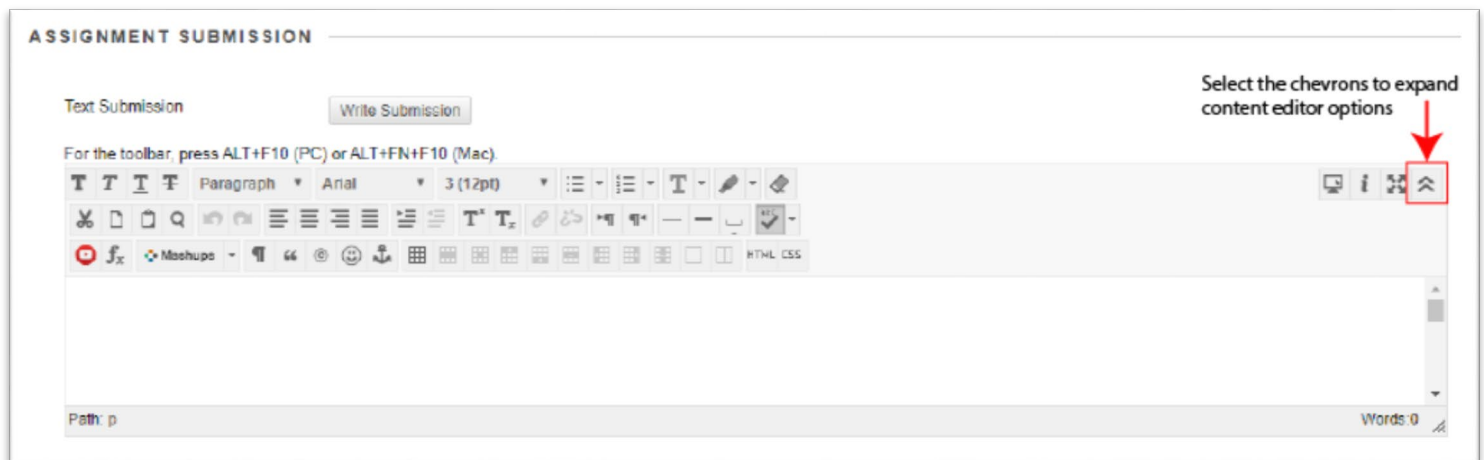




How to Upload an Assignment to a Drop Box

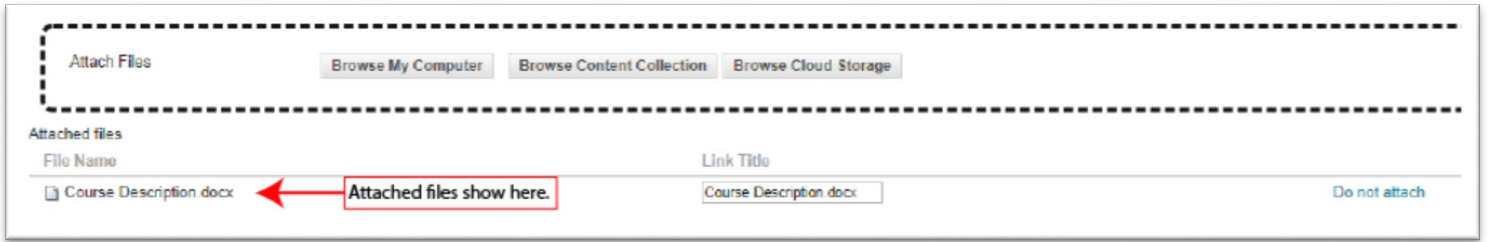
In the Blackboard course:

1. Navigate to the assignment in the course content. Assignments will list the due date and points possible above any assignment instructions. Below the instructions is the “Assignment Submission” area.
2. In the “Assignment Submission” area, there are two ways to submit an assignment: Text Submission or Attach Files. Be sure to refer to your instructor’s instructions to know which type of submission you should use.
3. To submit an assignment through Text Submission, select the “Write Submission” button. A content editor box will appear for you to write or copy and paste your text into. Select the double downward-facing chevrons in the upper-right corner of the content editor box to show more options for editing text.



4. To submit an assignment by attaching files, select the “Browse My Computer” button to upload a document or file from your computer. The following formats can be attached: .doc, .docx, .ppt, .pptx, .odt, .txt, .rtf, .pdf, .html

5. When you've found the document or file in your computer files, select "Open". The attached file will show below the Attach Files area, as shown in the screenshot below.



6. Use the Comments box at the bottom of the page to add any comments you wish your instructor to know about the assignment.
7. Select "Submit" after you have written/attached your content.