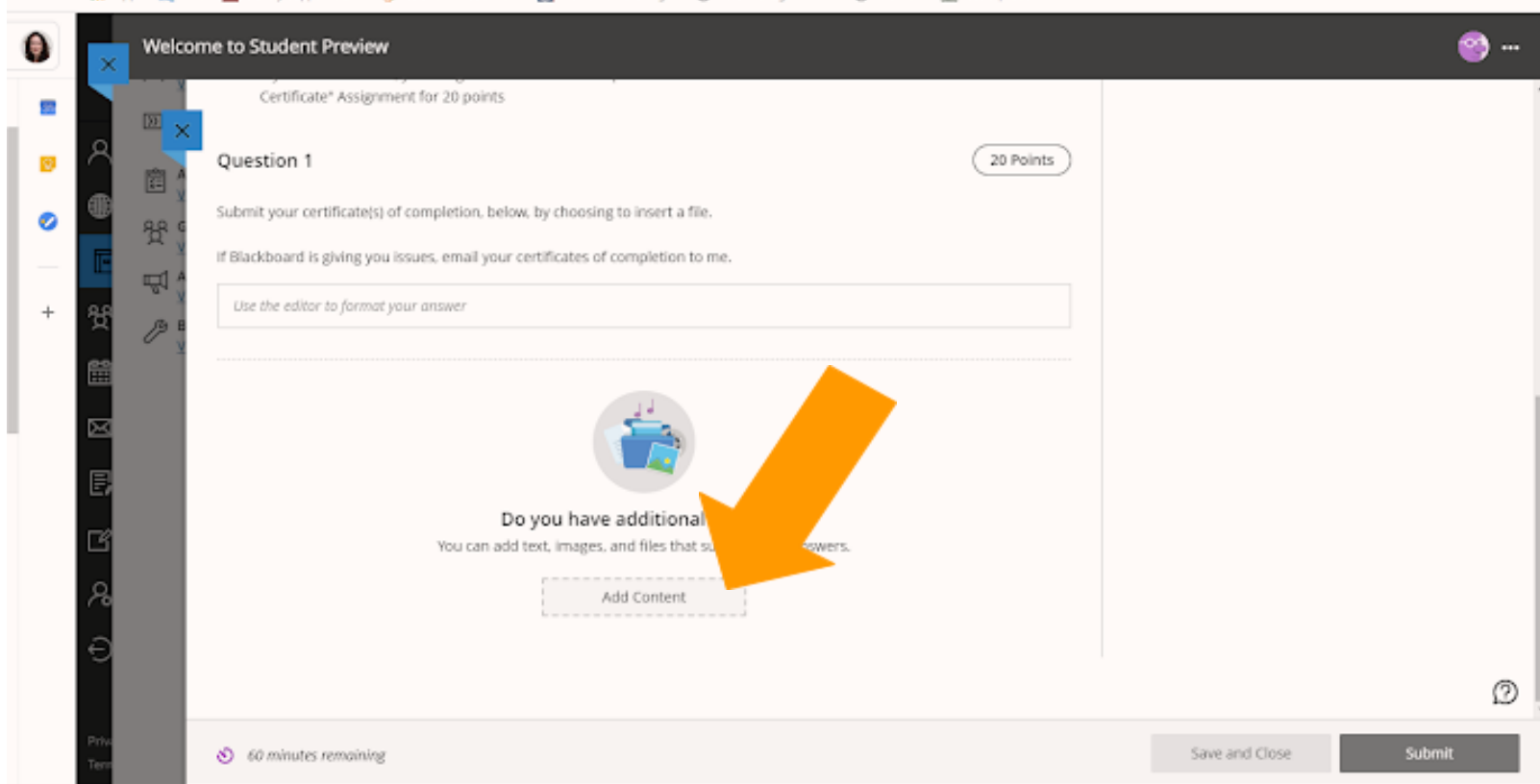# How to Upload a file as an answer to an assignment on Blackboard:

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.

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.
