# Uploading Assignments to Blackboard (Student Handout)

The upload assignment tool allows you to view and submit assignment attachments online. This tool can be placed in any content area in Blackboard, but many instructors will use this tool in the Assignment area of their Blackboard site. Select *Assignments from your course menu.* You will see a listing of your assignments.  Click on the **Name of the Assignment.**
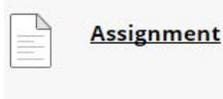
**Assignment**

A new screen will load where you will see further instructions, a due date, points possible, an area to type comments, and the ability to attach a file.  When you are ready to submit an Assignment, click *Browse My Computer* to attach your file, then click **Open** to attach the file**.**

**ASSIGNMENT SUBMISSION**

Text Submission    Write Submission

Attach Files    Browse My Computer
Browse Content Collection    Browse Dropbox

***NOTE: Supported documents are Word (DOC, DOCX), PowerPoint (PPT, PPTX), Excel (XLS, XLSX), and PDF (PDF).** If the file uploaded is not one of the above file types, the instructor will not be able to view/grade the attached file.*

***NOTE:*** *When you save the file (to be uploaded) in the original program (such as Word, Excel, PowerPoint, etc), USE ONLY alphanumeric characters in the file name.  In other words, do not include symbols such as "& * # ' " in the title of the document. Instructors may be unable to later download these files. Instead of saving your document as "Critique#1," for example, save it as "Critique1". If necessary, go back into the program and resave your document with only alphanumeric characters.*

***NOTE:*** *If you attach more than one document within the submission, make sure each document is saved with a different title. An instructor will be unable to download your submission if you upload two files with the same name.*

If you have comments to enter, type them in the comment box and then click ***Submit***.

If you want to submit later, click ***Save as Draft*** instead of ***Submit***. After you click Submit or Save as Draft, you will be able to view your **Submission History**.

(To the right is an example view of a draft submission attempt)

Clicking OK will exit out of Review Submission History (the draft will be saved). To continue the draft, go back to where the assignment is located, click on the assignment, and click Continue.

Once your file has been graded by your instructor, you can view the comments, score and files submitted by your instructor under the **Assignment Area** or under the **Grades** area of your Blackboard site. You can view the details of your assignment submission, grade and feedback from both areas.

In Grades, select the assignment name to get to the inline assignment view of your submission attempt:

**Assignment Week One**
Assignment
View Rubric

Aug 4, 2016 2:41 PM
GRADED

💬 **25.00**
/25

Note: Selecting "Rubric" will show you the rubric your instructor used to grade you assignment (this link will only appear if a rubric was used). Selecting the blue comment bubble will show instructor feedback.

Here's an example view of a graded inline assignment with markup and feedback: