Instructors may place an *assignment* in any content area in your course so you can upload your completed work.

You may upload word processing, spreadsheet, presentation, media, or other computer files to Blackboard.

Your instructor evaluates your assignment and can provide feedback in text boxes or by uploading a rubric or other file to your assignment link.

You can see grades, comments, and attached files in the *My Grades* area.

See Also: [Blackboard OnDemand Learning Center Links](#) for students

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**Navigate to the Assignment**

1. Click the navigation link on the class menu to enter the *Content Area* that contains the *Assignment* link.
   
   Your instructor may use a different menu. Verify where the links will be available.

2. Click the *Assignment name*
1. Read the Assignment Information.

2. Enter Assignment Materials in the Text Box Editor by keyboarding or copy/pasting (see 3 Ways to Paste Clean Text into a Bb Text Box Editor),

   Use the Paste from Word tool when copy/pasting from any Rich Text Formatted document.

OR

3. Attach a File using the Browse My Computer button to navigate to your file (single file or zipped folder). Click to highlight it and click the Open button. Verify the file name in the Attached files
area.
4. Enter any Comments, if necessary. The Comment text box contains text only, no formatting.
5. Click a Submit button.
NOTE: Save as Draft button does not submit the assignment. It saves the page and allows you to return to complete the process.

Review Submission History

1. Read the Assignment Information
2. Review Submission History. This will indicate if the assignment has been graded and will have any comments or attachments from your instructor.
3. Finish. click OK
After your Instructor Grades the Assignment

Return to the Assignment link or go to My Grades
Click the Assignment link or Grade link.
The Instructor Feedback section displays the Grade, any Comments the instructor entered, and any Attached Files the instructor gave you.
Sometimes multiple files are necessary for an assignment, or a special computer application is used to create the file, e.g., Inspiration or Web Pages. In this case, zipping (compressing) the files in one folder is the most effective way to keep them together, to upload them all at the same time, and to make it possible for your instructor to download your assignment for evaluation without errors or file corruption.

Start by placing all files in one folder with a short, descriptive name.

**Windows** – Right-click on the folder and use **Send To > Compressed (Zipped) folder**

**Mac** – Right or Control-click on the folder and use **Compress “Folder Name”** (some Mac OS X versions may say **Archive** or **Create Archive**).

Upload that compressed/zoomed file to Blackboard for your assignment.

Do not double-click or open the zipped file. It is a compressed duplicate of the folder. Keep the original folder with your work in a safe place.