

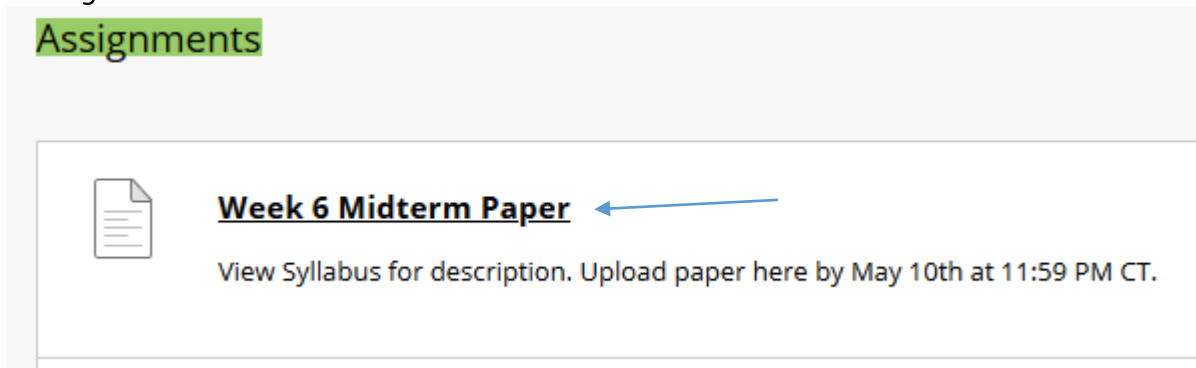
# Using an Assignment Link

## Why submit your assignment using the Assignment Link?

When you finish your assignment, you must submit it to your instructor. Submit your Document using the assignment link.

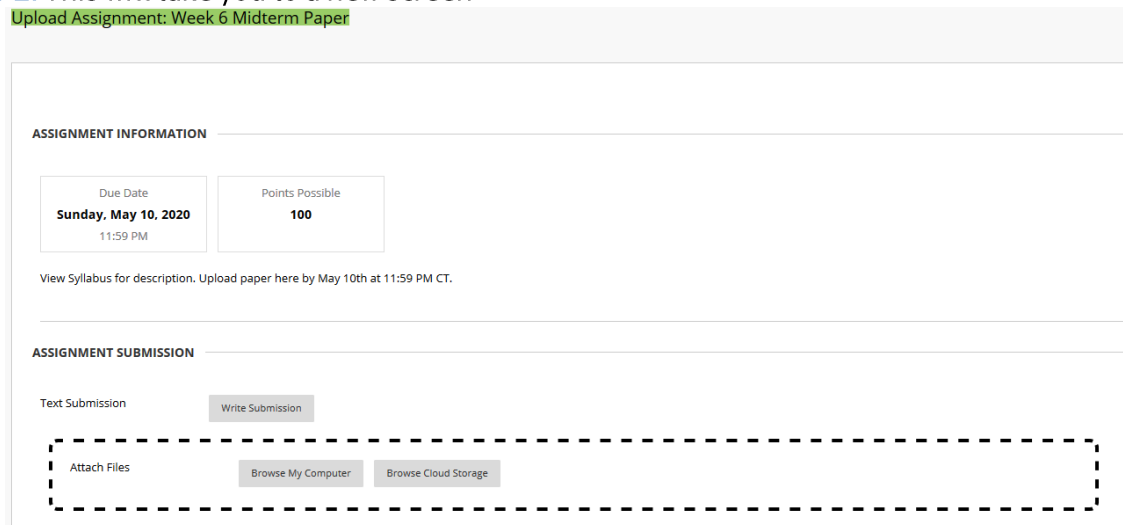
Watch it: [Submit an Assignment Video Tutorial](#)

**Step 1:** Locate the content area that contains the assignment link and click the name of the assignment



The screenshot shows a header with the word "Assignments" in a green box. Below it is a card for the "Week 6 Midterm Paper" assignment. The card includes a document icon, the title "Week 6 Midterm Paper" with a blue arrow pointing to it, and the text "View Syllabus for description. Upload paper here by May 10th at 11:59 PM CT."

**Step 2:** This will take you to a new screen



The screenshot shows the submission page for the "Week 6 Midterm Paper" assignment. The page is titled "Upload Assignment: Week 6 Midterm Paper" in a green box. It is divided into two main sections: "ASSIGNMENT INFORMATION" and "ASSIGNMENT SUBMISSION".

**ASSIGNMENT INFORMATION**

Due Date <b>Sunday, May 10, 2020</b> 11:59 PM	Points Possible <b>100</b>
---	-------------------------------

View Syllabus for description. Upload paper here by May 10th at 11:59 PM CT.

**ASSIGNMENT SUBMISSION**

Text Submission

Attach Files

**Step 3:**

Click Browse My Computer to navigate to your computer or flash drive. Select the file by clicking the file name and select Open.

Only use Write Submission if you are instructed to do so by your instructor. Click to expand the Assignment Submission box where you can type your response. You can use the content editor to format text, add files, images,

links, multimedia and mashups.

#### Step 4: Optional: Type comments to your instructor in the Add Comments box

ASSIGNMENT SUBMISSION

Text Submission Write Submission

Attach Files Browse My Computer Browse Cloud Storage

---

ADD COMMENTS

Comments

Character count: 0

*When finished, make sure to click **Submit**.  
Optionally, click **Save as Draft** to save changes and continue working later, or click **Cancel** to quit without saving changes.*

Cancel Save Draft Submit

**Step 5:** Click Submit to send in your assignment -OR Click Save as Draft to save changes or attachment to send at a later time the entry for later.

**Step 6:** Once you submit your document you will be taken to the submission confirmation page. Confirm that the document you submitted is the correct document, click OK. If it is not the correct document, click Start New or if Start New is not displayed email your instructor for a new attempt.

Success! Your submission appears on this page. The submission confirmation number is ec022410-2d30-45df-96b2-f85ea2a75e48. Copy and save this number as proof of your submission. [View all of your submission receipts in My Grades.](#)

Review Submission History: Week 6 Midterm Paper

Assignment Instructions

Assignment Details

GRADE  
LAST GRADED ATTEMPT - /100

ATTEMPT (LATE)  
7/1/20 10:41 AM /100

Submission  
[OTA\\_Syllabus Summer 2020 Intensive 2.docx](#)

OK Start New

Updated June 2020

**R ROOSEVELT UNIVERSITY**  
Online Teaching Academy for Faculty  
Roosevelt University  
2020

Instructor: RU Faculty and Academic Technology Solutions Personnel  
Primary Contact: Susan Lamparter, AVP Academic Technology Solutions – slamparter@roosevelt.edu

If you have any further questions, please email: [blackboardhelp@roosevelt.edu](mailto:blackboardhelp@roosevelt.edu)