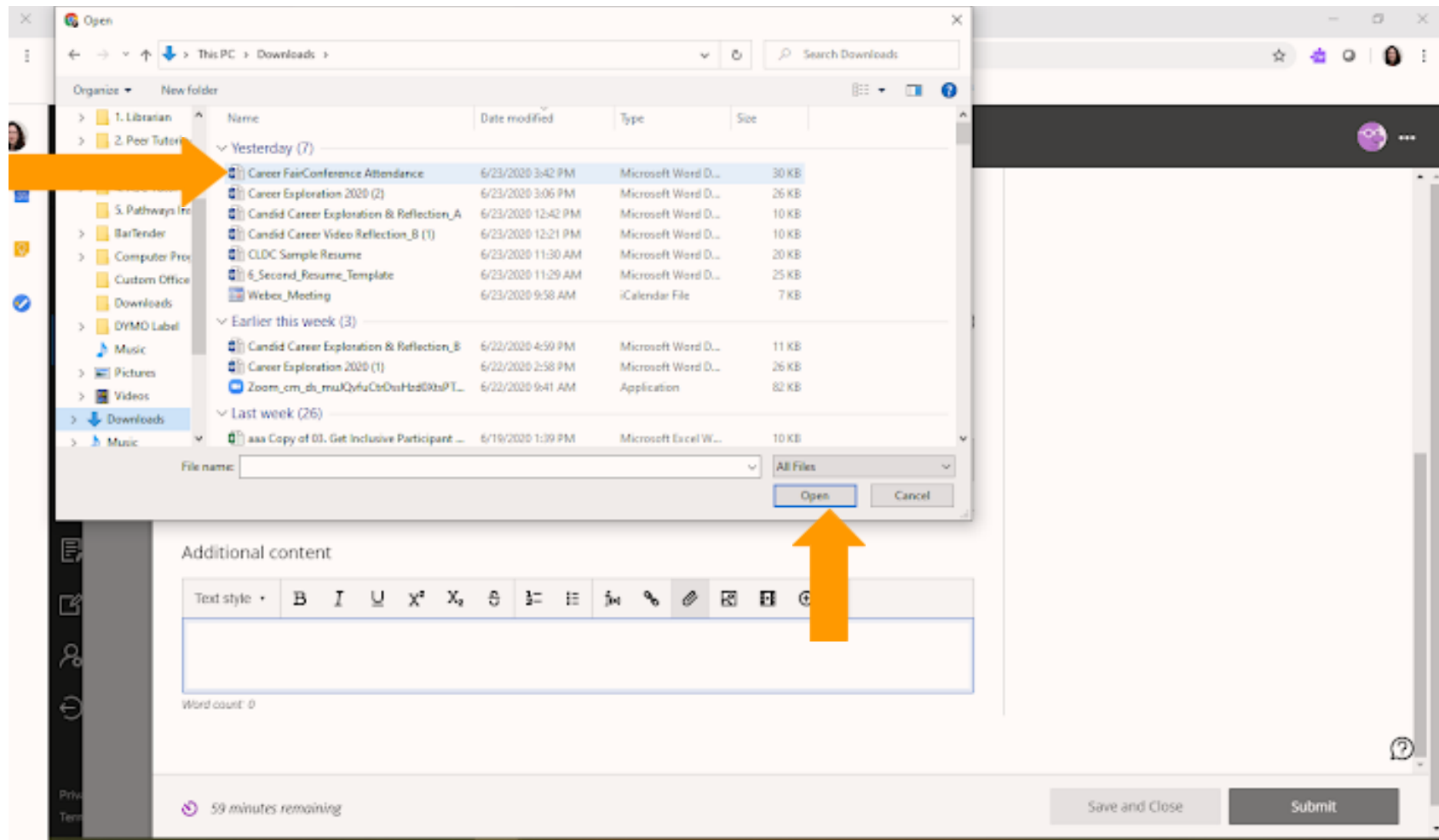
6. After clicking "Open", you will get the chance to edit the file's display name on Blackboard. This is the name your professor will see as part of your submission. Type in a file display name that makes sense for the assignment.

