Blackboard Tips:

Submit an Assignment, Upload File

The Blackboard Learning Management System (LMS) (https://www.blackboard.uscupstate.edu) allows you to submit your homework and assignments directly into Blackboard without emailing your instructor and worrying about your attachment being labeled as spam. You receive a submission confirmation and can see your homework submitted under My Grades in Blackboard.

Purpose and Applications

Submit an Assignment in Blackboard to:

- Confirm that your submission was received by your professor.
- View SafeAssign Reports to confirm that you are using sources properly.
- View Rubrics used for grading before you submit.
- Return to your assignment after it is graded to see comments and feedback on your work

How to Submit an Assignment and Upload a File

- In your Blackboard Course, your instructor will make an assignment link for you to submit your work. This may be under a menu item labeled "Assignments," "Course Content," "Learning Units," "Weekly Modules," or something similar. Click on the Content Area where your assignments are typically found. In the example below, it is **Course Content**.
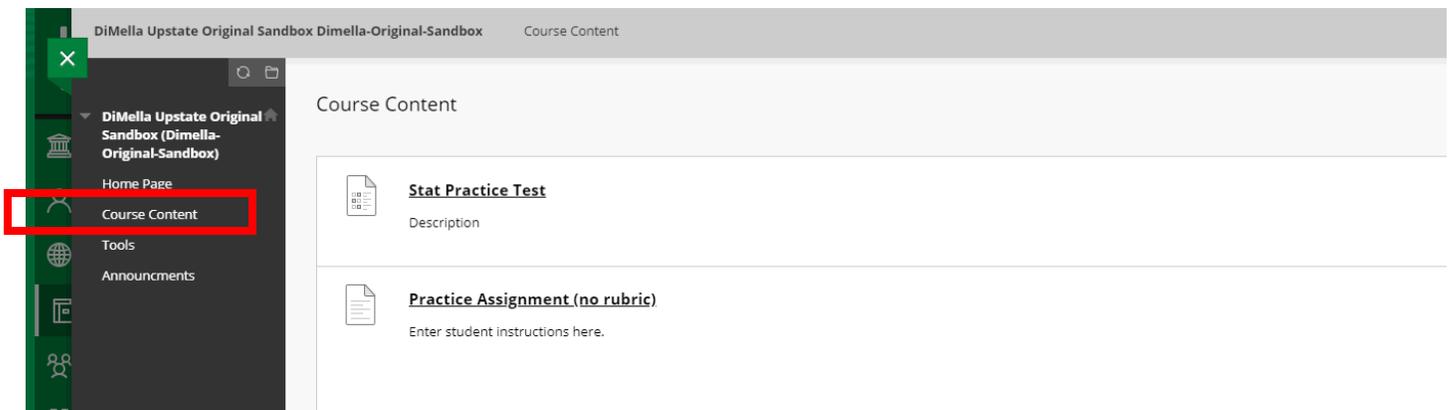

Figure 1 Course Content Area with a Test and an Assignment

- View all assignments and other course content on the page. If your instructor has provided a written description of the assignment, you will see it on this page. Otherwise, your instructor may attach a file with detailed instructions for you to view.
- When you are ready to submit your work, click your chosen assignment. In this case, click **Practice Assignment (no rubric)**.
- You have two options for submitting your assignment: **Write Submission** (See Fig. 2) or **Attach Files**. Write Submission is used if you are working on a device that makes it difficult to save an attachment, like a phone or tablet. In that case, write your assignment in "Notes" or another offline app to avoid losing your work while typing. Then cut and paste into Blackboard when you have completed the assignment in the other app.

For help implementing any Blackboard best practices in your classes, contact academicinnovation@uscupstate.edu.

Figure 2 Upload Assignment Options

- If you are able to complete your assignment in an application (Word, PowerPoint, Excel, etc.) that allows you to save a file, use the **Attach Files** option instead (see Fig. 2). You may upload a file from your computer or from Cloud Storage, such as Google Drive or One Drive. You will need to link your Cloud Storage account on your profile page on the Blackboard Home page (See Additional Resources below).
- To attach a file from your computer, click **Browse My Computer.** A dialogue box will open where you can search through your folders and **Open** the file you wish to attach.

