

Student Guide to Blackboard Assignments Tool

Important: Assignments can only be submitted **once** using the Assignments Tool. It is NOT possible to add files to an assignment after submission.

Be sure to save your assignments in compliance with the Blackboard file naming convention. If the file name does not conform, your assignment will not successfully upload into Blackboard.

- Use **only** letters, numbers and underscores (_) in filenames and content names.
- **Do** include extensions on filenames. The valid extension for a Word document is .doc or .docx, PowerPoint is .ppt or .pptx and Excel is .xls or .xlsx.
- **Don't** use periods anywhere else in your filenames except before the extension.
- **Don't** use spaces, commas, pound signs (#), question marks, equal signs, dashes or any other special characters in your filenames, Assignment names or Assessment names.

1. Select the Content Area from the Course Menu that holds the Assignment, e.g. *Course Documents*.
2. Click the **name** of the Assignment. The Upload Assignment page appears.
3. Complete the **Comments** field on the Upload Assignment page.
4. Click **Browse** next to **File to Attach** to search for your assignment on your computer. Select a file to attach. When you have done this successfully the "path" to the file will be displayed in the **Browse** box, e.g. *C:\MyDocuments\FileName.doc*.
5. Use the **Add Another File** option if you wish to submit more than one file.
6. Click **Save** if you wish to save the Assignment and continue working on it later. The Comments and Files on the page are saved, but not submitted. You can return later to modify or finish the assignment.
7. Click **Submit** when the page is complete. **Submit** *must be selected to finish the assignment*.
8. A **receipt** is displayed with the filename and the time & date at which it was sent to your instructor. Please be sure to **PRINT AND KEEP THIS RECEIPT** to have a record of your assignment submission.