# Submitting Assignments Through Blackboard

Faculty may use Blackboard's electronic assignment feature and ask you to submit assignments electronically.
Follow these steps to be sure your assignment is submitted correctly.

1. Complete the assignments in whatever format the faculty member has requested and save it on your computer
2. Log into Blackboard and into the course
3. Locate the assignment and click on it
4. If the faculty member has asked you to submit a file, scroll down in the window and click the browse for local file button
5. Locate and select the file you wish to submit and click Open
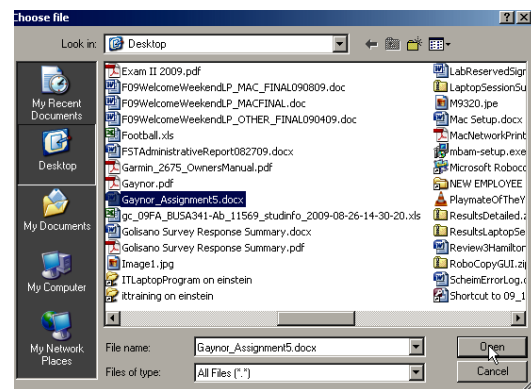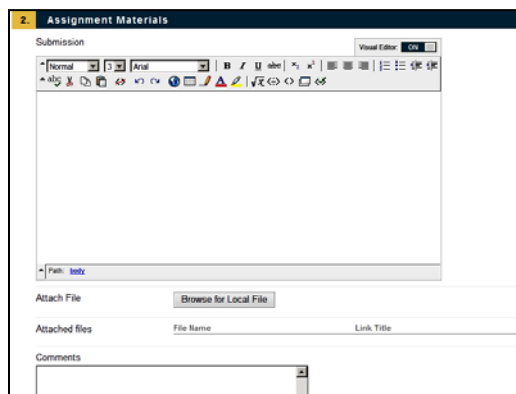
6. Click the Attach File button to attach the file
7. Verify that the file is listed under the attached files area. A link title is not required.
8. Click Submit
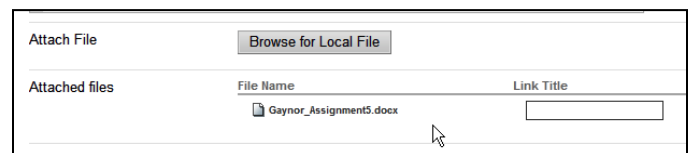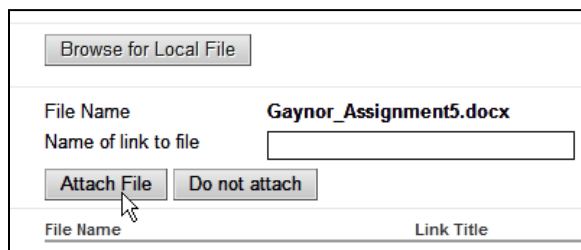
9. You will get a screen confirming the file submission.