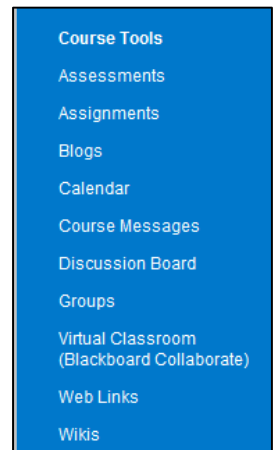
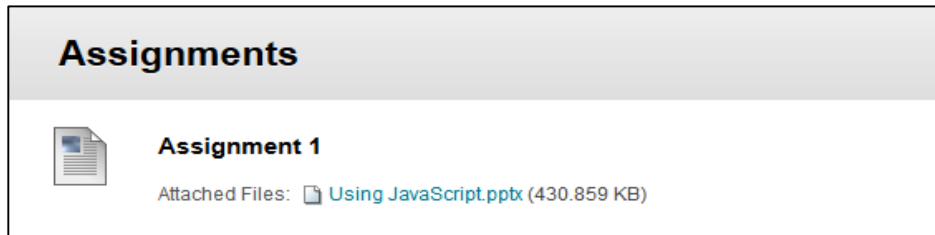
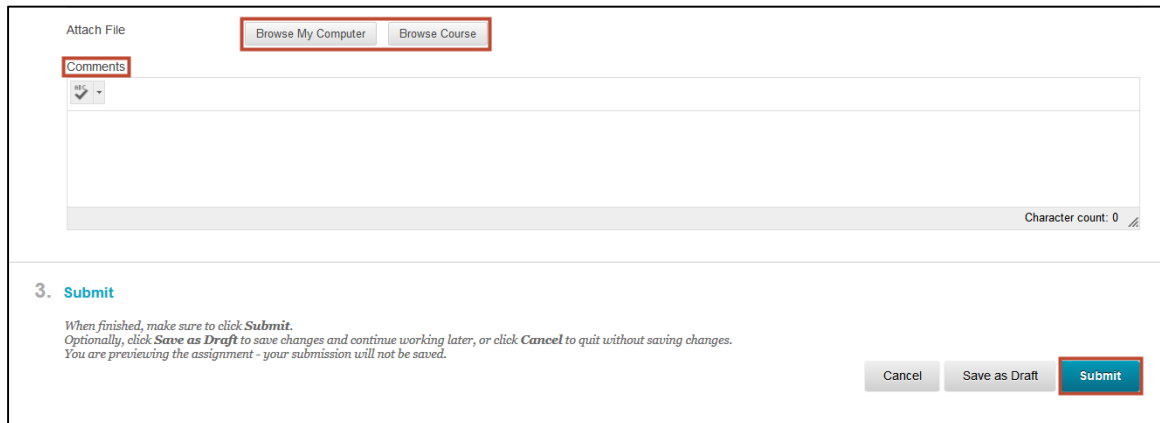


## How to Submit an Assignment in Blackboard 9.1

1. On the **Course Menu**, under **Course Tools** select the **Assignments**.
2. Click the name of the assignment you will be submitting to.



3. On the Upload Assignment page, review the instructions and download any files provided by your instructor and complete the assignment using one or both of the following:
  - a. Click **Type Submission** to expand the Assignment Submission box where you can type your response. You can use the content editor to format text, add files, images, links, multimedia and mashups.
  - b. If your response to the assignment is in a separate file, click **Browse My Computer** and select a file to attach. If you attach a file, type a title. If the box is left blank, the file name becomes the link. Follow any instructions that your instructor provided for naming your file.



4. It is optional to type comments to your instructor in the **Comments** box.
5. Click **Submit**.
6. Blackboard displays a **Success Message** at the top of the **Review Submission** page confirming your assignment has been successfully submitted to your instructor.