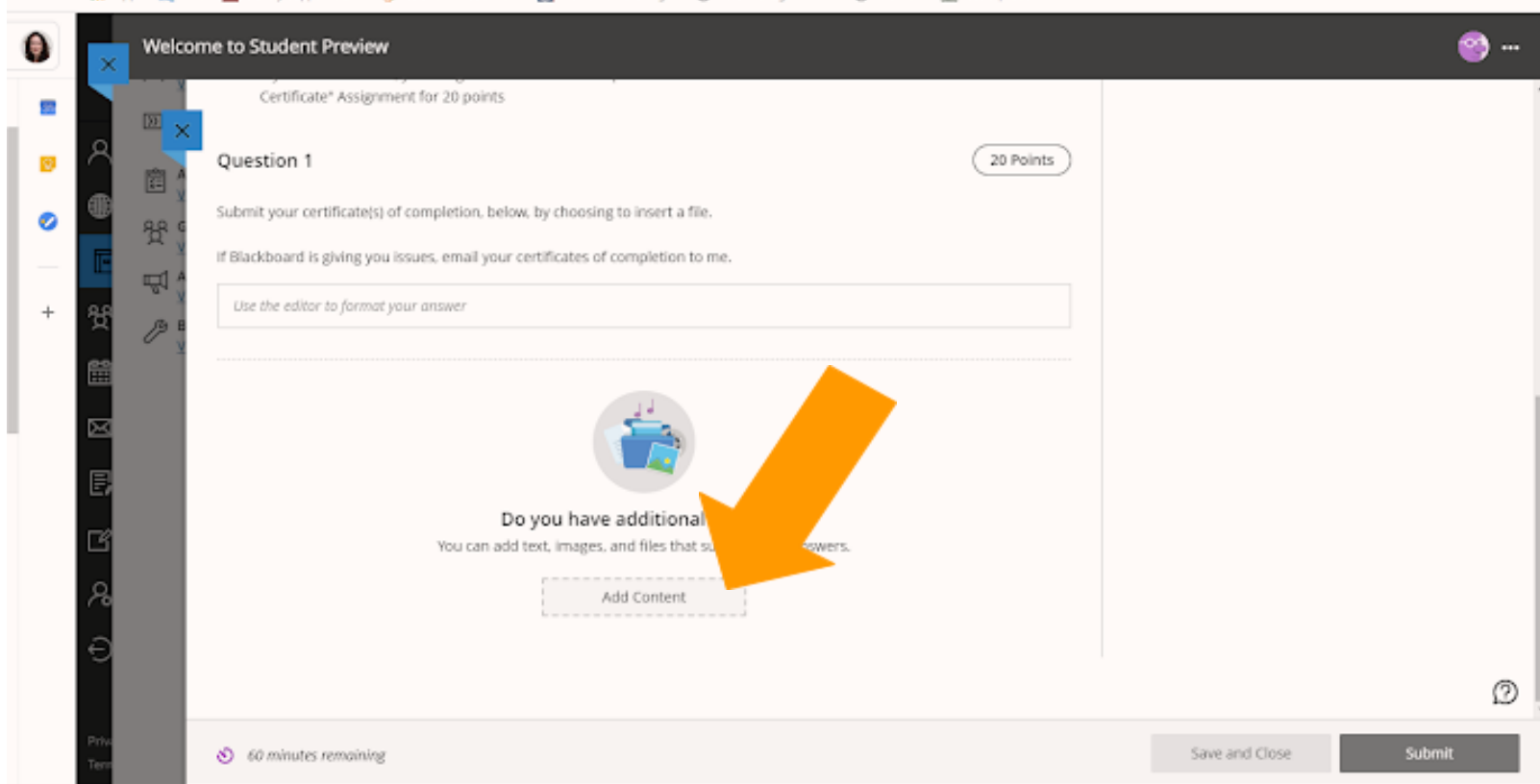


### How to Upload a file as an answer to an assignment on Blackboard:

1. Click on your assignment.
2. Scroll down to the “Do you have additional content?” section.
3. Click “Add Content”.



4. You will see the text box pop up, such as in the image below.
5. Click the paperclip icon to attach a file.

The screenshot shows a Blackboard quiz interface. At the top, a dark header bar contains a user profile icon on the left and a menu icon on the right. Below the header, a sidebar on the left lists various course tools. The main content area is titled "Welcome to Student Preview" and contains a list of instructions: "2. Open the email from support@getinclusive.com", "3. Watch the 2 training modules entitled 'Consent and Sexual Violence' & 'Voices of Change' sent to you from Get Inclusive.", "4. Complete the quiz following each of the trainings.", and "5. If you are successful, you will get a Certificate of Completion. Submit this to Blackboard under the 'Get Inclusive Certificate' Assignment for 20 points". Below the instructions, the quiz question is displayed: "Question 1" with a "20 Points" badge. The question text reads: "Submit your certificate(s) of completion, below, by choosing to insert a file." and "If Blackboard is giving you issues, email your certificates of completion to me." Below the text is a large text input area with the placeholder "Use the editor to format your answer". Underneath the text area is a section titled "Additional content" which contains a rich text editor toolbar. The toolbar includes icons for text style, bold, italic, underline, strikethrough, link, unlink, bulleted list, numbered list, indent, outdent, and a paperclip icon for file attachment. A large orange arrow points to the paperclip icon. Below the toolbar is a text box with the placeholder "Insert/Edit Local Files". At the bottom of the page, a status bar shows "60 minutes remaining" on the left and "Save and Close" and "Submit" buttons on the right.

Welcome to Student Preview

2. Open the email from support@getinclusive.com  
3. Watch the 2 training modules entitled "Consent and Sexual Violence" & "Voices of Change" sent to you from Get Inclusive.  
4. Complete the quiz following each of the trainings.  
5. If you are successful, you will get a Certificate of Completion. Submit this to Blackboard under the "Get Inclusive Certificate" Assignment for 20 points

Question 1 20 Points

Submit your certificate(s) of completion, below, by choosing to insert a file.

If Blackboard is giving you issues, email your certificates of completion to me.

