Submitting Assignments in Blackboard

**Assignment** is the Blackboard term for a dropbox. Your instructor may ask you to type an answer in a textbox, attach a file from your computer, or do both. Pay attention to the assignment instructions to be sure you are submitting your work according to your instructor’s requirements. When you open a submission page for an assignment, you will see several options.

1. **Write submission**: When you click this button, a textbox will open. You can either type your answer into the textbox or type a title, highlight, and click on the chain image in the toolbar (steps 2 and 3 in the lower screenshot) to link to an attachment from your Google Drive. Be sure to set the document in Google Drive to allow your instructor to comment on the attachment. Those steps are explained on the Linking from Google Drive handout.

2. **Browse My Computer**: This button will prompt you to select a document on your hard drive or storage device to submit as an attachment.

3. **Add Comments**: *Do not use* the Add Comments textbox to submit work! Your instructor will not be able to grade it!

After your instructor has scored the submitted work, you can return to the assignment to see your score and any comments (B below) entered with the grade. In the screenshot below, A labels the dropbox box from which you can select other versions of your work if your instructor allowed more than one submission. If plagiarism detection is turned on, you will see a SafeAssign or Turnitin feature (C).

Tip: Always turn on the spellcheck feature in the toolbar when you use a textbox!