Information on How to Submit Assignments

Once you have downloaded and completed your assignment you will need to save it to your computer before you can submit to Blackboard

Saving Your Assignment

Please save assignment as:
first initial last name_course code and number_name of assignment.

EX: JSmith-CADW1000_assessmenttool.pdf
Be sure to save the assignment in the correct file format. See the assignment guidelines from your instructor for the required file format.

Submitting Assignments

Click the **large bold Assignment title** link of the assignment that you want to submit.

After you click this link, a page providing more information about that assignment will appear. That page is divided into three sections.

Section 1: Assignment Information explains the assignment details. It will include the name of the task and instructions for completing it.

Section 2: Assignment Submission is where you can attach your submission as a file attachment. Do **not** use the write submission area as you will not be able to receive any feedback from your work.

Click the **Browse My Computer** button and browse your directory (your computer system) until you find the file you want to attach (your completed assignment).

Attach your assignment by clicking "**open**". Do not use the **Add Comments** field. All information you want your facilitator to know should be included in the document(s) that you attach.

You can attach more than one file to your assignment submission if necessary, just click **Browse My Computer** and add a second item following the steps above.

You can also drop and drag a file into the attach file section

Attach Files   Browse My Computer   Browse Content Collection

Attached files

Please **do not** type your assignment response in the **Comments** box.

Section 3: Submit is the tool that will send your assignment to the facilitator. It is recommended that all of your work be done and saved on your computer, do not save as draft on blackboard. If you click **Save as Draft**, it does **not** submit the assignment, your file is only saved and can only be accessed by you. In order for the facilitator to access your assignment you must click **Submit**.

After you click **Submit** a verification notice, "Success! Your submission appears on this page. Review the Submission History.", will appear at the top of the page. You **must wait** for this receipt acknowledgment. Click **OK** to return to the Course Area.

Success! Your submission appears on this page. The submission confirmation number is 115f617b-7da8-4818-9cc3-f0835ffdce10. Copy and save this number as proof of your submission. View all of your submission receipts in My Grades.

By clicking the **Assignment title** link you will be able to see and open what you submitted, but you will not be able to make any changes to it.

Once you have successfully submitted an assignment you will see a yellow icon next to that assignment in **My Grades**. This means that your assignment has been submitted and is waiting for the facilitator to review.

If you see a blue dot 🔵 beside the assignment, it means that you saved as a draft and your facilitator cannot mark it. Please go in and submit.

My Grades

You will be able to see your grade by clicking on **My Grades** menu.

Your marks and assignment feedback will be accessible there. If you select the assignment name you will see your assignment, feedback and grade details. You can click on the comment box beside the grade 💬 **30.00000** to see feedback as well.
/30

Remember if there is a yellow icon 🟡 next to the assignment in **My Grades** it means the facilitator has not reviewed your assignment.