Uploading an Assignment in Blackboard (adapted from John Grego's instructions)

I demonstrate a method for uploading assignments in Blackboard. Any parts of the desktop in these screen captures are not really relevant—simply concentrate on the Blackboard window. The following commands assume that you have already completed the assignment and have saved it as a file on your computer.

After logging into Blackboard, your "My USC" screen should appear with a list of your courses in the scrolling window on the right. If My USC is not displaying, simply select it from the menu bar at the top of the screen; on my display it is highlighted in Gamecock garnet. Then select the appropriate course from among the course selections.

Here we are in STAT 520 Fall 2019. Select Assignments from the menu in the upper left (the window has a black background in this example). The menu may be hidden; if so, you can open it by clicking the arrow on the upper left side of the page.
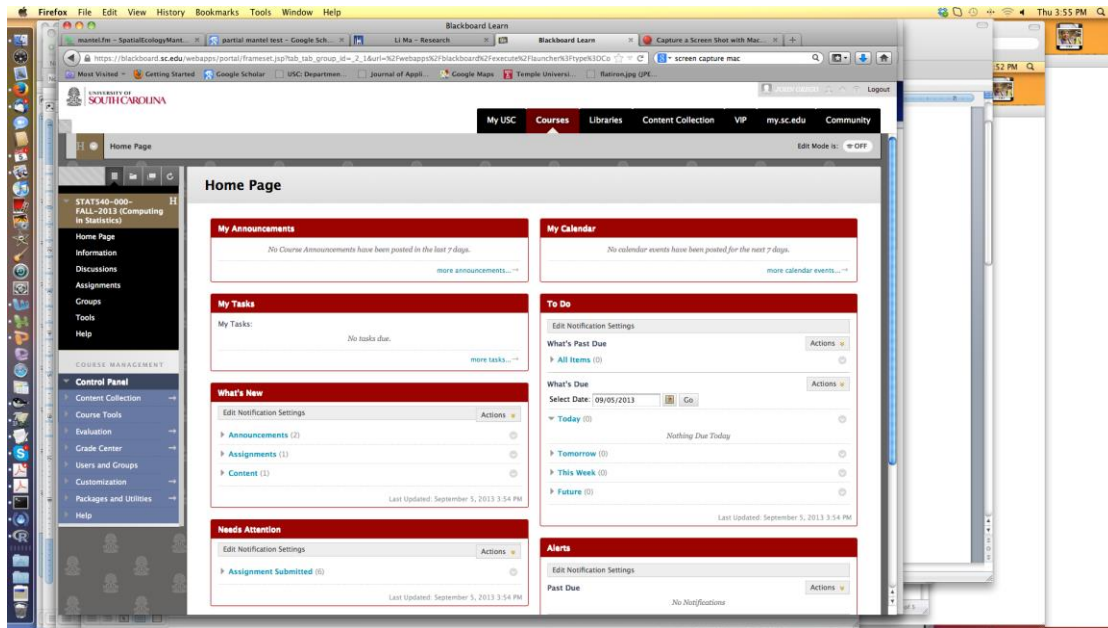

