

How to submit a Blackboard assignment

Please use the Google Chrome browser when submitting your assignment to Turnitin or Blackboard.

This help guide for explains how to submit an assignment to Blackboard. There are several different assignment handlers used by the University, the most common of these are **Turnitin Assignments** and **Blackboard Assignments**.

Please note the following:

- When submitting your assignment, it is always recommended that you allow plenty of time before your deadline to submit.

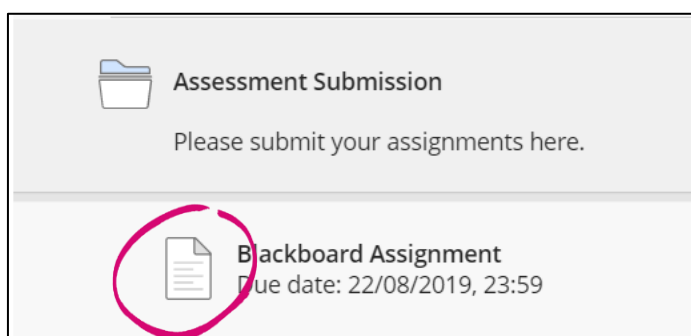
Blackboard assignments can be used for text-based submissions, but they are also used for submitting CAD projects, portfolios, images, websites and many more. You can also submit **multiple files** for a Blackboard assignment.

- 1 Open your module, go to the **Assessment Submission Points** folder (within the **Assessment** folder) and find your Blackboard assignment.

Note: In some cases, the Blackboard assignment might be in a different location, contact your tutor if you unable to find it.

Your Blackboard assignments will normally have a document icon beside it.

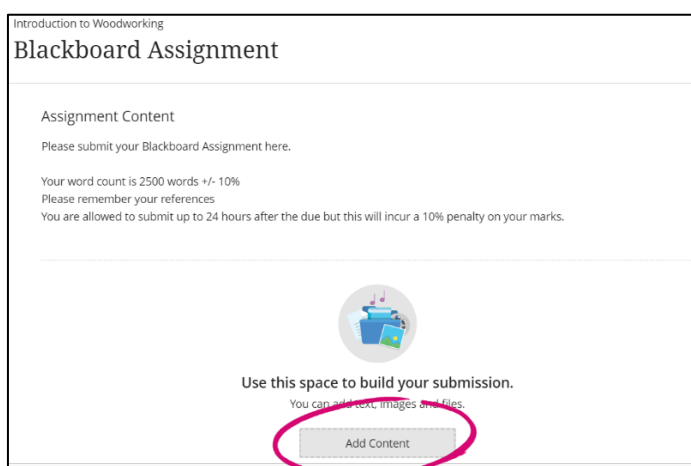
Click on the name of the assignment to begin the submission process.



- 2 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.

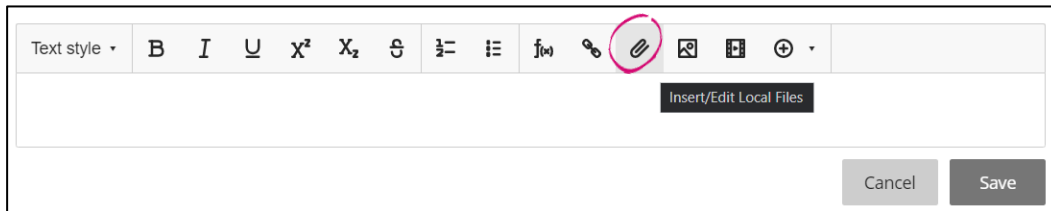
Click the **Add Content** button to start uploading your assignment.




3 This will load a submission box. If you wish you can write your assignment directly inside this box.

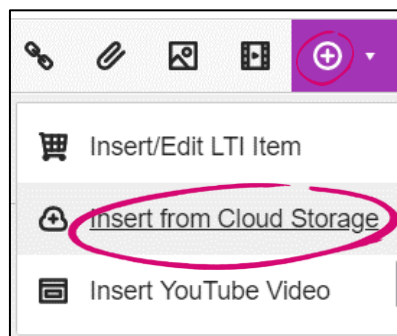
However, you might just want to upload your assignment file here instead, as you may be submitting an assignment that is not text based, such as a portfolio or a fashion project.

Click on the  button to load the file explorer and select the file (locally saved on your device) you wish to attach.



4 If your submission is stored on Cloud Storage, either your University OneDrive or one of the other available cloud storage solutions (such as Google Drive or Dropbox).

Click the  button, followed by **Insert from Cloud Storage** to upload from there.

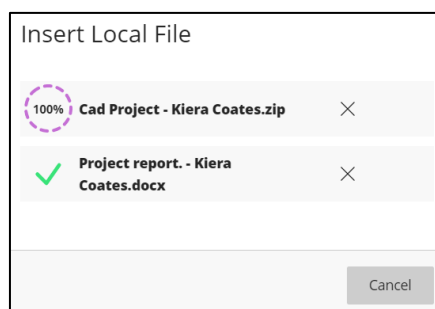
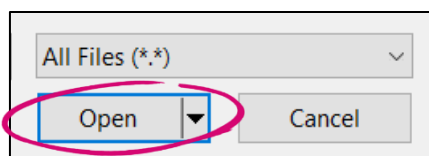
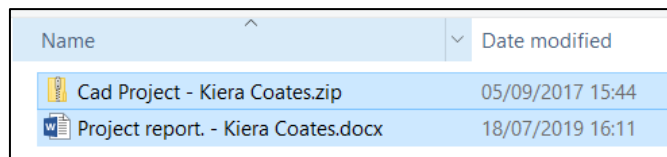