Figure 3 Browse My Computer Box for Selecting Files to Attach

For help implementing any Blackboard best practices in your classes, contact academicinnovation@uscupstate.edu.

- Highlight your file, and click **Open** to attach. Your **Upload Assignment** options will then show your file under the list of **Attachments**. You may upload more than one file at this time. Then click **Submit** to turn in your work.
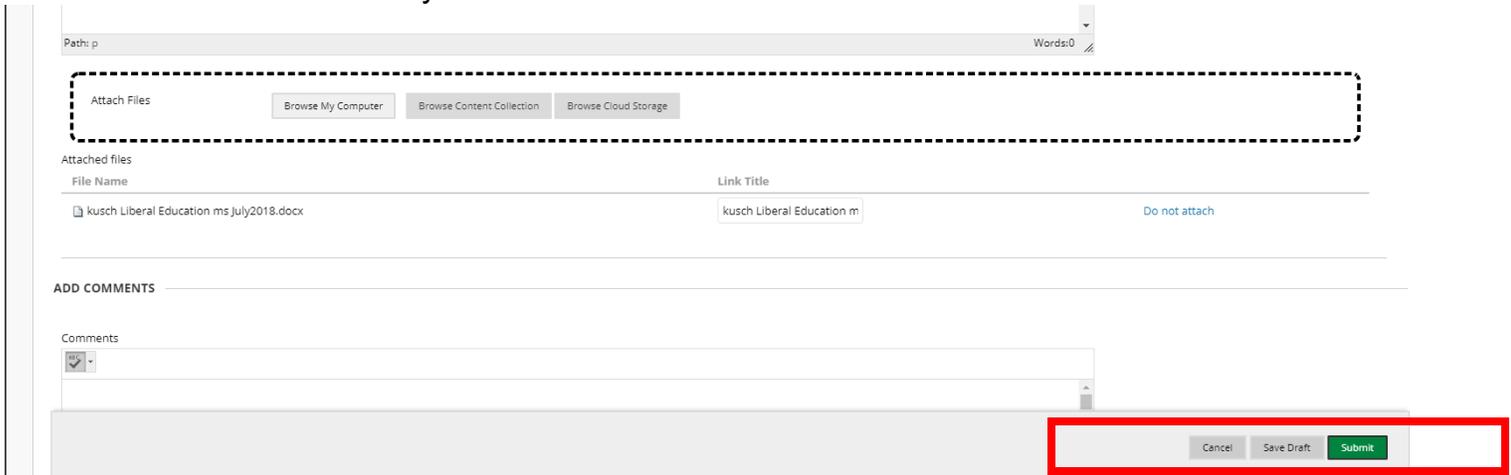

Figure 4 Upload Assignment View with Attached File

Confirming Your Assignment Is Submitted

- Immediately after submitting, you will see a message bar at the top of your screen notifying you that your assignment was submitted successfully. You will also see a copy of your assignment displayed in the commenting app "box." On the right, you can view any SafeAssign reports if available.
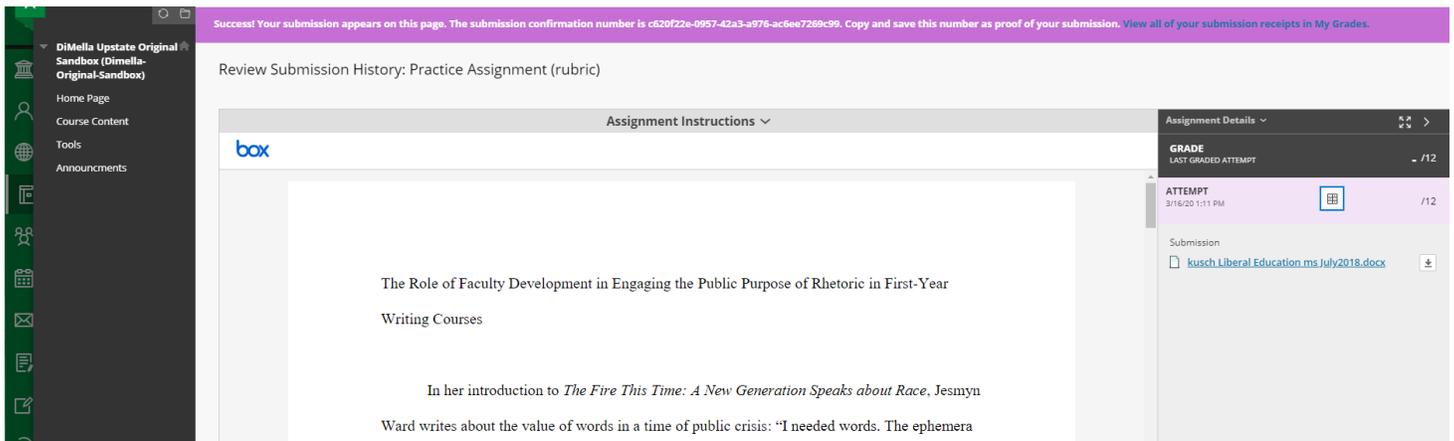

