Students: How to submit your completed assignment using the assignment tool in Blackboard

If your lecturer or tutor is using the assignment tool in Blackboard to manage the submission of assignments, then this is how you go about uploading it.

NB Methods of assignment submission differ from unit to unit so please check with your lecturer or tutor for the correct way to do this.

1. Log into Blackboard
2. Locate the relevant unit site in your My Units section
3. Click on the Assessments/Assignments button in the site menu

NB some units may have a different name on the button, or lecturers may choose to put your assessments in a different area, so if you're having trouble locating your assessments you should contact your lecturer via email.

4. Locate the relevant Assessment and Click on
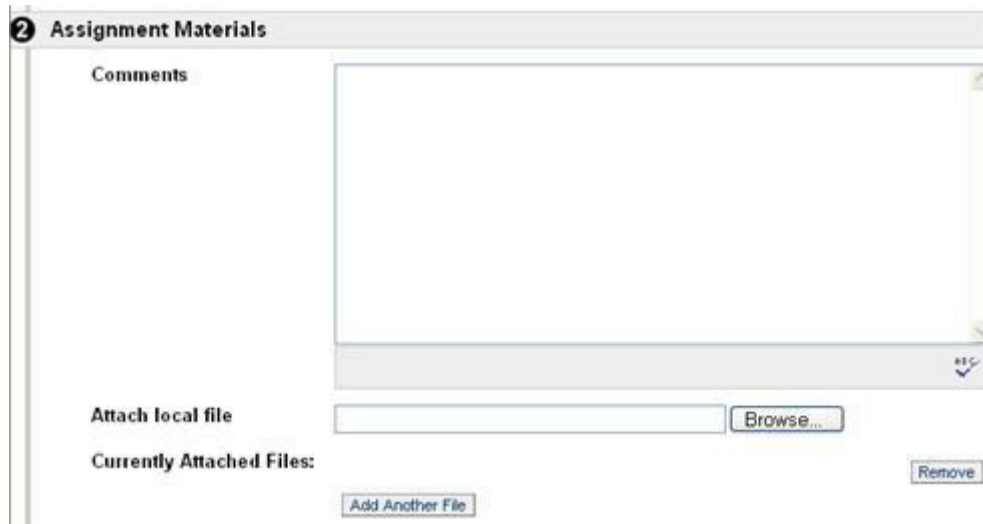
>> View/Complete Assignment: Assignment 1:

📖 **Assessments**

☑ **Assignment 1:**

>> View/Complete Assignment: Assignment 1:

5.   Add any comments to the lecturer via the Comments box in Section Two

❷ **Assignment Materials**

Comments	
Attach local file	[ ] Browse...
Currently Attached Files:	Remove
	Add Another File

6. Use the Browse button next to Attach Local File to locate and upload your
Assessment. Once this is done you can choose to add more files by clicking Add
Another File

Attach local file	[ ] Browse...
Currently Attached Files:	Remove
	Add Another File

7. If you mistakenly add the wrong file you can correct this by selecting Remove next to the incorrect file

8. Be aware that once you choose Submit you will not be able to add or remove any files. If you are not sure that you have included all the assessment information you need to, choose Save and the files you've uploaded will be saved until such time as you return and Submit them. If you have saved files, your lecturer will not be able to see them until they are submitted.

9. Once All Files are uploaded Click Submit

NB File names should be short with a minimum of symbols used. Using your Surname and an abbreviation of which assessment you're submitting e.g. Jones_Assess1 is usually enough to enable the lecturer to identify your work. Your lecturer should have guidelines for how they want files to be named so please check with them for the correct format.