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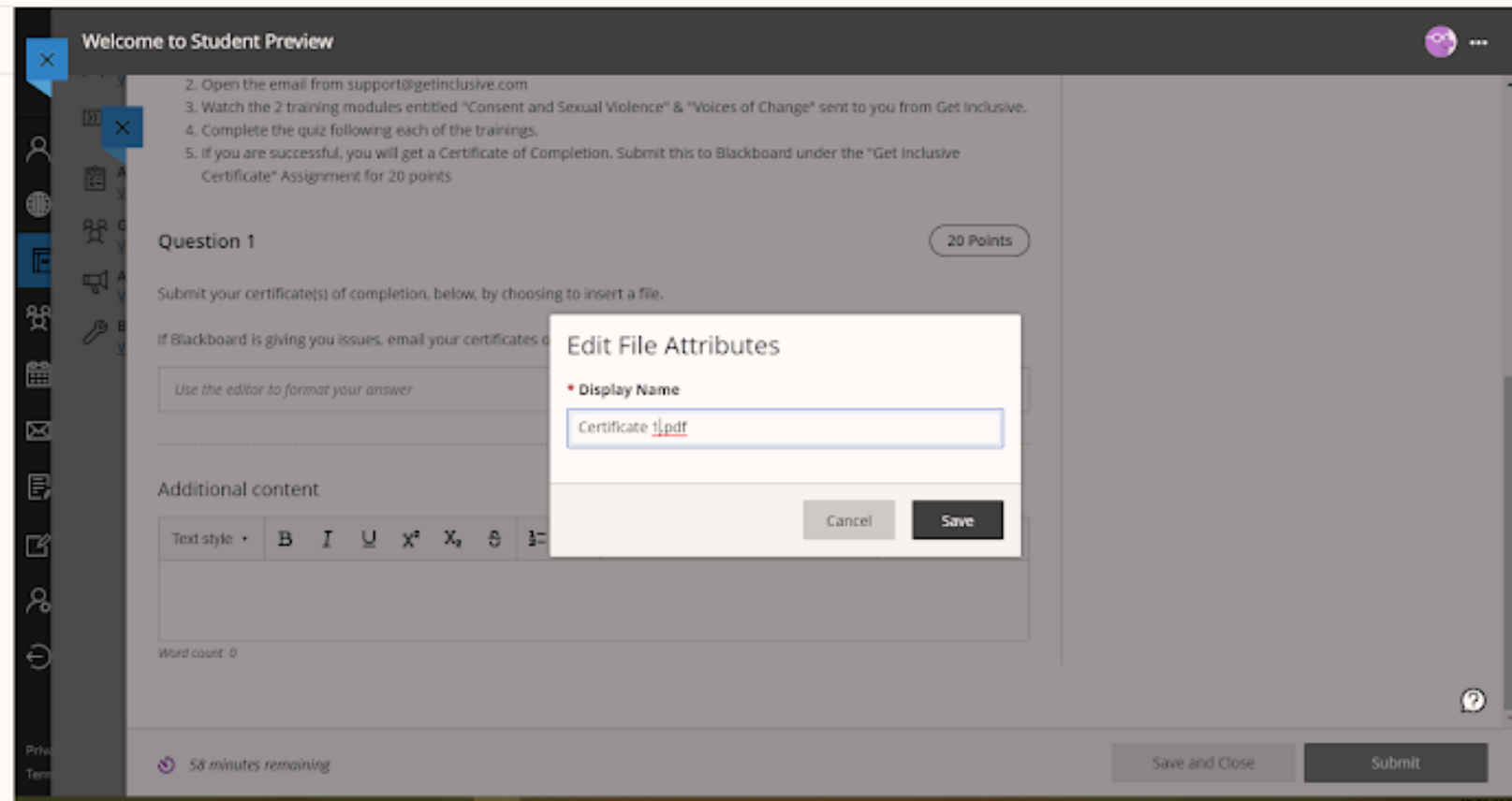
7. You know it has uploaded when you see the grey box around your file attachment in the 'additional content' section.

8. When you are happy with your submission and have answered all of the question(s)' prompts, click the black submit button..