

# Uploading an Assignment in Blackboard Ultra

**Step 1:** Select “View Instructions” on the assignment’s page:

Unit 2: Writing with Clarity & Intention < Previous

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## Unit 2 Assignment: Writing Choices

**Description**

In this assignment, you will write an email responding to Sasha's conflicting feedback and revise the email for clarity, grammar, and tone.

**Grades / Attempts**

Maximum points 20 points

Attempts: 1 attempt left

**View instructions**

**Details**

Assessment due date: 1/25/26, 11:59 PM

**Assessment Details**

Grading rubric  
[This item is graded with a rubric](#)

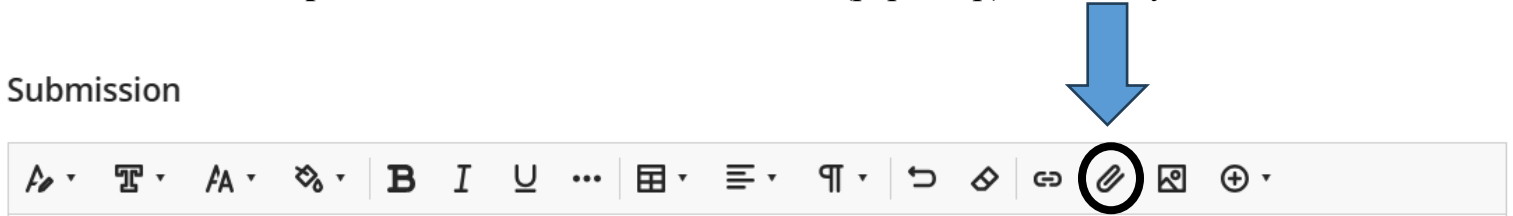
**Additional Information**

Originality Report  
SafeAssign enabled

?

**Step 2:** Select the “Attachment” icon (paperclip) to locate your file:

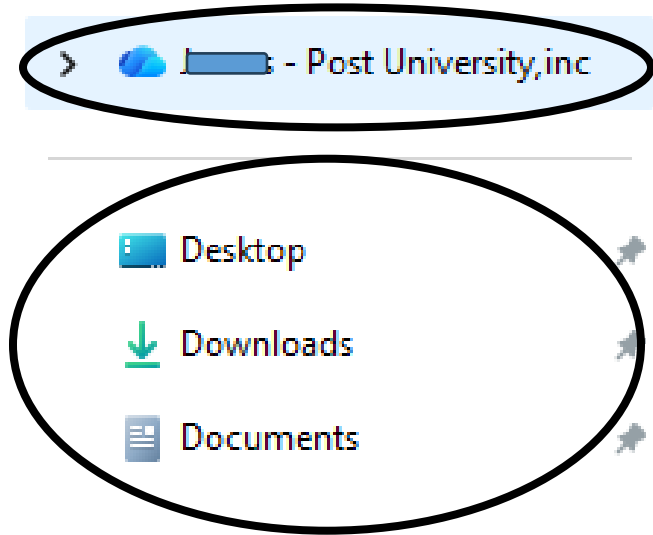
Submission



Drag and drop files here or click to add text

Word count: 0

**Step 3A:** A new screen will pop up, and you will determine where you have the file saved:



**Possible Examples:**

 One Drive

or

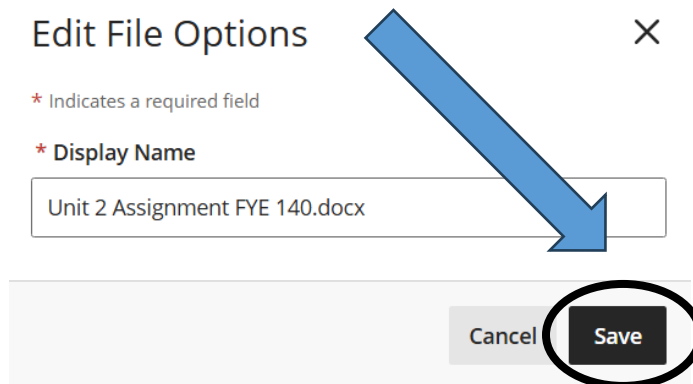
 Saved to Your Computer

**Note: If you don't see either of these options, try searching for the file's name.**

**Step 3B:** After choosing an option, you will find a list of your documents to choose from. Click your desired file, then select **“Open.”**

**Step 4:** Blackboard will give you the option to rename your file. Click **“Save”**

once you are done:

A screenshot of a dialog box titled "Edit File Options" with a close button (X) in the top right corner. Below the title, there is a legend: "\* Indicates a required field" and "\* Display Name". A text input field contains the text "Unit 2 Assignment FYE 140.docx". A large blue arrow points from the top right towards the input field. At the bottom of the dialog, there are two buttons: "Cancel" and "Save". The "Save" button is circled in black.

**Step 5:** Click “**Submit**” in the bottom right-hand corner of the page:

