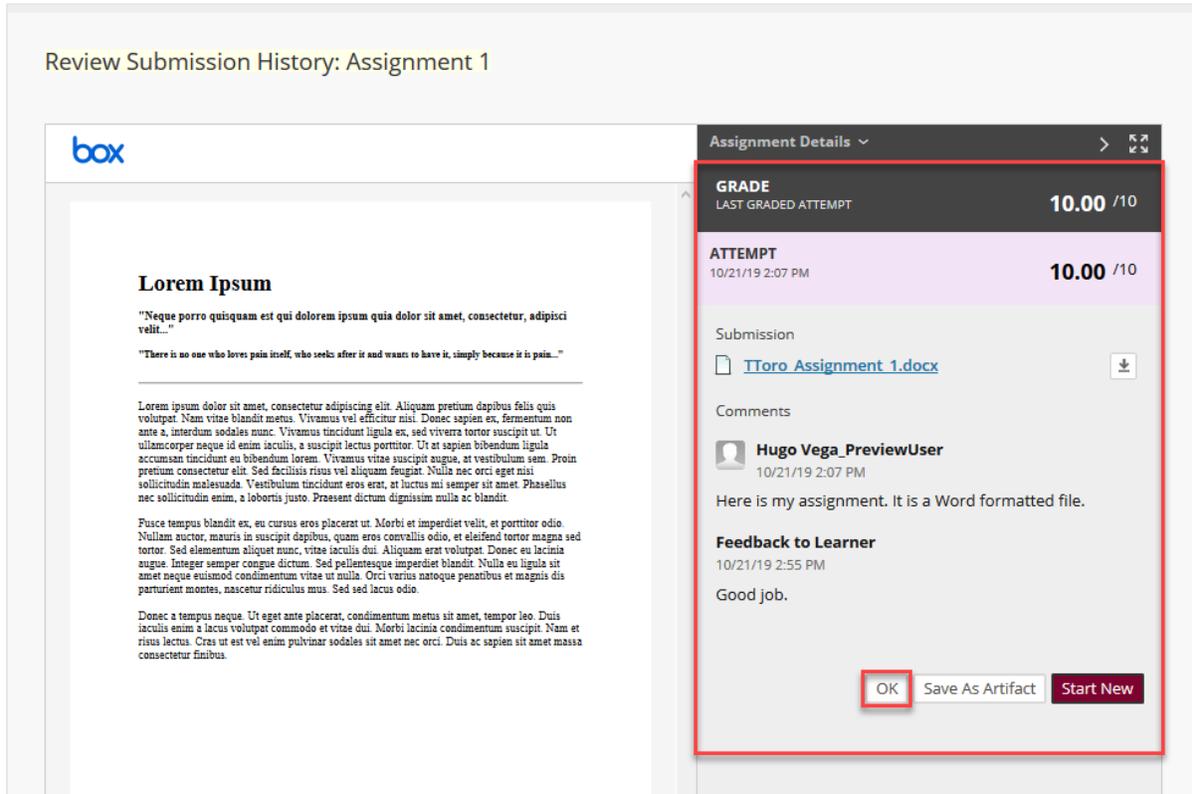


OPTION 2 – REVISIT ASSIGNMENT LINK



IF YOU DO NOT SEE A SCORE, OR FEEDBACK FOR YOUR ASSIGNMENT, CONTACT YOUR INSTRUCTOR.

In the **Review Submission History** page, the score and feedback can be found on the right column. To exit the page, click **OK**.



FILE SUBMISSION TIPS

- Know where your file is stored and located
- Know the name of your course and the name of your assignment
- Do not use special characters in your assignment's file names
 - \ / : * ? " < > |
- Use a supported web browser such as Mozilla Firefox or Google Chrome
- Use one of the following file formats for your text-based assignment submissions
 - .docx
 - .doc
 - .rtf

As of this writing, students can download a copy of Office 365 at no cost. This includes Microsoft Word.

Check the following for more details:

[CSUDH – Office 365](#)