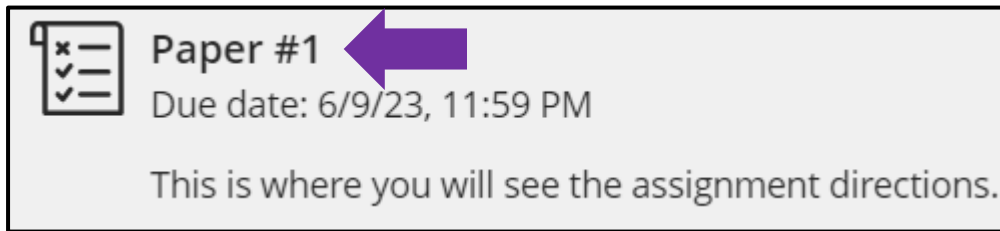# Student Guide: How to Submit Assignments in Blackboard in an Ultra Course View Class

Note: Submitting an assignment in Blackboard is similar to attaching a file to an email.

Step 1: In your Blackboard course, click on the name of the assignment as shown below.

Note: the assignment title will be the name of the particular assignment for your class, not "Paper #1."
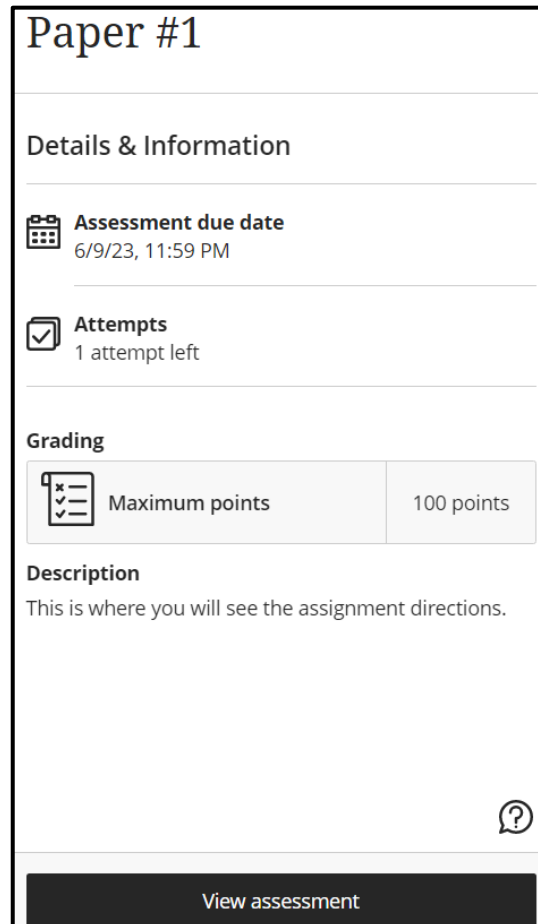
> **Paper #1**
> Due date: 6/9/23, 11:59 PM
>
> This is where you will see the assignment directions.

You will notice that Assignments have their own icon.

Step 2: A panel will open on the right side of the course after you click on the assignment name. Click on the **"View assessment"** button in that panel.

Paper #1

Details & Information

📅 **Assessment due date**
6/9/23, 11:59 PM

☑ **Attempts**
1 attempt left

Grading

Maximum points	100 points

Description
This is where you will see the assignment directions.

View assessment

Step 3: You'll now see a page with a textbox where you can submit your assignment. Some instructors may also allow you to write a submission directly in the textbox, but the preferred method is to upload a file as your instructor can more readily provide feedback to you. To submit a file, click within the textbox.

Step 4: Then click on the paper clip (the "Attachment" button).

