

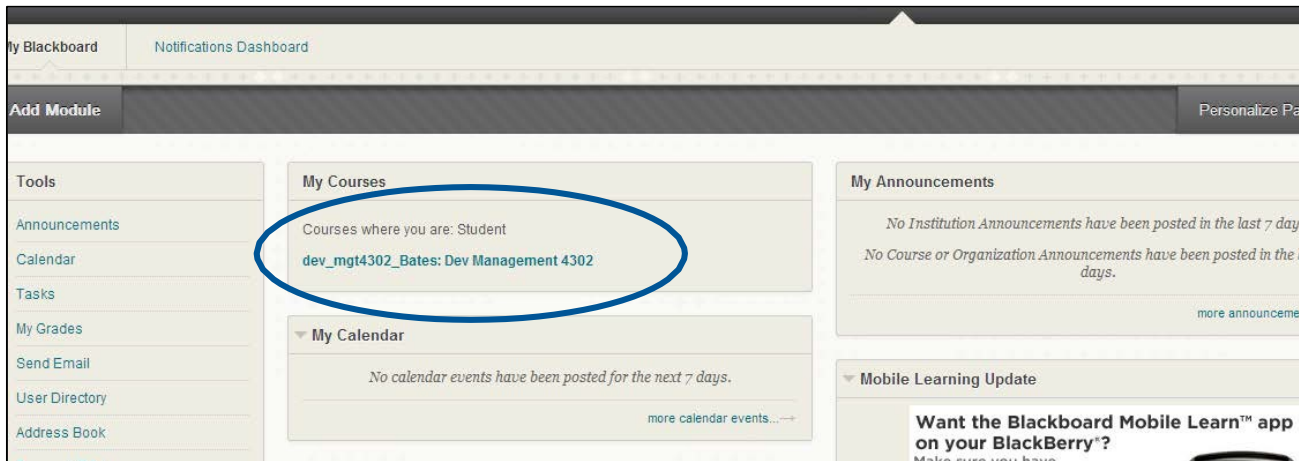
## Submitting an Assignment

Assignments list the name, description, and attachments for class work. Your instructor provides you all the information you need to complete the assignment. You can include comments for your instructor before you submit your work. You may upload files to complete the assignment from your computer or type in the submission area.

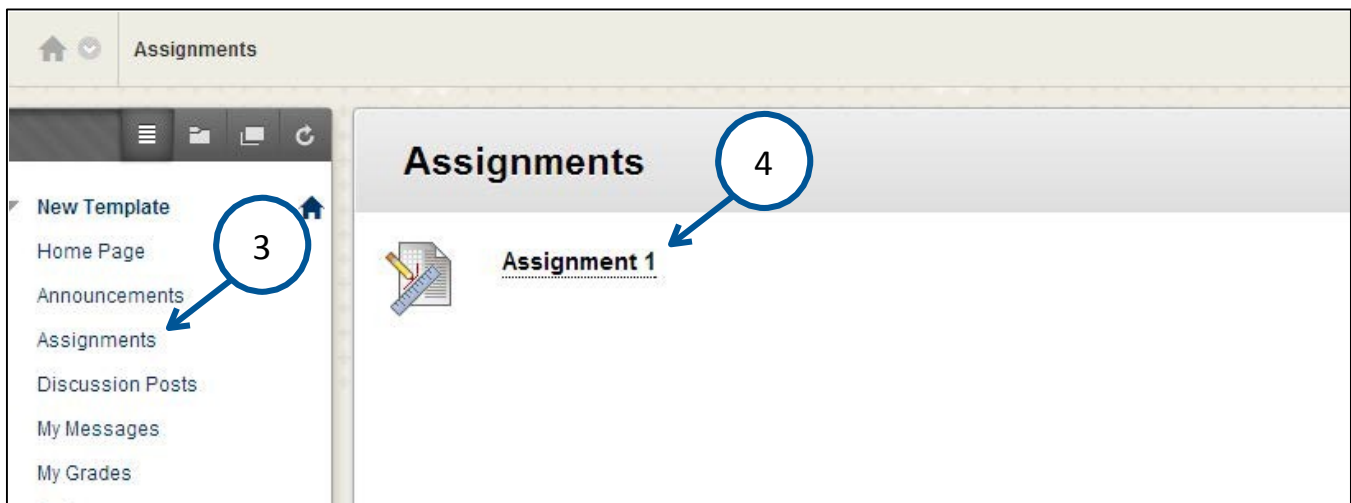
**Be sure to always follow the instructions given to you by your instructor.**

## How to Submit an Assignment

1. You should be logged into Blackboard. Enter the course of the assignment you wish to submit by clicking its title in the course list.



