How to Submit Your Assignments:

1. Go to the Submission point in Blackboard. Each week you will find a different submission point. NOTE: It is very important that you only submit the work for that submission point.
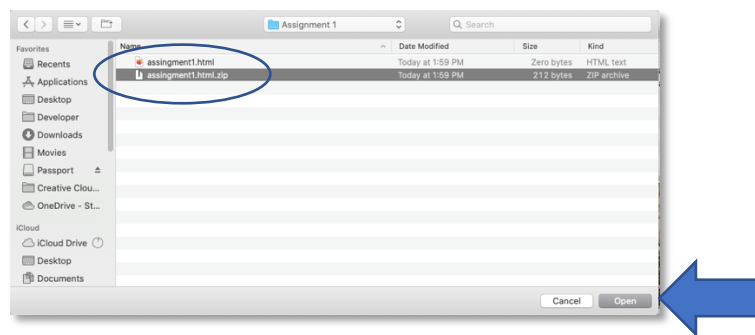

2. There are two ways to add your files to the submission point.
   a. First you can use the Browse My Computer option.
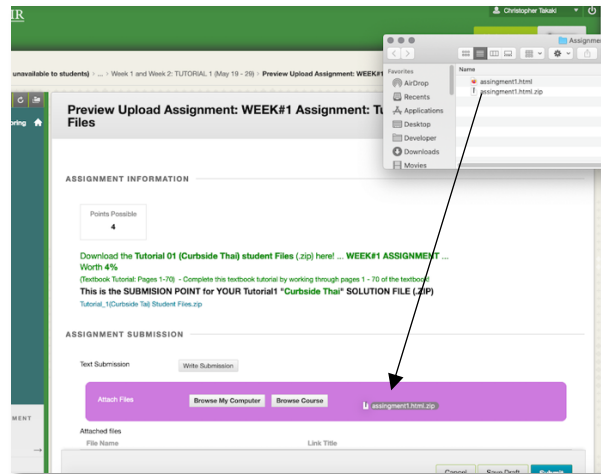

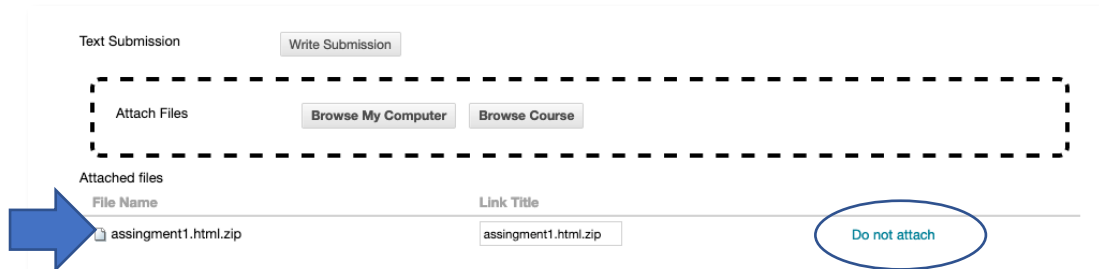This will allow you to browse your computer and select the file that needs to be submitted.

Click Open to submit that file.

b. The second is to find the file on your computer and drag it over to the submission area and drop it in

3. You will see your file appear on the screen. If you made a mistake, click the **Do Not Attach** and repeat step 2.

4. IMPORTANT – before clicking Submit, ensure that you file is in the zip format. No other format (.rar) will be accepted. To see how to compress your files, look at the document How to create a zip fil from your HTML document file.

5. Click Submit.

6. Your file will be submitted.