

The new-look Blackboard Ultra has changed the way that assignments are submitted by students. This guide will show how a student can submit their assignments.

1. **Navigate to the assignment** you would like to complete and **click on it**. These can all be found on your **Blackboard Ultra course page**, either directly on the main screen or stored with a module or folder. (Figure 1)

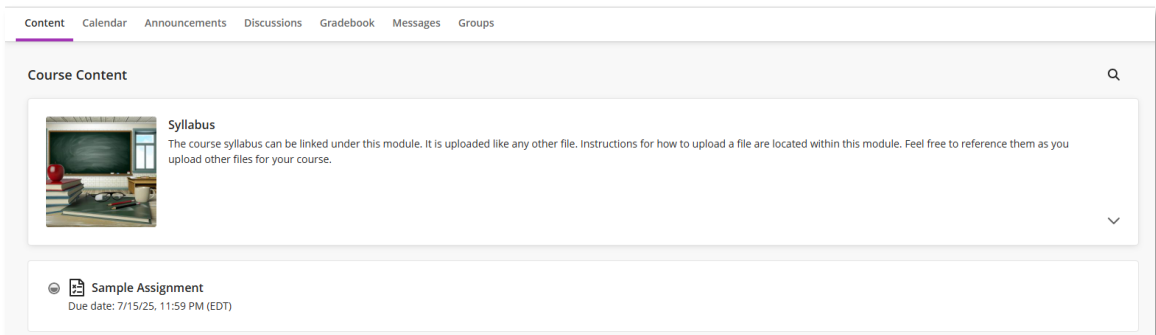


FIGURE 1

2. The assignment's details will appear as a sidebar on the right side of your screen. **Click View Instructions** at the bottom of the sidebar. (Figure 2)

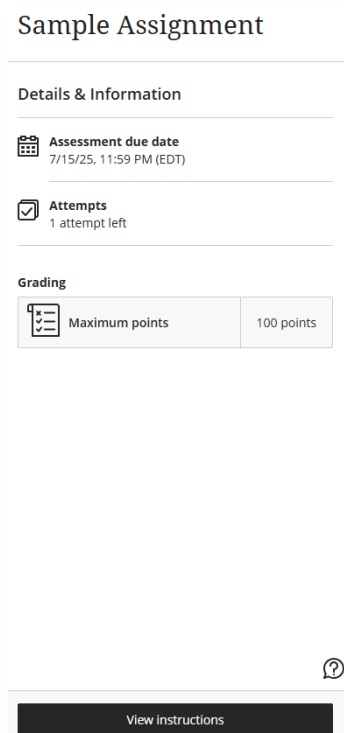


FIGURE 2

3. Submissions can be added in two ways: typed directly on the assignment page, or as an uploaded file.
 - a. If you would like to **type** your assignment, you should write your submission in another application where you can save your progress; this will protect your work in the event of a failure in your internet connection. Once you finish writing, **copy and paste your answer** in the text box. (Figure 3)

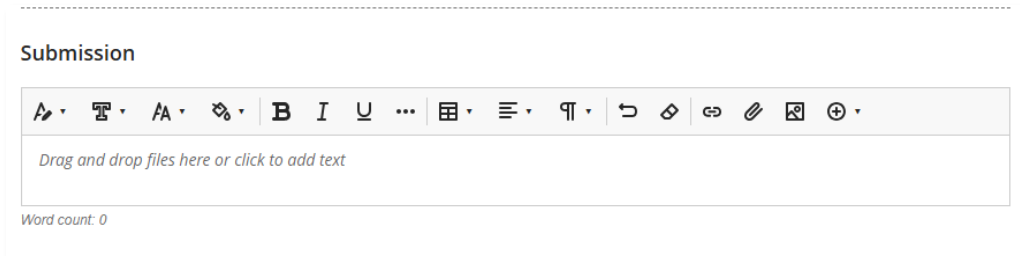


FIGURE 3

- b. If you would like to **upload a file**, either **drag and drop** it on the text box or **click the paperclip icon** (Figure 4) on the right side of the text box.



FIGURE 4

4. Once you have added the appropriate material for your assignment, you can click **Submit** (Figure 5) on the bottom-right corner of your screen. Doing so will send your submission to your professor for grading.

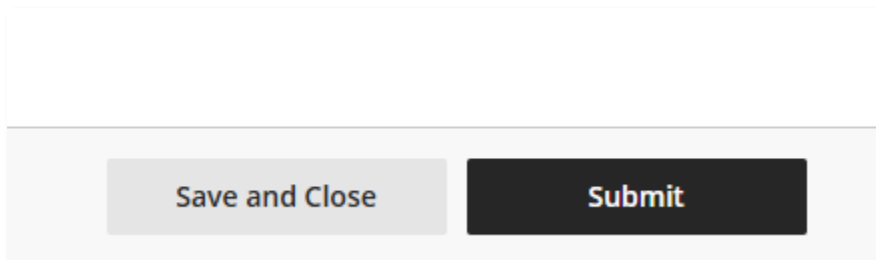


FIGURE 5