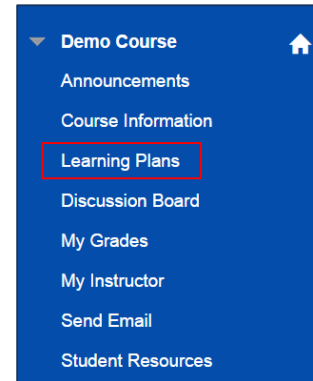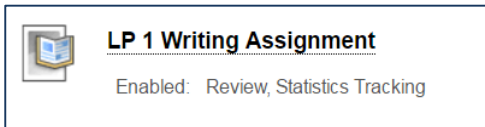# Blackboard – How to Submit an Assignment

Submit an Assignment

Many NTC instructors collect student work through Blackboard Assignments. This tutorial will guide students through the steps of submitting an Assignment to their instructor.

1. On the course menu, select the Learning Plans menu option.
2. Navigate to the assignment and click on the title.

LP 1 Writing Assignment
Enabled: Review, Statistics Tracking

3. On the Upload Assignment page, review the instructions, due date, points possible, and download any files provided by your instructor. Complete the assignment using one or both of the following:.

- Click [Write Submission] to expand the Text Submission box where you can type your response. You can use the content editor to format text, add files, images, links, multimedia, and mashups.

- If your response to the assignment is in a separate file, click [Browse My Computer] and select a file to attach.

4. Optionally, type Comments.

5. When complete, click the [Submit] button to send it to their instructor. **The [Save Draft] button saves any work but does not allow the instructor to see the submission.**