Assignments: How to Attach File and Submit

0] Preparation on Your Computer

- **Open the editing program/app (Microsoft WORD)**
- **Edit your work using the program/app (Microsoft WORD)**
- **Save the file => Remember where you save this file**
- **Close it or close the program/app (WORD) => No More Editing**

1] In your My Class (Blackboard) course, click the assignment's title

Practice Assignment #1

1] **Open Microsoft WORD, write** your own paragraphs, **save** the WORD file and **close** it.

2] **Click this assignment's title, attach** the Word file and **submit** it.

2] Browse My Computer

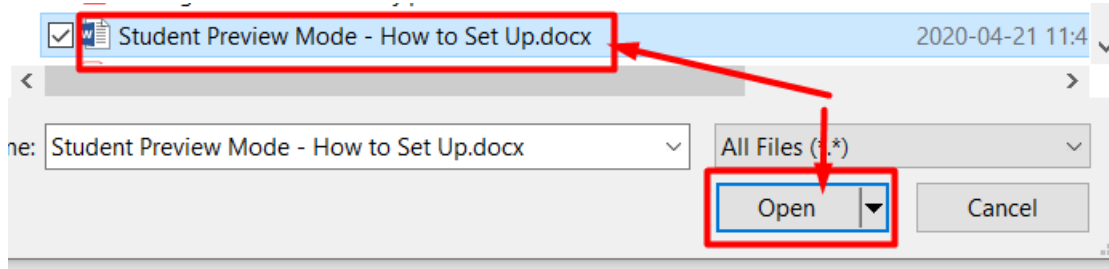**ASSIGNMENT SUBMISSION**

Text Submission

Write Submission

Attach Files

Browse My Computer   Browse Content Collection   Browse Cloud Storage

3] Find and select the file > Open

4] Check the attached file > If it's okay > Submit

5] If your submission is completed, you can see the submission result at the top of the page.

Success! Your submission appears on this page. The submission confirmation number is Copy and save this number as proof of your submission. View all of your submission rec

Review Submission History: Practice Assignment #1