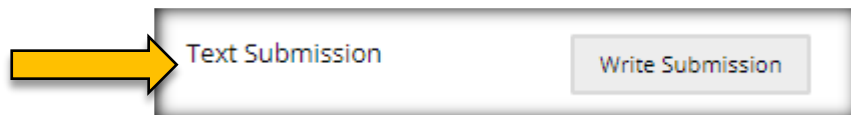


## How to Submit an Assignment in Blackboard

It is important for you to know how to submit an assignment. Submitting assignments on Blackboard, also, help with organizing work and keeping track of graded assignments.

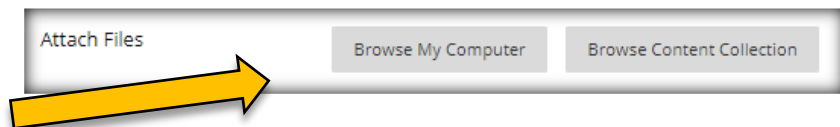
### How to Submit an Assignment in Blackboard

1. Log into **Blackboard** using your *personal* UMES username and password.
2. Navigate to the **My Courses** section on the homepage and select the course that the assignment is in.
3. Click on the **Course Content** tab in the directory on the left to access the assignments for that particular course.
4. Select the assignment.
5. Click on **Write Submission**.
6. Type in your assignment submission.
7. Review and click on **Submit**.
8. Select **OK** to secure submission.



### How to Upload an Assignment in Blackboard

1. Log into **Blackboard** using your *personal* UMES username and password.
2. Navigate to the **My Courses** section on the homepage and select the course that the assignment is in.
3. Click on the **Course Content** tab in the directory on the left to access the assignments for that particular course.
4. Select the assignment.
5. Click on **Browse My Computer**.
6. Choose the file you would like to submit.
7. Click on **Open** in the lower, right corner of the mini window.
8. Review and click on **Submit**.
9. Click **OK** to secure submission.



**NOTE:** Review all files before submitting onto Blackboard. If you have issues submitting assignments, contact your instructor as soon as possible.

### 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.