How to submit my assignments in Blackboard Ultra

This help guide explains how to submit your assignments for assessment on Blackboard Ultra.

There are many different electronic assignment handlers are the University, the most common of these are Turnitin Assignments and Blackboard Assignments. Both submission methods will be covered in this help guide.

When submitting for assessment it is always recommended that you allow plenty of time before your deadline to submit.

Turnitin assignment

Turnitin assignments tend to be used to submit written assessments such as essays, reports or dissertations.

Please note: Turnitin assignments need at least 20 words of selectable text, it will not accept scanned images or image heavy portfolios.

1. Navigate to your module, go to the Assessment Submission folder (Inside the Assessment & Submission folder) and find your Turnitin assignment.

Your Turnitin assignments will normally be denoted by icon with a chain link in it.

Click on the name of the assignment to begin the submission process.
2 Click on **Launch** to begin submitting.

3 If it is your first time using Turnitin you might be asked to Agree to the terms and conditions of using Turnitin, if you do not click **I agree** you will not be able to submit.

Otherwise you be taken straight to the Upload Submission page.

4 When you enter in to the submission inbox you will be presented with the following screen.

Click **Upload Submission** to begin
5 Step 1 – Upload

Write the title of your submission in the **Submission Title** field.

Click **Choose file** and browse your computer to find the file you wish to upload.

When you have selected the file you want to upload, click **Upload and Review** to go to Step 2.

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7 Step 2 – Review

**Please note: your assignment is not yet submitted.**

This is the stage where you want to check over your assignment to ensure that is the correct document you are uploading.

You can click the **Preview Submission** button to zoom in and out of your document and to do a final proof read of it.

If you are happy, click **Submit to Turnitin** to finalise your submission.
Your Turnitin assignment has been successfully submitted.

You will then be returned to the assignment inbox.

**Please note:** Your digital receipt is not emailed to you automatically anymore, it is advised that you download your digital receipt once you have submitted your final assignment so that you have a record of your submission date & time.
Blackboard assignment

Blackboard assignments can be used for text based submissions, but they are also used for submitting CAD projects, portfolios, websites and much more. You can also submit multiple files for a Blackboard assignment.

1. Navigate to your module, go to the Assessment Submission folder (Inside the Assessment & Submission folder) and find your Blackboard assignment.

Your Blackboard assignments will normally be denoted by icon that looks like a document.

Click on the name of the assignment to begin the submission process.

2. A window will slide out from the right of your screen. This will provide details for your assignment:

Due Date: When your assignment is due by.

Attempts: The number of attempts you have to submit. Your tutors will set this.

Click View assignment to be taken to your submission page.
3. A new window will slide out, it will display a place for you to start adding content to your Blackboard Assignment.

Your tutors may have included a bit of information for you to remind you of things such as your word count or to remember your referencing.

Click the **Add Content** button to start uploading your assignment.

![Add Content button](image)

4. This will load a submission box for you. If you wish you can actually write your assignment here.

However, you might just want to upload your assignment file here instead, as you may be submitting an assignment that isn’t text based, such as a portfolio or a fashion project.

Click on the + button at the far right of the submission field and select **Insert Local Files** if you want to upload from your U drive on campus or a local drive on your home computer.

If your submission is stored on Cloud Storage, either your University OneDrive or one of the other available cloud storage solutions (Google Drive or Dropbox) Click **Insert from Cloud Storage** to upload from there.

![Submission options](image)
5 Your file browser will now load; locate the file(s) you want to submit.

If you have multiple files you can select them all at the same time. Click **Open** once you have selected all the files you want to upload.

You will see a screen which shows your files being uploaded. Larger files may take longer to upload so please allow time for that.

![Image showing file selection]

6 You will see your files uploaded in to your submission space.

Click outside of the text window. This will go opaque briefly and then you will see all of your files you have uploaded.

If you have uploaded any text based documents such as Word files or PDFs, you will be able to preview these before you submit them. Click the more options ellipses and select **Preview File**.
7 If you are happy with what you have uploaded, click **Submit** from the bottom right of the submission.

You will also see when your assignment was last saved.

8 You will receive one more prompt to ensure you have definitely uploaded the correct files. If you are happy, click **Submit** again to finalise your submission.
Your submission is complete, you will see that your attempt count has been reduced and your submission status is **Pending**.

You will see the date and time when your submitted your assignment under the **Marking** section.