

## Submit a Via Assignment within Blackboard

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### Overview

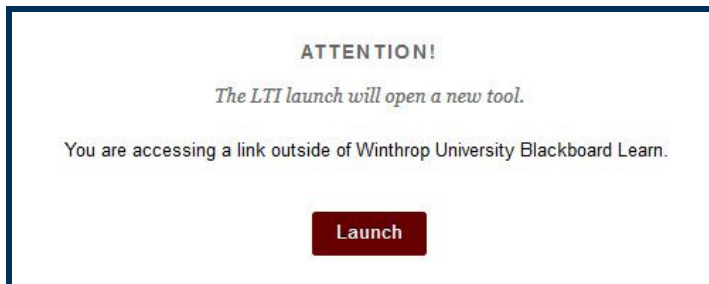
This tutorial will explain how to submit a Via assignment within your Blackboard course.

### Step 1

Access the Via assignment within your Blackboard course. Click on the link for the assignment to be taken into Via to make your submission.

### Step 2

Click the button to Launch Via when prompted.



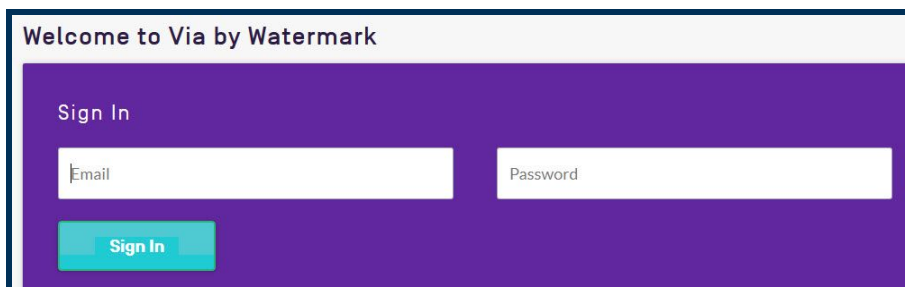
### Step 3

Click the link to login to LiveText.



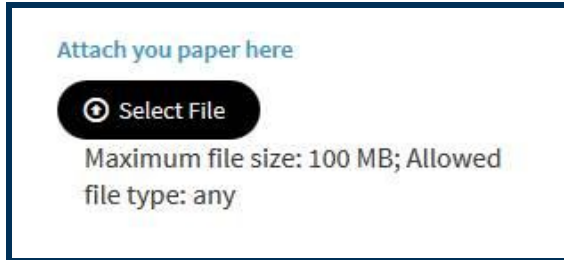
### Step 4

Enter your Winthrop email address with @mailbox.winthrop.edu and the password that you selected for Via. If this is your first time accessing Via, your password will be your Winthrop ID number beginning with a capital W. Click Sign In.



### Step 3

On the activity page, click the Select File button to attach a file to your submission. Populate any required fields and provide any necessary information.



### Step 4

At the top, right area of the window, click the Submit button to complete the activity or click the Save button to save all work and complete the activity at a later time.



### Step 5

To withdraw a submitted activity, access the activity to be withdrawn, then at the top, right area, click the Withdraw button. The availability of this option is based on your instructor's requirements.

