

Assignments: How to Attach File and Submit

0] Preparation on Your Computer

- Open the editing program/app (Microsoft WORD)
- Edit your work using the program/app (Microsoft WORD)
- Save the file => Remember where you save this file
- Close it or close the program/app (WORD) => No More Editing

1] In your My Class (Blackboard) course, click the **assignment's title**



Practice Assignment #1

- 1] Open Microsoft WORD, write your own paragraphs, **save** the WORD file and **close** it.
- 2] Click this assignment's title, **attach** the Word file and **submit** it.

2] **Browse My Computer**

ASSIGNMENT SUBMISSION

Text Submission

Write Submission

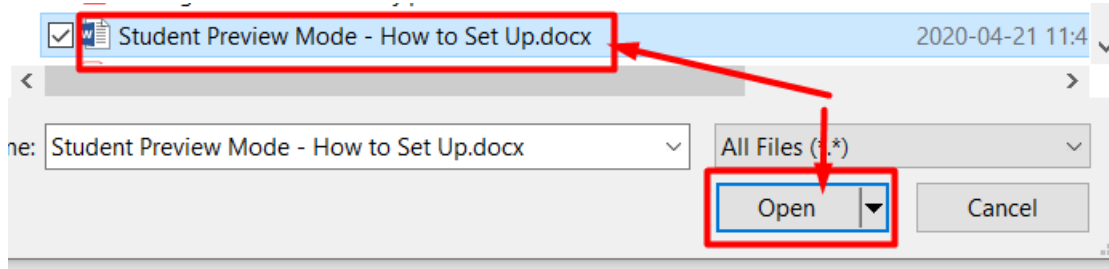
Attach Files

Browse My Computer

Browse Content Collection

Browse Cloud Storage

3] Find and **select** the file > **Open**



4] Check the attached file > If it's okay > **Submit**

ASSIGNMENT SUBMISSION

Text Submission

Write Submission

Attach Files

Browse My Computer Browse Content Collection Browse Cloud Storage

Attached files

| File Name | Link Title | |
|--|------------------------|---------------|
| <u>Student Preview Mode - How to Set Up.docx</u> | Student Preview Mode - | Do not attach |

*When finished, make sure to click **Submit**.
Optionally, click **Save as Draft** to save changes and continue working later, or click **Cancel** to quit without saving changes.
You are previewing the assignment - your submission will not be saved.*

Cancel Save Draft **Submit**

5] If your submission is completed, you can see the submission result at the top of the page.

Success! Your submission appears on this page. The submission confirmation number is
Copy and save this number as proof of your submission. [View all of your submission records](#)

Review Submission History: Practice Assignment #1