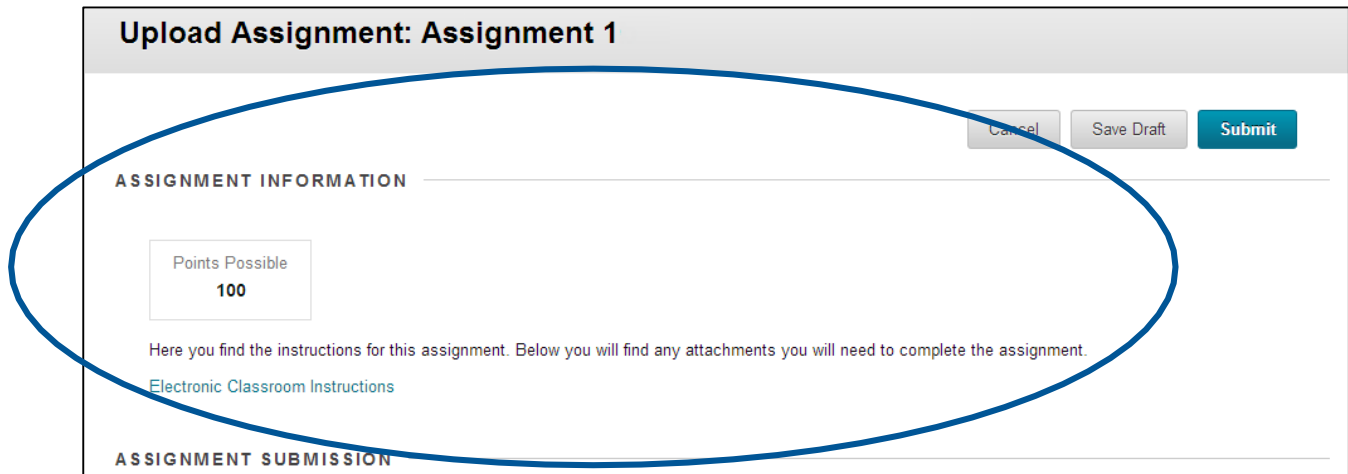
2. The Assignment Tool allows you to view and submit assignments online. This tool can be placed in any content area in Blackboard, but many professors will add an **Assignments** area to the Course Tools Menu.
3. Select **Assignments**.
4. Click the title of the Assignment.



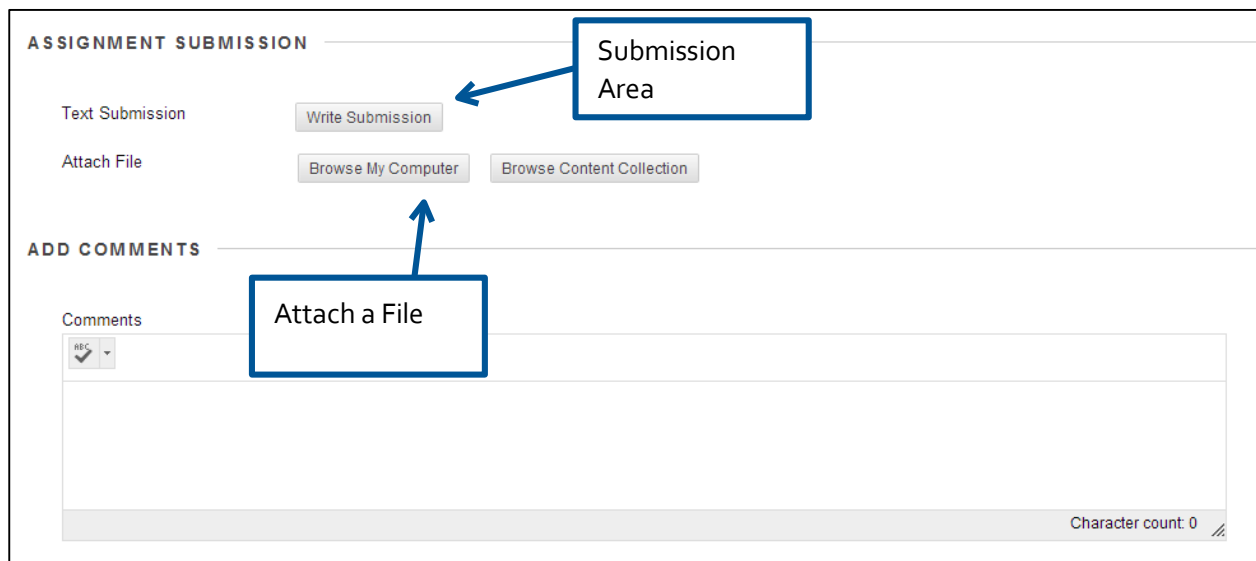
If you have any questions or comments regarding the steps outlined in this document, please contact UHD Blackboard Support by calling (713) 221-2786, or by [contacting the team](#).



A new screen will load where you will see instructions, a due date, points possible, an area to type comments, and the ability to attach a file.



- When you are ready to submit an Assignment, type your response in the *Submission Area*, by clicking **Write Submission** or click **Browse My Computer** to attach your file. Refer to your professor's instructions to see if he or she has a preference of how they would like you to submit your assignments.



**Note:** Do NOT type your submission in the Comments area. This is strictly for notes to your instructor.

6. If you want to submit later, click **Save as Draft** instead of Submit.
7. If you are ready to submit your Assignment for grading, click **Submit**.

**Note:** If you choose to **Save as Draft**, your instructor will not be able to see your submission until you **Submit** the assignment.

