

## Submit an Assignment for Program Assessment

### Overview

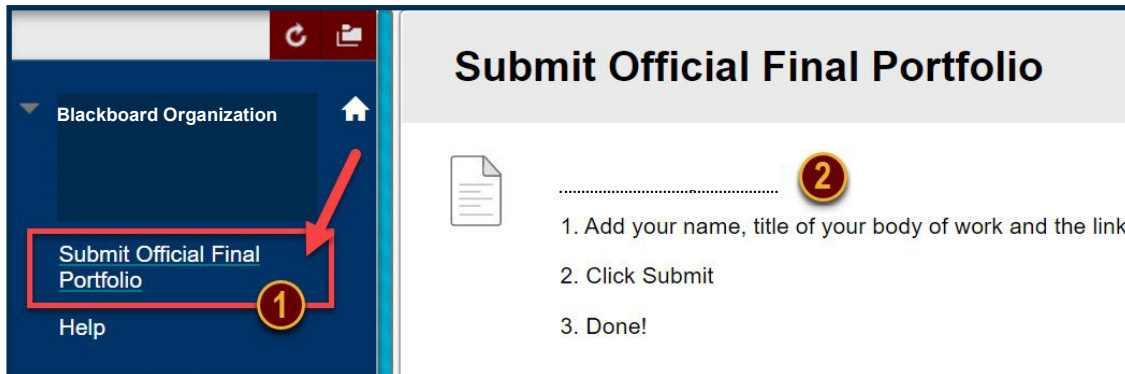
This tutorial will explain how to make an assignment submission in Blackboard that will be evaluated by faculty members for program assessment purposes.

### Quick Steps

Left Navigation Menu Link > Assignment Link > Write Submission or Browse My Computer Button > Submit > Check for Success

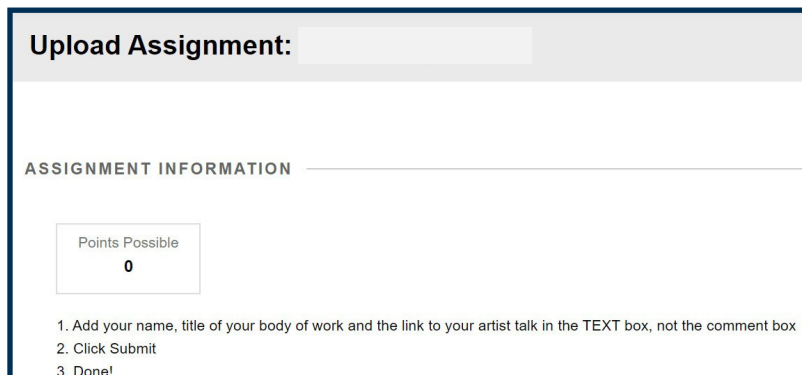
### Step 1

Log into Blackboard. Under My Organizations, click on the link to open the organization for your portfolio submission. Read the information provided, then click on the left navigation menu link for the portfolio submission [1]. Click on the assignment link [2].



### Step 2

On the Upload Assignment page, read the Assignment Information section for instructions on how to make your submission.



### Step 3

**If you are instructed to add text to the text box:** Click the *Write Submission* button, then type the required information in the text box. Please do not type in the Comments box.

**If you are instructed to attach a file:** Click the *Browse My Computer* button to upload a PDF of your portfolio with the appropriate file name.

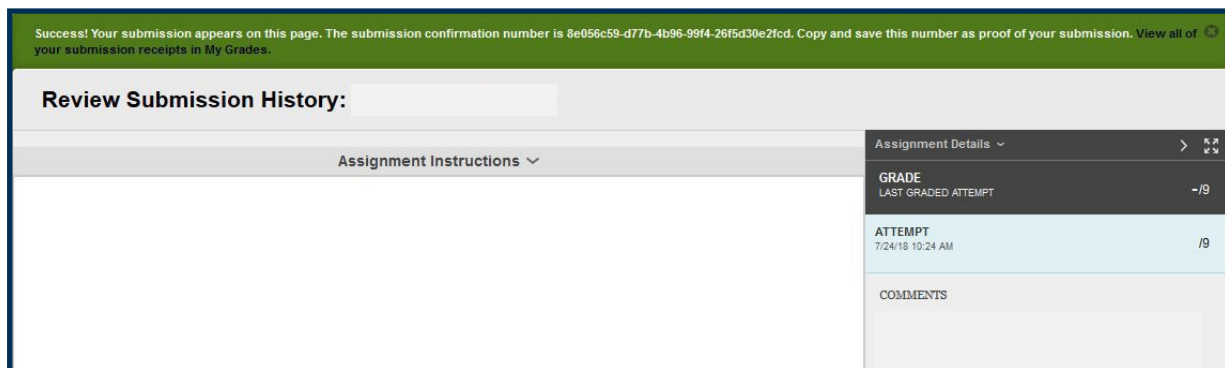
### Step 4

Click the *Submit* button.



### Step 5

If the submission is successful, a success message reading, “Success! Your submission appears on this page. The submission confirmation number is xxxxxxxx-xxxx-xxxx-xxxx-xxxxxxxxxxxxx. Copy and save this number as proof of your submission” will display. You will also see the Review Submission History page.



Success! Your submission appears on this page. The submission confirmation number is 8e056c59-d77b-4b96-99f4-28f5d30e2fcd. Copy and save this number as proof of your submission. View all of your submission receipts in My Grades.

Review Submission History:	
Assignment Instructions	Assignment Details
	<b>GRADE</b>
	LAST GRADED ATTEMPT -/9
	<b>ATTEMPT</b>
	7/24/18 10:24 AM /9
	COMMENTS