

## Submitting an Assignment

Your instructor may use the Assignment feature. This is an easy way for your instructor to give you homework and for you to turn your completed work back in.

Assignments can be found throughout the course site but are easily spotted by the >>[View/Complete Assignment](#) link.

Below is a sample assignment one might find in a course.

### Assignments

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#### **Assignment #3**

Please save the attached assignment to your computer (right click - Save As or Save Link As).

Once you have completed the assignment, return to this same location in Blackboard and upload the assignment (Browse and attach the file).

You must click the Submit button in order for the assignment to be sent to me.

This assignment is due on September 15th at 5 p.m. No late assignments will be accepted.

>> [View/Complete Assignment: \*\*Assignment #3\*\*](#)

Once you click on the >>[View/Complete Assignment](#) link you will be taken to a screen with instructions for your assignment. If your instructor has uploaded a file, you can right click on it to save it to your computer.

Upload Assignment: Assignment #3

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**1 Assignment Information**

**Name** Assignment #3

**Instructions** Please save the attached assignment to your computer (right click - Save As or Save Link As).  
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You must click the Submit button in order for the assignment to be sent to me.  
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**Assignment Files** Click here to download [\(Click here to download\)](#)

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**2 Assignment Materials**

**Comments**

**Attach local file**

**Currently Attached Files:** [Add Another File](#)

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**3 Submit**

Click **Save** to stop working and continue working later. Click **Submit** to finish. Click **Cancel** to quit without saving changes.

When you have completed your assignment and you are ready to turn it in to your instructor, you will return to the same location in Blackboard.

Click the Browse button and upload your file.

You must type a comment in order for the file to be returned to your instructor.

Be sure to click the Submit button if you are ready to turn your work in to your instructor. Note: the Save button will only store your file in a space that you can access.