You should see only the assignments that are currently active. In this example, the only active assignment is due in a few days. (This is John Grego's example picture, so the name of the assignment doesn't match mine).
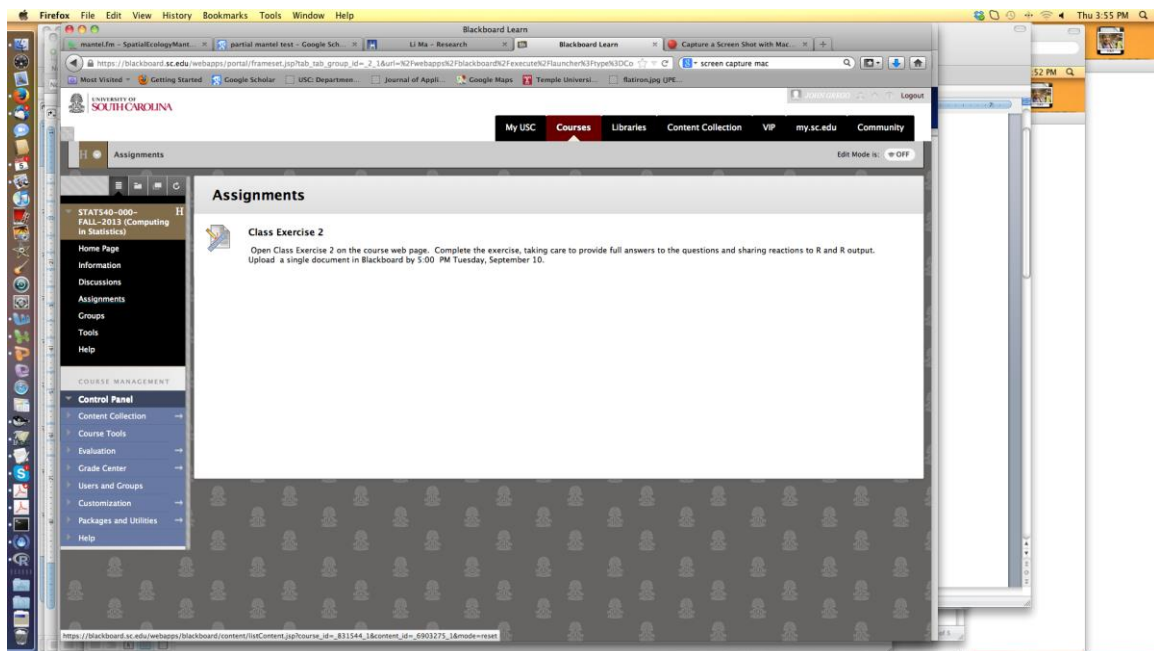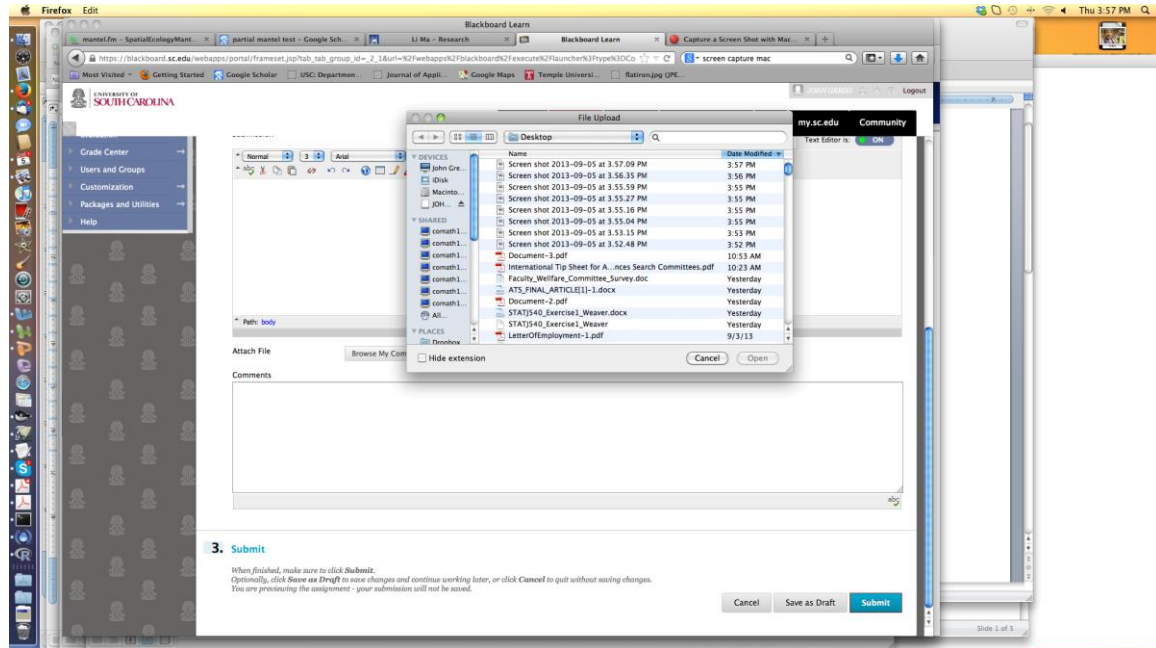
To submit the assignment, you need to click directly on the assignment name (Class Exercise 2, in this picture). When you do so, you 'll see the following window.
