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**.

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.

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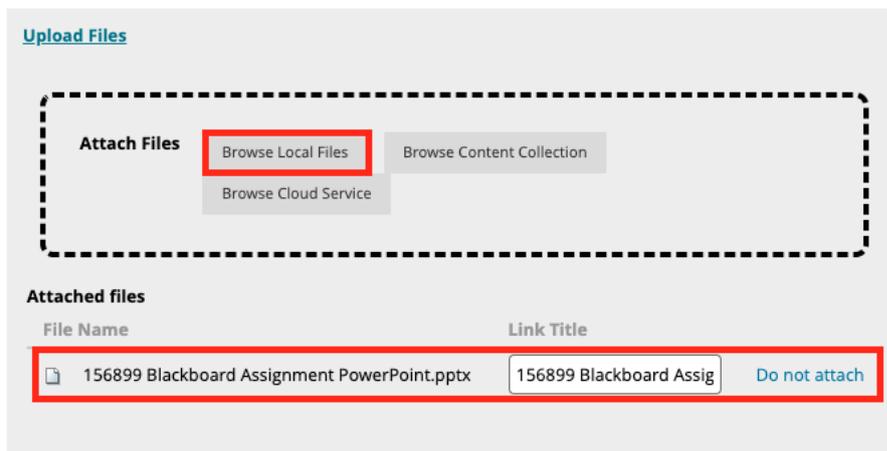
5. After you have attached your additional files, press **Submit**.
   Alternatively, you can **Save Draft** and submit later.