Figure 5 Uploaded Assignment after Successful Submission

For help implementing any Blackboard best practices in your classes, contact academicinnovation@uscupstate.edu.

- Click the grid icon under **Attempt** to see any rubrics available for your assignment. The Rubric Detail box will open with complete details.
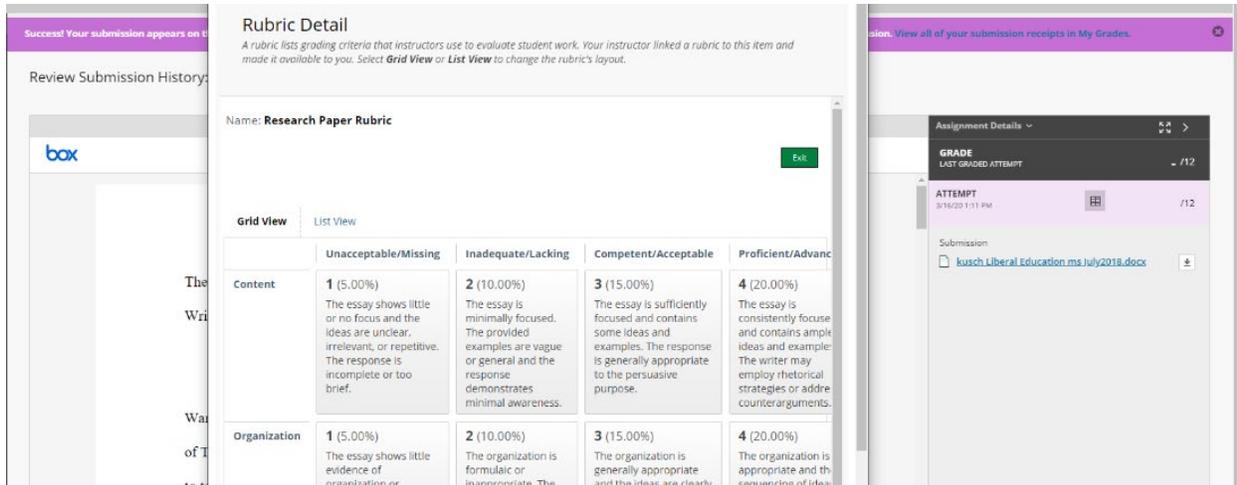

Figure 6 Rubric Detail Pop-Up Window

Return to an Assignment to View Feedback after Grading
- You may return to any assignment through the assignment link to review feedback, grade details, or in-line commenting using "box" on the file itself.
- You may also access your assignment through the Grades menu item or Activity Stream notification that an assignment has been graded.
- The Blackboard App also offers quick access to grades, including links to feedback, overall total, rubric scores, and in-line comments (See Additional Resources below).

Additional Resources
- Link to Cloud Storage in the Blackboard App (iOS)
- Link to Cloud Storage in the Blackboard App (Android)
- Access to Cloud Storage for the First Time from within a Course
- Checking Grades and Feedback inside a Blackboard Course

For help implementing any Blackboard best practices in your classes, contact
academicinnovation@uscupstate.edu.