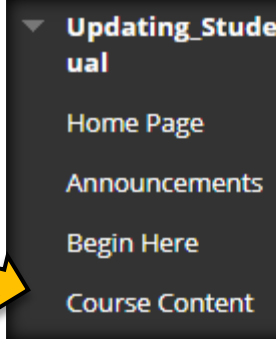
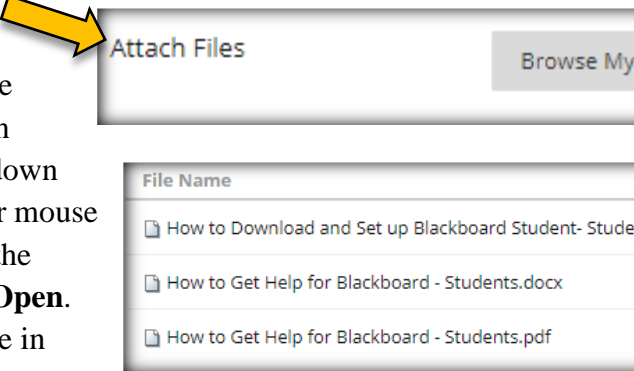


How to Submit Multiple Files to One Assignment

Some assignments that instructors post on Blackboard require that students submit multiple files at once. Here is an easy way to accomplish this:



How to submit multiple files to one assignment

1. Log into Blackboard using your *personal* UMES username and password.
2. Navigate to the **My Courses** section on the Blackboard homepage.
3. Select the course you are submitting an assignment for.
4. Click the **Course Content** tab on the class directory, located on the left-hand side.
 
5. Open the module, or folder, where the assignment is located.
6. Select the desired assignment.
7. Click on **Browse My Computer** under the **Assignment Submission** section.
8. To submit multiple assignments, you can:
 - a. If all of your files are in the same folder on your desktop, hold down the left click on your mouse and highlight all of the desired files. Click **Open**.
 - b. If all of your files are in separate locations on your desktop, select and **Open** the files one by one until all of the desired files are uploaded.
 
9. Click on the **Submit** button in the bottom-right corner.
10. Select **OK**.

NOTE: Always double check to make sure you are submitting the correct files to avoid errors and incorrect grades.

Warning

Google Chrome was used to create these instructions. If you are using a different browser, the instructions may differ. Please do not use Internet Explorer for Blackboard.