Use the editor to format your answer

Additional content

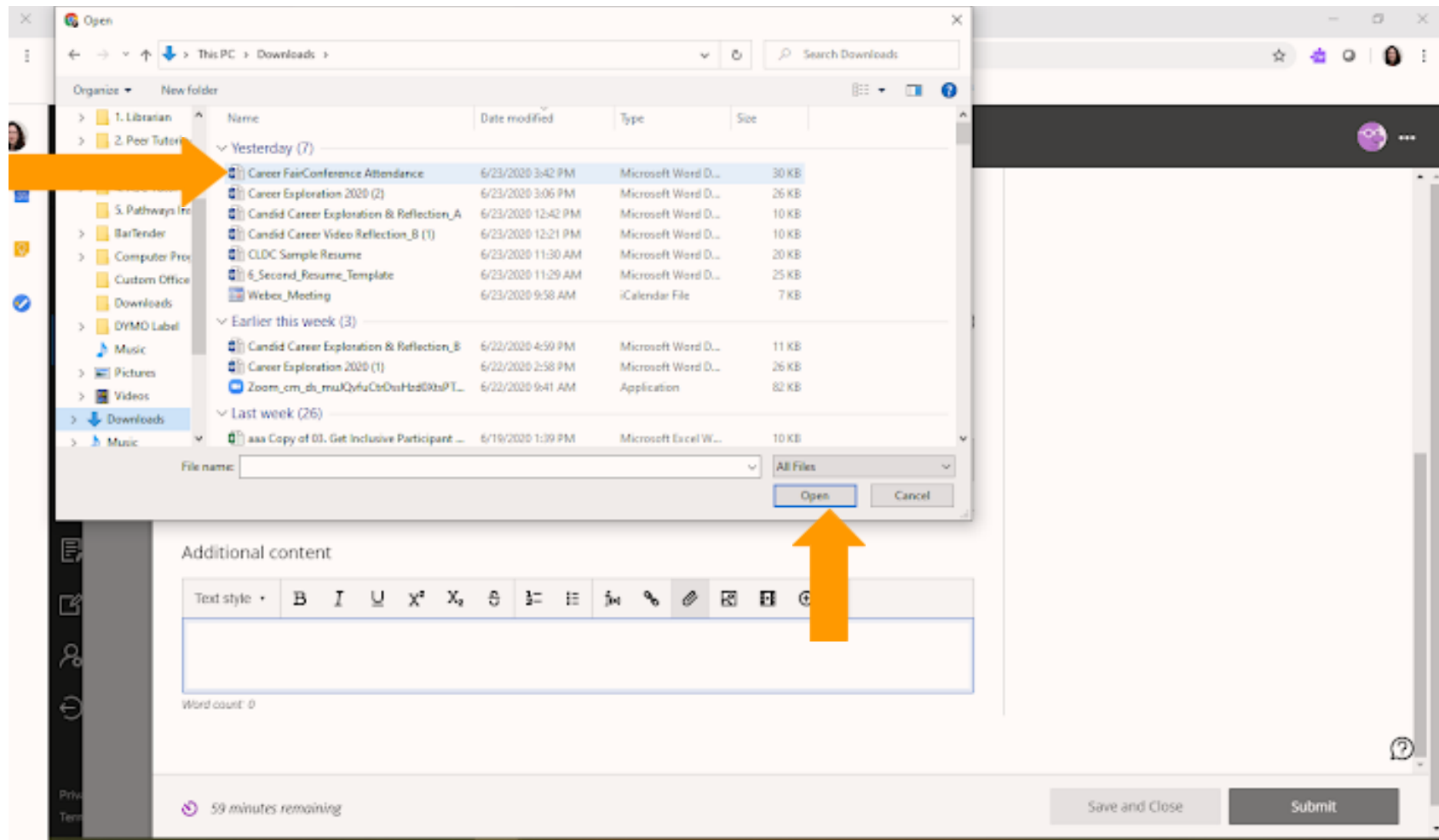
Text style • **B** *I* U ~~X~~ ~~X~~

Insert/Edit Local Files

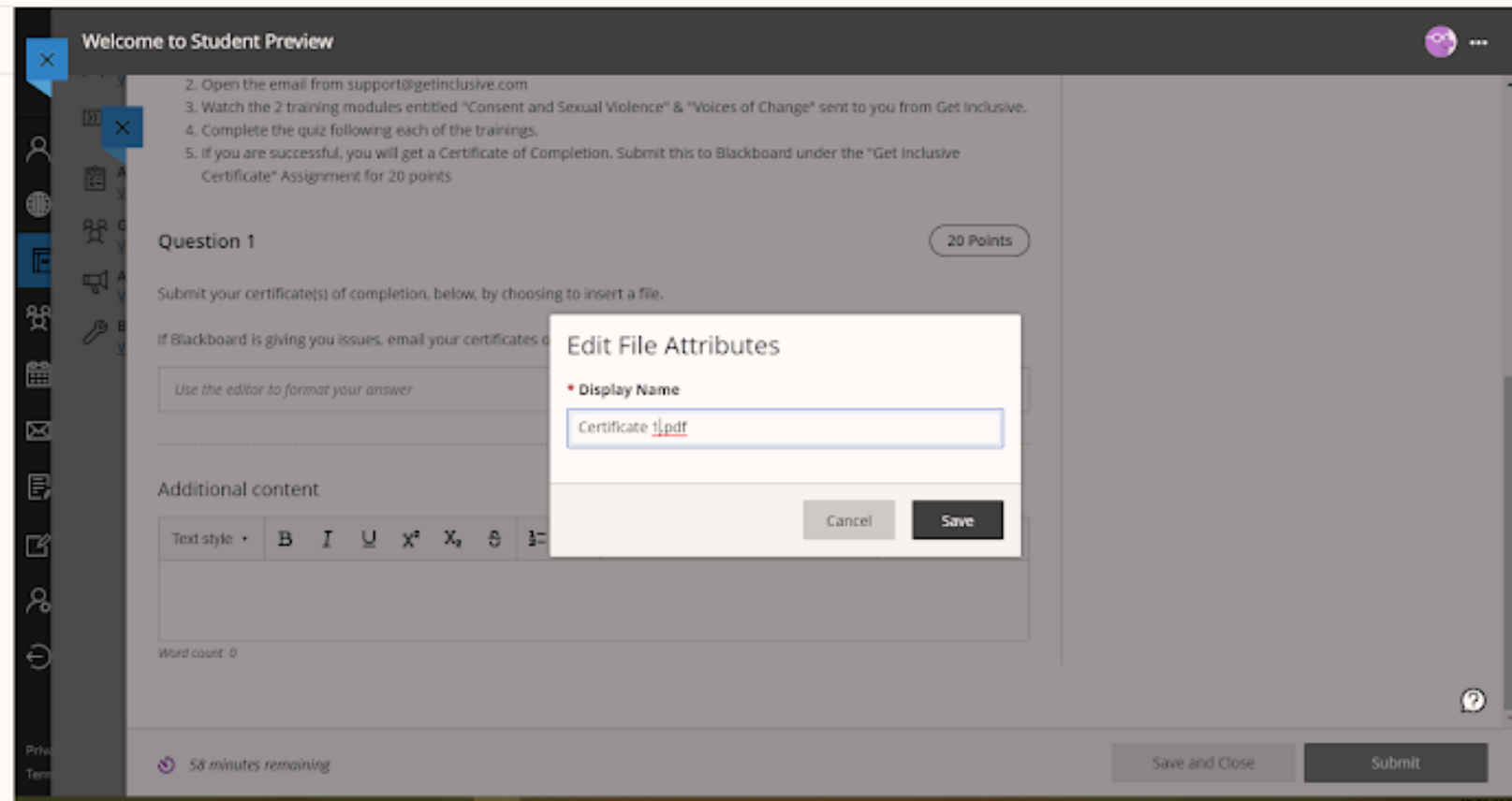
Word count: 0

60 minutes remaining Save and Close Submit

5. After clicking the paperclip, you will be prompted to select a file from your computer. Find the file you want. Click on the file. Finally, click open.



6. After clicking “Open”, you will get the chance to edit the file’s display name on Blackboard. This is the name your professor will see as part of your submission. Type in a file display name that makes sense for the assignment.
- Ex: If you are submitting two certificates of completion, name the first one “Certificate 1” and the second one “Certificate 2”. If you are submitting an English paper, make the display name the title of your paper: “Women on Stage in Shakespeare.”



7. You know it has uploaded when you see the grey box around your file attachment in the 'additional content' section.

The screenshot displays the Blackboard Student Preview interface for a question submission. The top header bar is dark grey with the text "Welcome to Student Preview" and a user profile icon. Below the header, the question title "Certificate\* Assignment for 20 points" is visible. The question content area includes the text "Question 1" and "20 Points". The instructions state: "Submit your certificate(s) of completion, below, by choosing to insert a file." and "If Blackboard is giving you issues, email your certificates of completion to me." Below the instructions is a text input field with the placeholder text "Use the editor to format your answer". The "Additional content" section features a rich text editor toolbar with various formatting options. A file attachment named "Certificate 1.pdf" is shown in the editor area, highlighted by a grey box. The bottom of the interface includes a "Word count: 0" indicator, a "58 minutes remaining" timer, and "Save and Close" and "Submit" buttons. A help icon is located in the bottom right corner.

Welcome to Student Preview

Certificate\* Assignment for 20 points

Question 1 20 Points

Submit your certificate(s) of completion, below, by choosing to insert a file.

If Blackboard is giving you issues, email your certificates of completion to me.

Use the editor to format your answer

Additional content

Text style • B I U X<sup>2</sup> X<sub>2</sub>

Certificate 1.pdf

Word count: 0

58 minutes remaining

Save and Close Submit

10:37 AM