5 Your file browser will now load. Find the file(s) you want to submit.

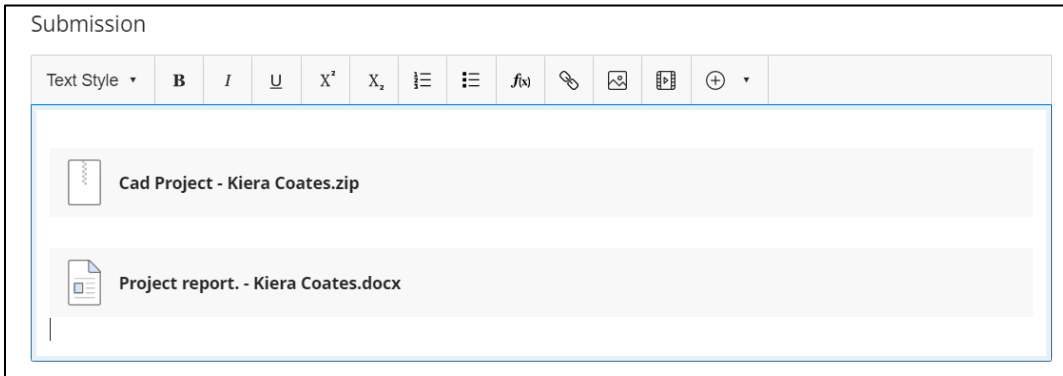
If you have multiple files you can select them all at the same time.

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.



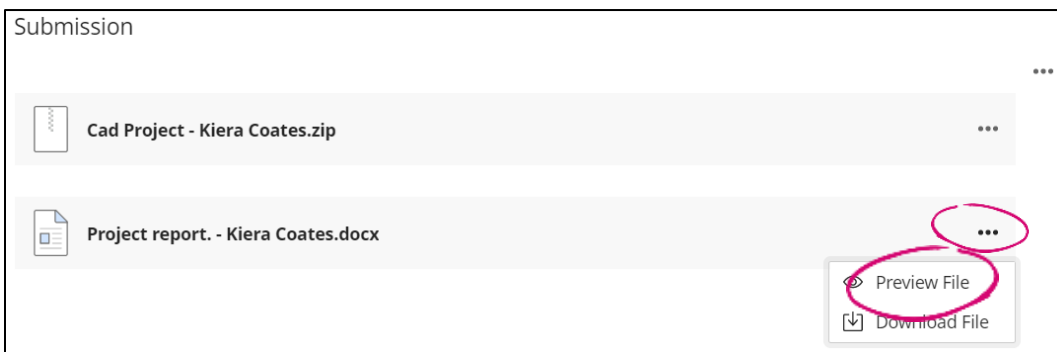
6 You will see your files uploaded into your submission space.



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

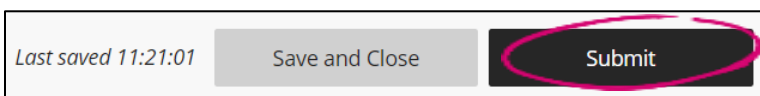
If you have uploaded any text-based documents such as Word files or PDFs you will be able to preview these before your submit them.

Click the more options ellipses and select **Preview File**.



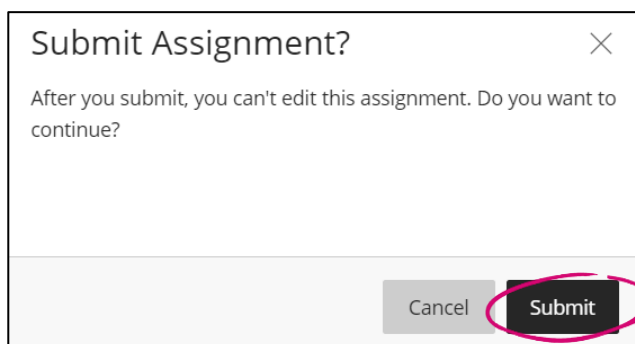
7 If you are happy with what you have uploaded, click **Submit** from the bottom right of the submission.

You will also see when your assignment was last saved.



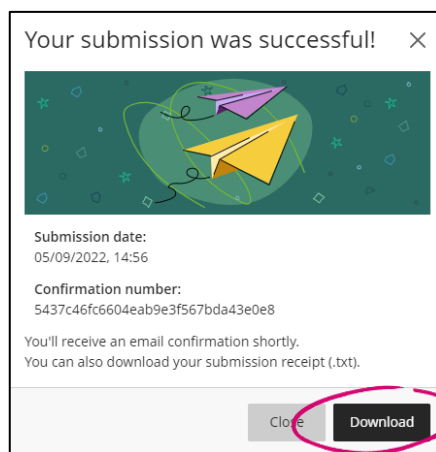
8 You will receive one more prompt to ensure you have uploaded the correct files.

If you are happy, click **Submit** again to finalise your submission.



- 9 After clicking Submit you will see this submission successful popup which confirms the submission date and confirmation number.

These details will also be emailed to your student email account, but you also have the option to download them as well using the **Download** button.



- 10 Your submission is now complete.

Depending on how many attempts you are allowed, you will see that your attempt count has been reduced.

The details of when you submitted your assignment are further confirmed under the **Marking** section and your submission status is set to **Not Marked**.