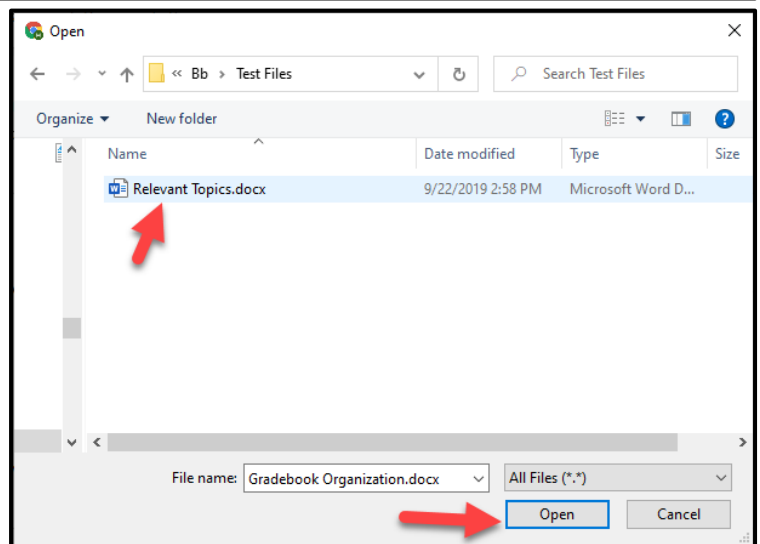**Step 5:** Browse your computer or USB/flash drive to find the file you want to submit and click on it.
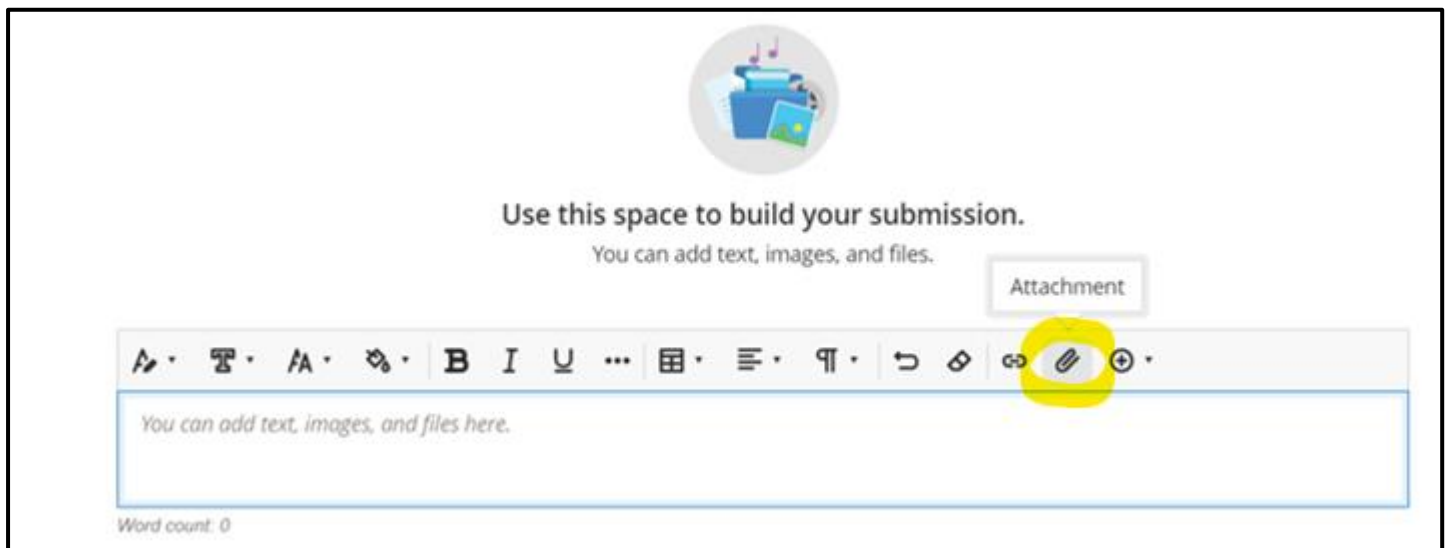
Step 6: Click on the "Open" button.

Step 7: A pop-up window will appear. Click on the "Save" button in that window.

Step 8: Click on the "Submit" button in the bottom right corner of the page.

Step 9: A pop-up window will appear reminding you that you will not be able to edit your submission. Click on the "Submit" button.

Step 10: A pop-up window will appear letting you know you successfully submitted your assignment. You can close this window or download the confirmation.