

1. From your BlackBoard course, find your assignment. Assignments are identified by the icon shown here.





How to Submit Assignments

3. To submit an assignment, scroll down to the "Attach File" and click "Browse for Local File".





Bb

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8. The last step to ensure your file is submitted, is to click the "Submit" button. If you click "Save as Draft," your instructor will not be able to see the file.



9. Click "OK" to exit the assignment submission process.





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How to Submit Assignments

10. You can see in the grade book the **1** that indicates you submitted your assignment. However, to ensure your assignment actually uploaded, click the **1**

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11. Your Submission History displays.





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How to Submit Assignments

12. Scroll down until you see the "Attached Files." If your file was uploaded, you can see it here.

If you need additional help on how to submit assignments, call:

	myUSF Courses
Writing Resources	Submission (January 20, 2010 10:18:21 AM EST)
Class Discussions	Submission Materials
Technical Support	Submission Field :
Elluminate	Student Comments :
Course Tools	Attached Files : Overview.docx
	Instructor Feedback
	Grade : Needs Grading
	Comments :
	Attached Files :

USF IT at 813-974-1222



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