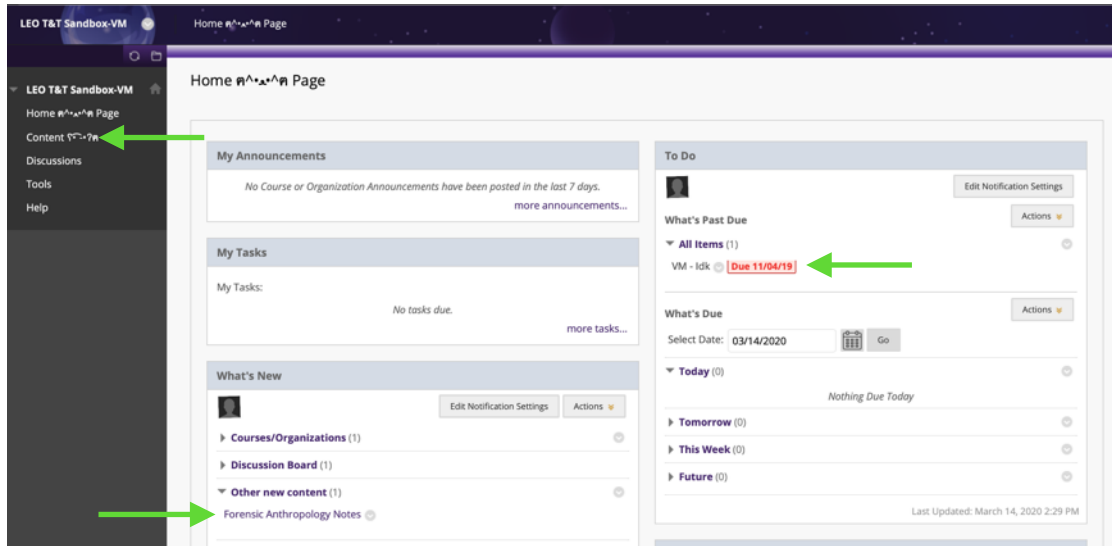


Blackboard Student Handout

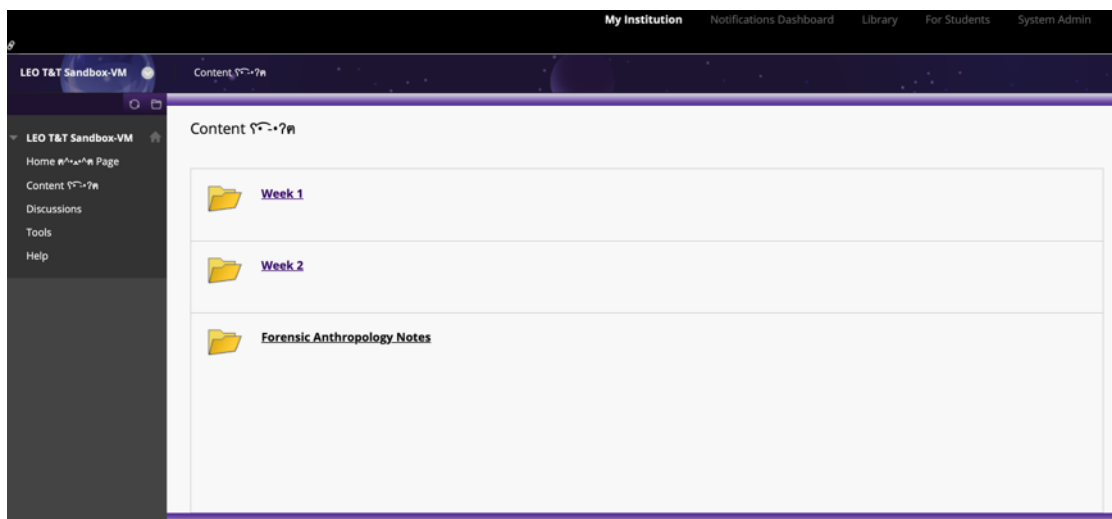
Finding/Uploading Assignments

Finding Your Assignment



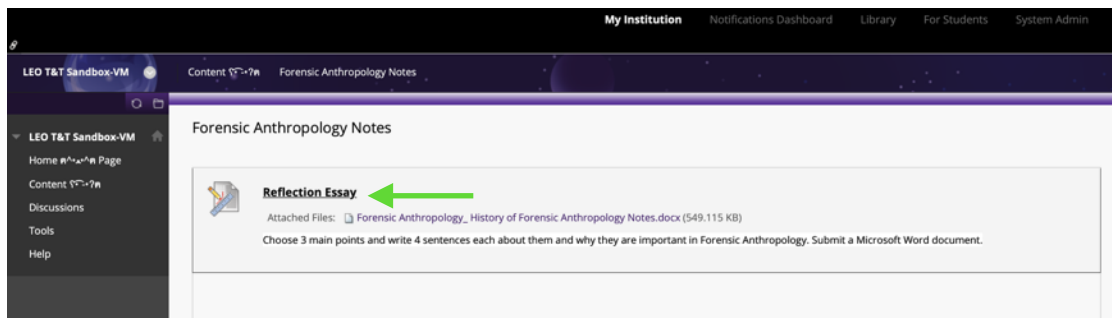
Your assignments can be accessed through a page on the sidebar of your course page. The page containing assignments is often titled “Content” or “Assignments,” but your professor can entitle the page however they choose. Links to your assignment can often be found in a few additional locations on your Blackboard course: in the ‘What’s New’ or ‘To-Do’ modules.

Your “Content” or “Assignments” Page



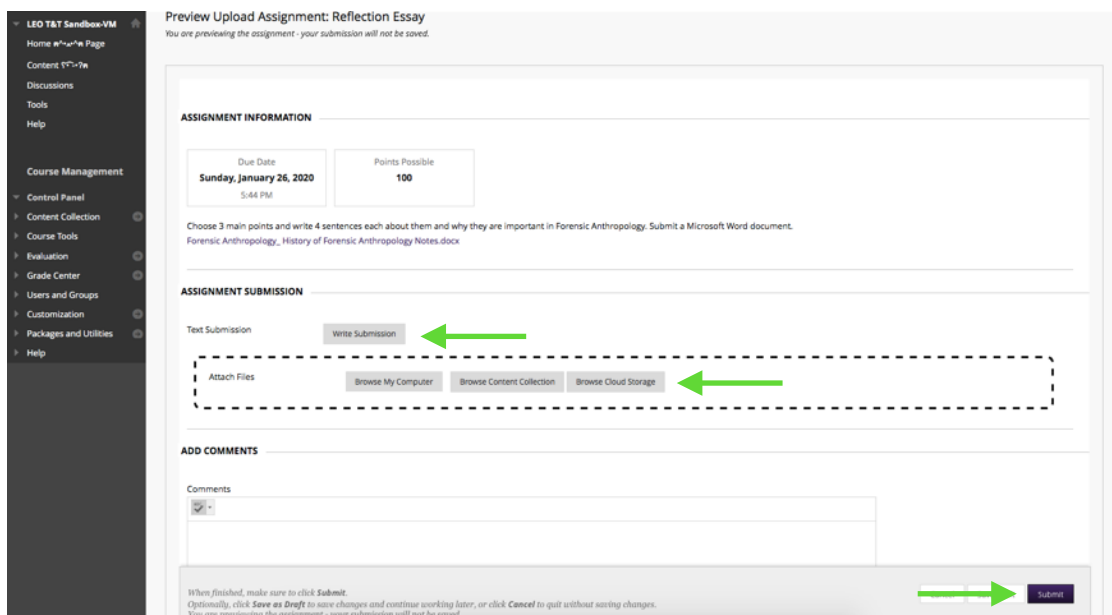
Your professor could organize your assignments into folders. Or they could choose to post assignments directly on the primary page. *If the assignment folder is empty, your professor may have forgotten to make the content available.* Reach out to your professor for guidance if you have trouble locating your assignment.

The Prompt



Your professor will often post a prompt, and they will potentially attach support material. Click on the title of the post to gain access to the submission form for your assignment.

Submitting Your Assignment



The assignment submission form will contain the assignment information, including the due date and point value of the assignment. There are also two submission options: "Write Submission" or "Attach Files." Pasting essays into the "Writing Submission" section can distort the formatting; therefore, we would recommend submitting your assignment as an attachment.

TIP: Chrome or Firefox are the preferred browsers. While using Safari, attachments submitted through "Writing Submission" may appear as a blank submission to your professor. While using Edge/Explorer, "Attach Files" does not function properly.