



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.

IN THIS DEMO, MOZILLA FIREFOX IS BEING USED TO SUBMIT A FILE LOCATED ON A COMPUTER'S DESKTOP

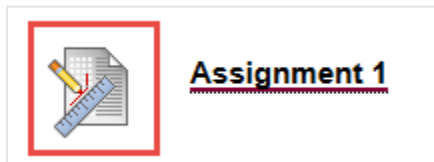
PREPARE SUBMISSION

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.

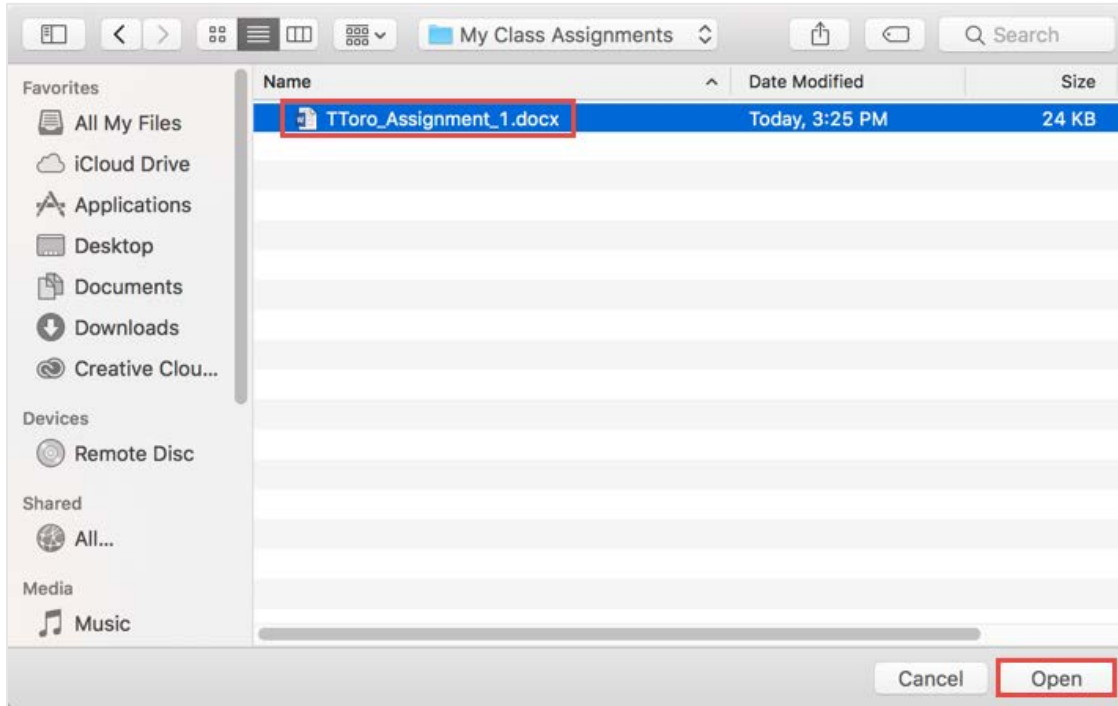
To submit your file, click **Browse My Computer**



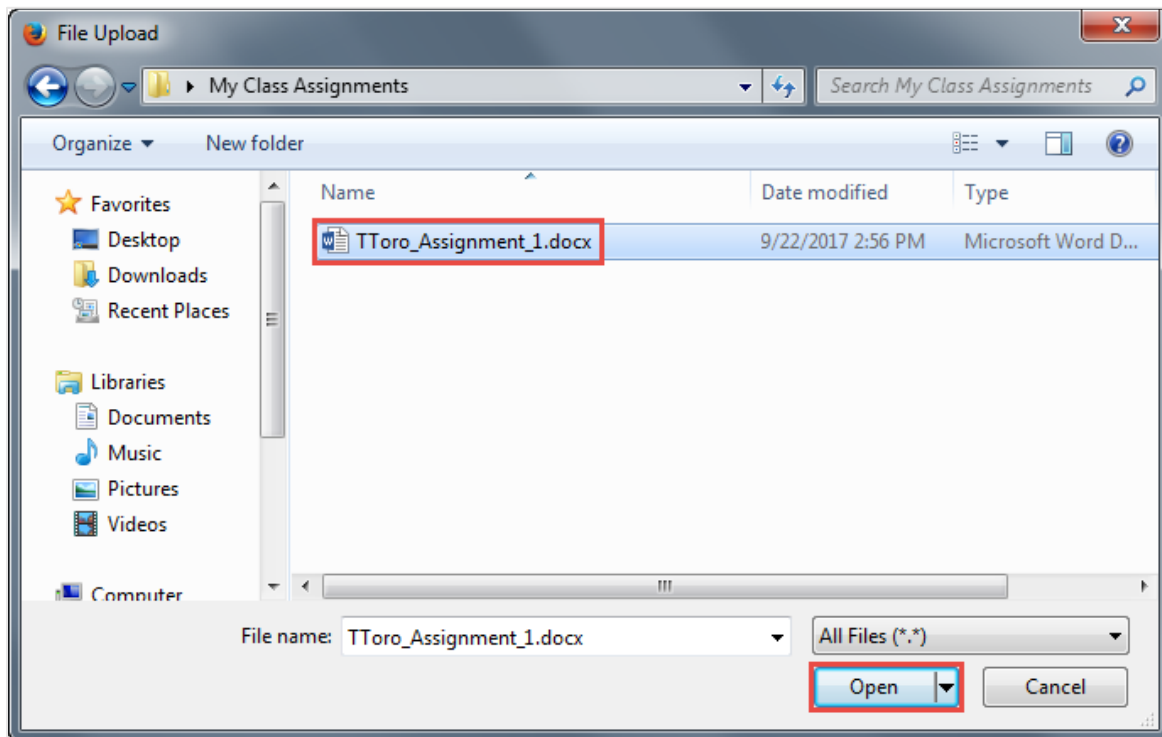
FILE NAMES SHOULD NOT CONTAIN SPECIAL CHARACTERS LIKE \, /, :, *, ?, ", <, >, OR |



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



Mozilla Firefox (Mac OS X)



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 SUBMISSION

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

IF YOU HAVE UPLOADED THE WRONG FILE, LOOK FOR THE "START NEW" BUTTON ON THE RIGHT SIDE OF THIS PAGE. IF YOU DO NOT HAVE THE OPTION TO "START NEW" YOU WILL NEED TO CONTACT YOUR INSTRUCTOR FOR ASSISTANCE.

To exit the page, click **OK**

This assignment is complete. Review the Submission History.
✕

Review Submission History: Assignment 1

🔍 🔍 📄 ⬆️ 1 of 1 ⬆️

Powered by

Assignment Details ▾

GRADE
LAST GRADED ATTEMPT 5.00 /10

ATTEMPT
9/22/17 3:39 PM /10

SUBMISSION

📄 [Toro Assignment 1.docx](#) 📄

COMMENTS

Hugo Vega_PreviewUser
9/22/17 3:39 PM

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

OK Start New

p. | 4
How to Submit an Assignment
Created on: 7/17/2017
Last Updated: 11/8/2017

CSU DOMINGUEZ HILLS
DIVISION OF INFORMATION TECHNOLOGY



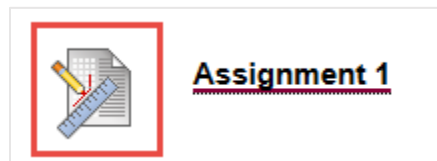
VIEWING SCORE AND FEEDBACK

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**.

Review Submission History: Assignment 1

Assignment Details

GRADE LAST GRADED ATTEMPT	10.00 /10
ATTEMPT 9/22/17 3:48 PM	10.00 /10

SUBMISSION

[Toro_Assignment_1.docx](#)

COMMENTS

Hugo Vega_PreviewUser
9/22/17 3:48 PM

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

Feedback to Learner
9/22/17 3:50 PM

Good job. You explained all the points addressed in the assignment.

OK Save As Artifact Start New

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.

Please check the following link for more details:

[CSUDH Student Software](#)