

Student Guide: Submitting files to a Blackboard Assignment

This guide shows you how to submit a Blackboard Assignment that requires files to be included.

NOTE: Do not upload video files directly to Blackboard Assignments. A [separate guide](#) exists for students submitting videos.

Creating your Submission

1. In your Blackboard course, click on the assignment link.



2. Click **Create Submission**.

INSTRUCTIONS

Type your submission text here.
 Attach your files (posters, PowerPoints, Excel, etc) below.
 NOTE: Video files should be uploaded to the Video Portal and embedded in this section.

ASSIGNMENT INFORMATION

Points Possible
100

SUBMISSION

[Create Submission](#)

[Upload Files](#)

[Add Comments](#)

3. If your assignment requires you to provide text in addition to uploaded files you should add it here. Additional formatting options are available by clicking the three dots icon.

SUBMISSION

[Create Submission](#)

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

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If your assignment requires you to provide text in addition to uploaded files you should add it here. |

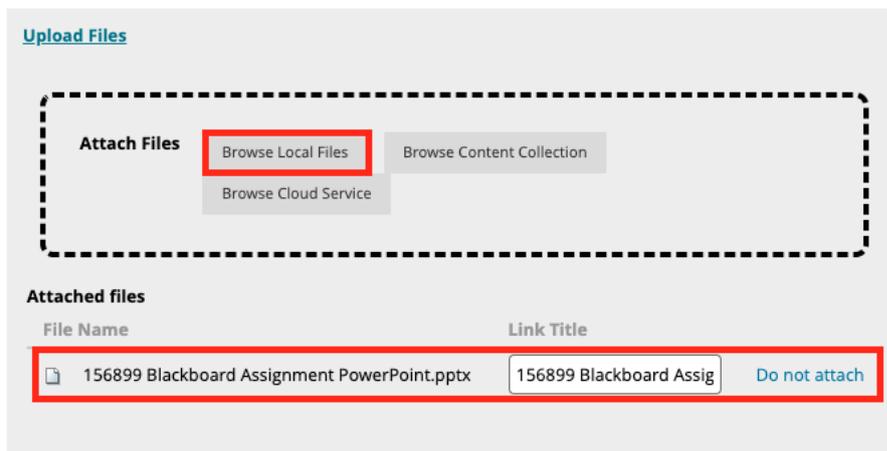
Attaching Files to your Blackboard Assignment

NOTE: Before you attach any files (documents, PowerPoints, large PDFs, images, etc), check the assignment details to see if the filenames need to contain specific information (such as student ID number) or be in a specific form.

NOTE: In addition, make sure the filename contains:

- **Only** letters and numbers
- **No** punctuation marks (commas, asterisks, etc.)

4. In the **Upload Files** section, click **Browse Local Files** and select the file(s) you wish to attach, then click **Open**. These will show in **Attached files**. (To delete a file, click **Do not attach**.)



5. After you have attached your additional files, press **Submit**. Alternatively, you can **Save Draft** and submit later.

