

Assignment Submission in Blackboard

There are two ways to upload your assignments into your course in Blackboard. These directions will show you how to upload your work saved on your computer, and how to upload work saved in the cloud.

How To Upload Document From Cloud Storage On Blackboard

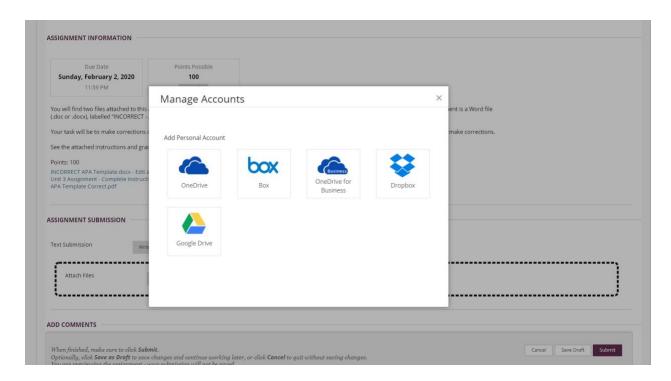
1. Click on the Name of the Assignment (example: Unit 3 APA Template).



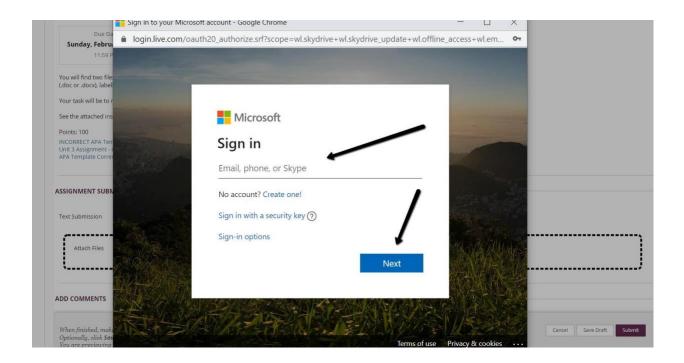
- 2. In this page, you will have the option to upload documents from the desktop and/or cloud storage.
 - a. "Browse My Computer" is computer storage within the hard drive of your computer.
 - b. "Browse Cloud Storage" is storage on cloud (ie; OneDrive)
- 3. Click on "Browse Cloud Storage". A new window will pop-up.



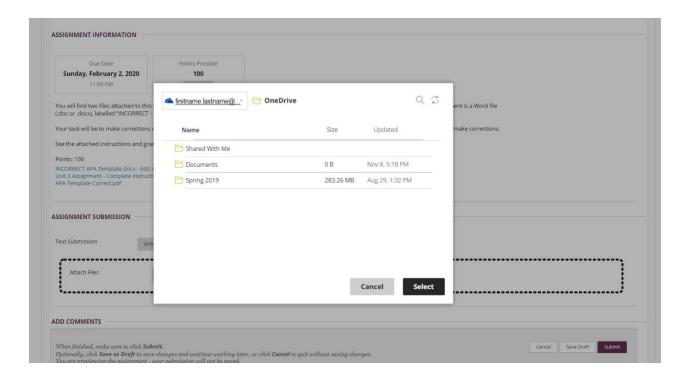
 Manage Accounts. In this section you will have the option to manage your uploads from different cloud accounts. To upload documents from your OneDrive account, Click on "OneDrive"



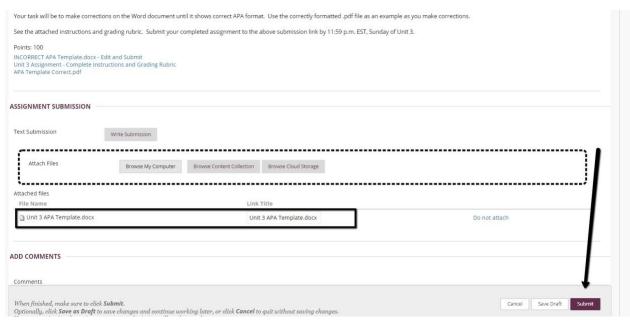
5. A window will pop-up. You will now be asked to use your Office 365 login credentials for Post.



- 6. Type in your Post Student email address in full, then click "Next". Now enter your password and click "Next".
- 7. The pop-up will disappear and you will now have access to your cloud drive on blackboard.
- 8. To upload files from your cloud drive account, click on your email address next to the cloud drive.
- 9. The next screen will show your account and the files inside the account.



- 10. Click on the file you want to upload for the assignment.
- 11. Click on "Select".
- 12. YOU HAVE NOT SUBMITTED YOUR FILE YET!
- 13. After you have selected "Select", you will be brought back to the submission page on blackboard.
- 14. Next, you will see your file listed in the submission page. Click "Submit" to submit your file.



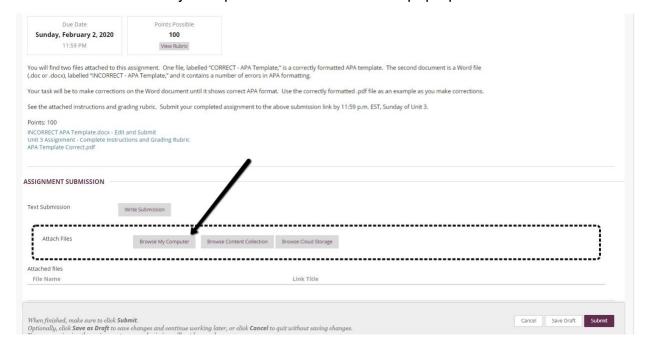
15. Completed, you have successfully submitted a file from your cloud storage account.

How To Upload Documents From My Computer In Blackboard

1. Click on the Name of the Assignment (example: Unit 3 APA Template).



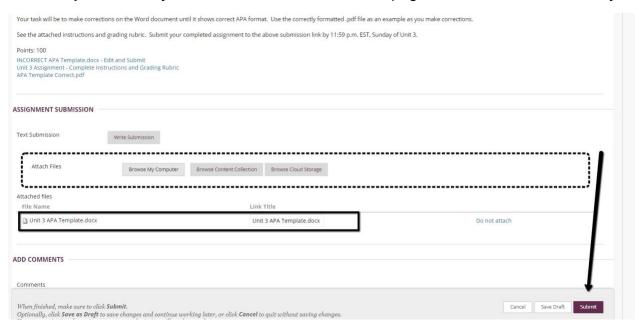
- 2. In this page, you will have the option to upload documents from the desktop and/or cloud storage.
- 3. Click on "Browse My Computer". A new window will pop-up.



4. Find the selected file from your computer. Then click on "Open". This will place the file in the submission area.



- 5. YOU HAVE NOT SUBMITTED YOUR FILE YET!
- 6. Next, you will see your file listed in the submission page. Click "Submit" to submit your file.



7. Completed, you have successfully submitted a file from your computer.