**3. Submit**

*When finished, make sure to click **Submit**.  
Optionally, click **Save as Draft** to save changes and continue working later, or click **Cancel** to quit without saving changes.*

Cancel Save as Draft **Submit**

7. After you click **Submit**, you will be able to view your Submission History.

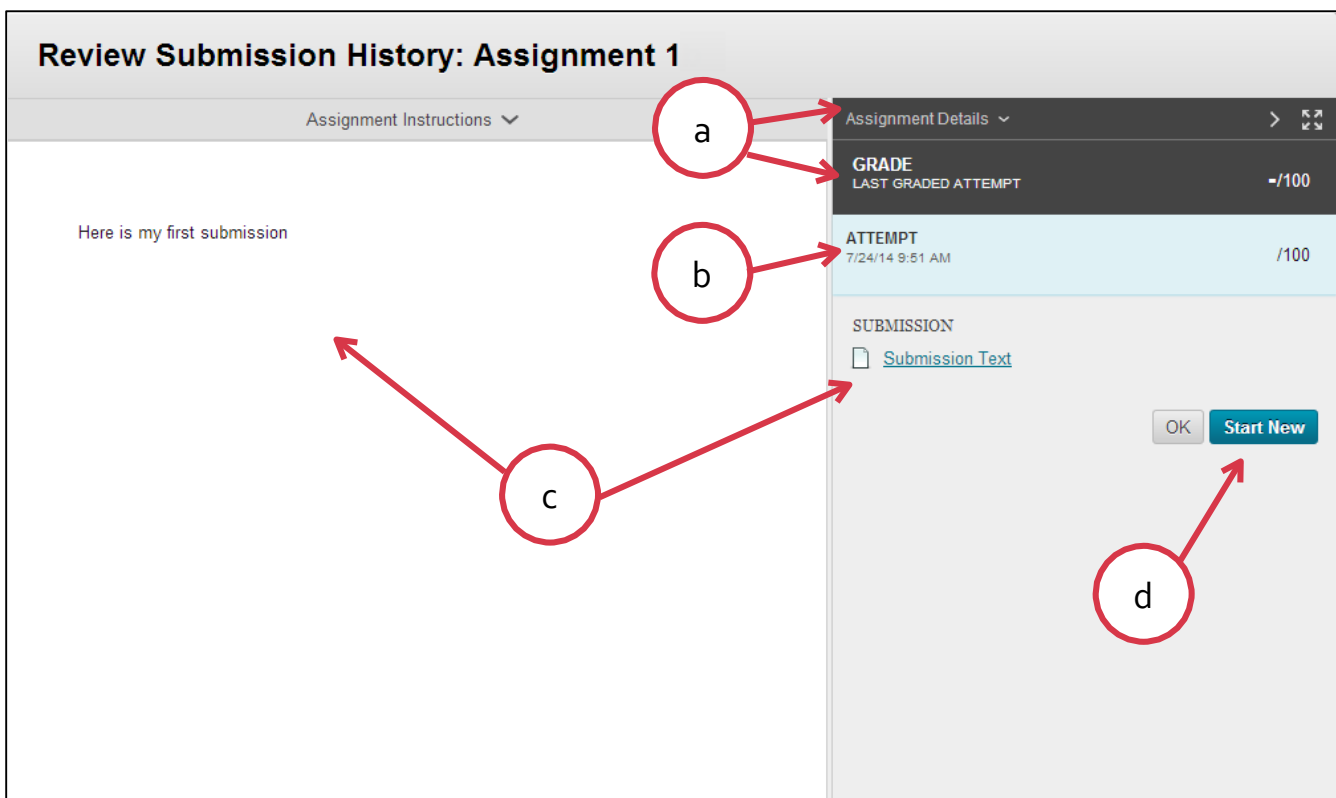
This assignment is complete. Review the Submission History. 

**Review Submission History**

### Confirming Assignment Completion

After you submit an assignment, you should see a confirmation like the one above. If for any reason you did not, navigate to the assignment again and click the title of the assignment.

1. You will be taken to the *Review Submission History* page.
2. You will be able to see:
  - a. The assignment details and the grade for the assignment, if it has been graded.
  - b. Each attempt you have submitted or saved as drafts.
  - c. The text or file of the Submission.
  - d. The option to create another attempt, if your instructor has given multiple attempts for the assignment.



The screenshot shows the 'Review Submission History: Assignment 1' interface. It includes a header with 'Assignment Instructions' and a main content area with the text 'Here is my first submission'. On the right, there is a sidebar with 'Assignment Details', 'GRADE' (LAST GRADED ATTEMPT: -/100), 'ATTEMPT' (7/24/14 9:51 AM: /100), and 'SUBMISSION' (Submission Text). At the bottom right of the sidebar are 'OK' and 'Start New' buttons. Red circles labeled 'a', 'b', 'c', and 'd' with arrows point to the 'Assignment Details' dropdown, the 'GRADE' section, the 'Submission Text' link, and the 'Start New' button, respectively.

3. Once you have finished reviewing your assignment, click **Ok**.