



Submitting Assignments

View Assignment • Attach Your Work • Save & Submit



If your instructor is using Blackboard's assignment feature, you will be able to download and submit documents using an assignment link. Each instructor may choose to have you turn in your assignments differently, and not all instructors will use Blackboard's assignment feature.

View Assignments

1. Locate your assignment in your Blackboard course site. Click on the name of the Assignment.

The screenshot shows a section titled "Assignments" with a document icon. The assignment name "Week 1 Assignment: About Me" is highlighted with a red box. Below the name, it says "For this assignment, you will write a 500 word biographical ess".

2. In section 1, **Assignment Information**, you will see detailed instructions for the assignment, including Name, Instructions, Due Date and Points Possible.

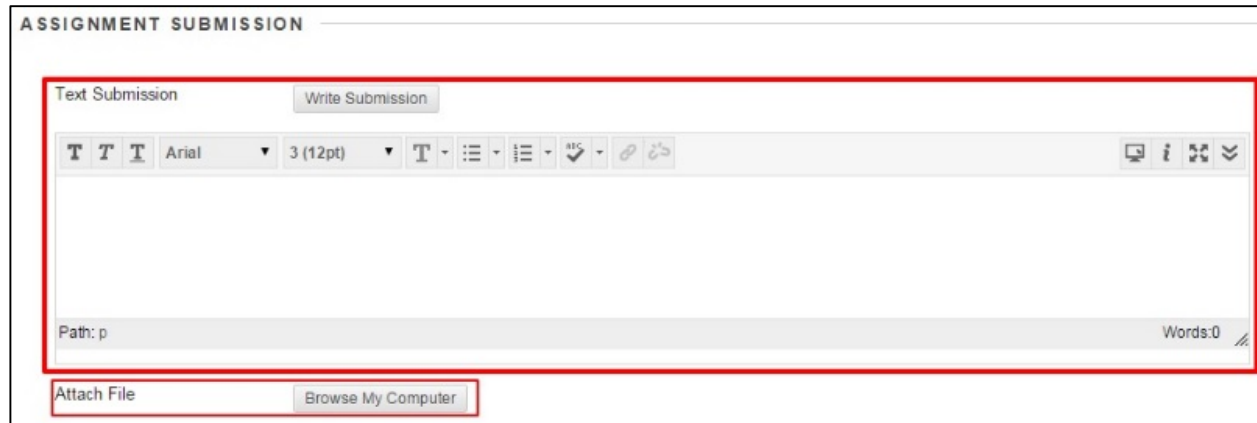
The screenshot shows the "Upload Assignment: Week 1 Assignment: About Me" page. At the top right are buttons for "Cancel", "Save Draft", and "Submit". A red box highlights the "ASSIGNMENT INFORMATION" section, which contains two boxes: "Due Date" with the value "Friday, January 29, 2016 11:59 PM" and "Points Possible" with the value "10". Below this, the instructions are visible: "For this assignment, you will write a 500 word biographical essay. Tell me about yourself, your interests and what you hope to gain from taking this course."

Note: If you need to download a file your instructor has provided and then complete your work in that file, you will need to save the document to your computer first. Right click on the attachment link and select "Save Target As" or "Save Link As" from the menu.

Attach Your Work

Once you have completed your work, go back to the assignment in your Blackboard course site and click on the name of the Assignment. Look for the **Assignment Submission** section, where you have two ways to submit your work:

1. Click on the Write Submission button and then you will be able to type or paste your work into the text box.



2. OR, if your work is in a separate document, you can click **Browse My Computer** to find and attach the file.

If you need to attach multiple documents, click **Add Another File**. You can remove any documents you have already uploaded by clicking **Remove** next to the document.

Note: Use only letters (A-Z, a-z), numbers (1-9), dashes (-) and underscores (_) when naming files. Do not use spaces, #, %, \$ or any other special characters. These characters can cause problems, and your instructor may not be able to open your file.

Save and Submit Assignments

1. If you need to continue working on your assignment later, click the **Save** button. This saves the work you have done so far and lets you come back to the assignment and complete it later. **Note:** Clicking **Save** does not submit the assignment, and your instructor will not be able to view your comments or attachments until you have submitted the assignment.
2. Once you have attached your files and/or entered your work into the text box, click **Submit**. The assignment is now complete and your instructor will be able to review your work.

Need more help? Go to ACC's Blackboard support website at <http://go.austincc.edu/blackboard>, call the ACC Helpdesk at 223-INFO (223-4636) or visit the Learning Lab at your nearest campus.