

University of Massachusetts/Amherst  
Blackboard Learn  
Fall 2013

**How to Submit Homework**

Launch Blackboard Learn

From the navigation bar at left, click on **Assignments**. The following should appear:

**Upload Assignment: Test Assignment**

Cancel Save as Draft Submit

**1. Assignment Information**

Name	Test Assignment
Instructions	Please type a 3 page paper.
Due Date	
Points Possible	100

**2. Assignment Submission**

Attach File   **3**

Type Submission

**3. Add Comments** **4**

Comments

Character count: 0

**4. Submit**

Cancel Save as Draft **Submit** **5**

**Step 1 (next to the red “3” in the picture)** – Click on **Browse my Computer**. Next, navigate the directories on your computer to the location of your pdf homework submission. Click.

**Step 2 (Optional, next to the red “4” in the picture)** – In the comment box, write a 1-2 sentence message to me, letting me know how this assignment was for you. Straightforward? Confusing? Do you have suggestions for improvement?

**Step 3 (just below the red “5” in the picture)** – At bottom right, click **Submit**.