Submitting an Assignment in Blackboard

1. Find the assignment link in your course.
   It may be in an area called “Assignments” or in weekly folder. Ask your instructor if you have trouble.

2. Click on the name of the assignment to view or submit your assignment.

3. Submit your work by either:
   - Copying and pasting into the “Assignment materials” textbox, or
   - Browsing your computer to attach a file.

   Click the “Submit” button when you are ready to submit your work.
4 Check the submission history to make sure that you have attached the right file.
That’s it! You’re done!

Need Help?
Contact the Helpdesk.
Online: http://helpdesk.lasalle.edu/
Phone: Ext. 1788 (on campus);
215.951.1788 (off campus)