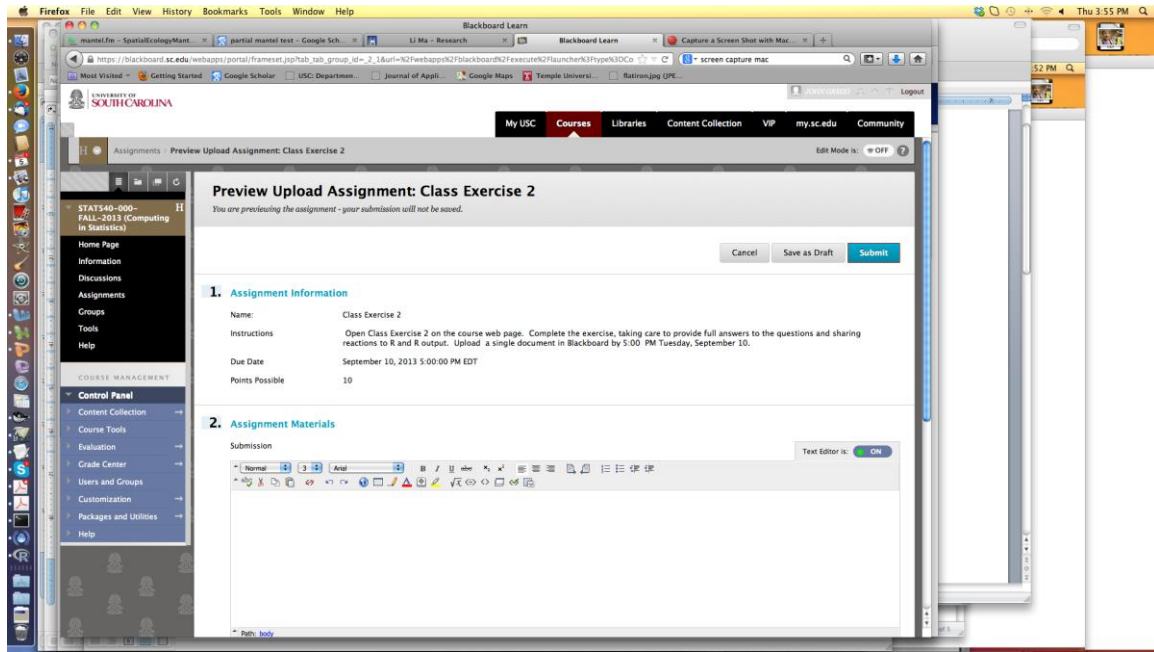
I needed to scroll down a little to attach my file. Select Browse My Computer or Browse Content Collection and pick the correct file.
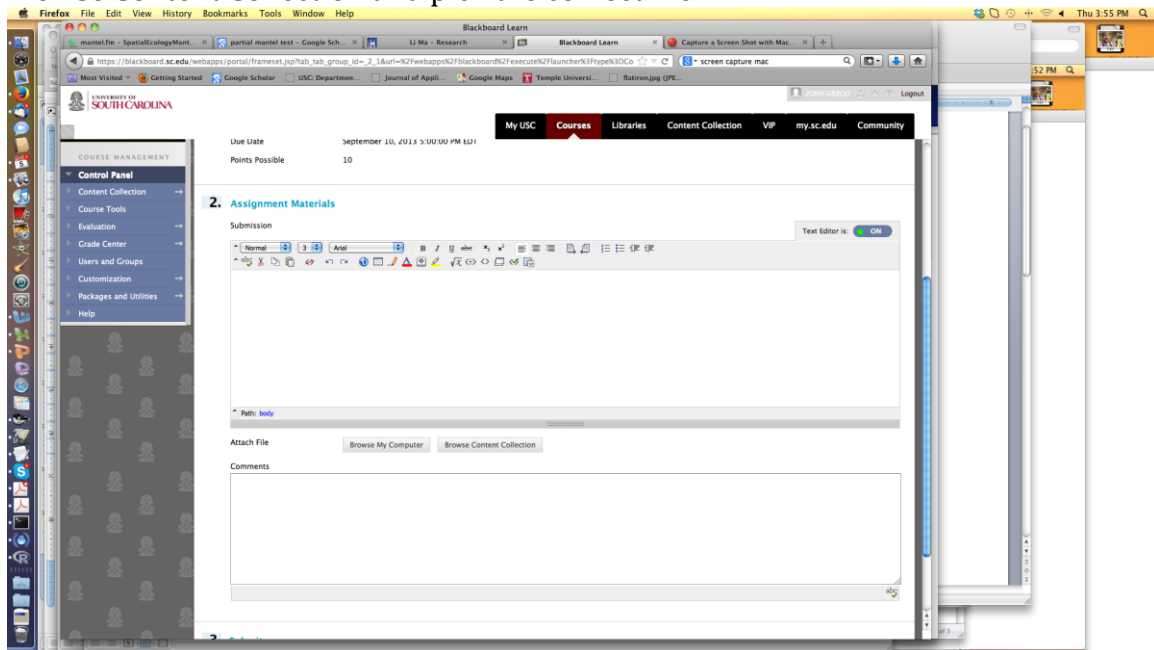
…and then select your file. I'm uploading one of my screen captures here.

Sometimes students enter comments in the dialog box, but I usually don't review those comments. After uploading the file, be sure to hit the Submit button at either the top or bottom of the screen.