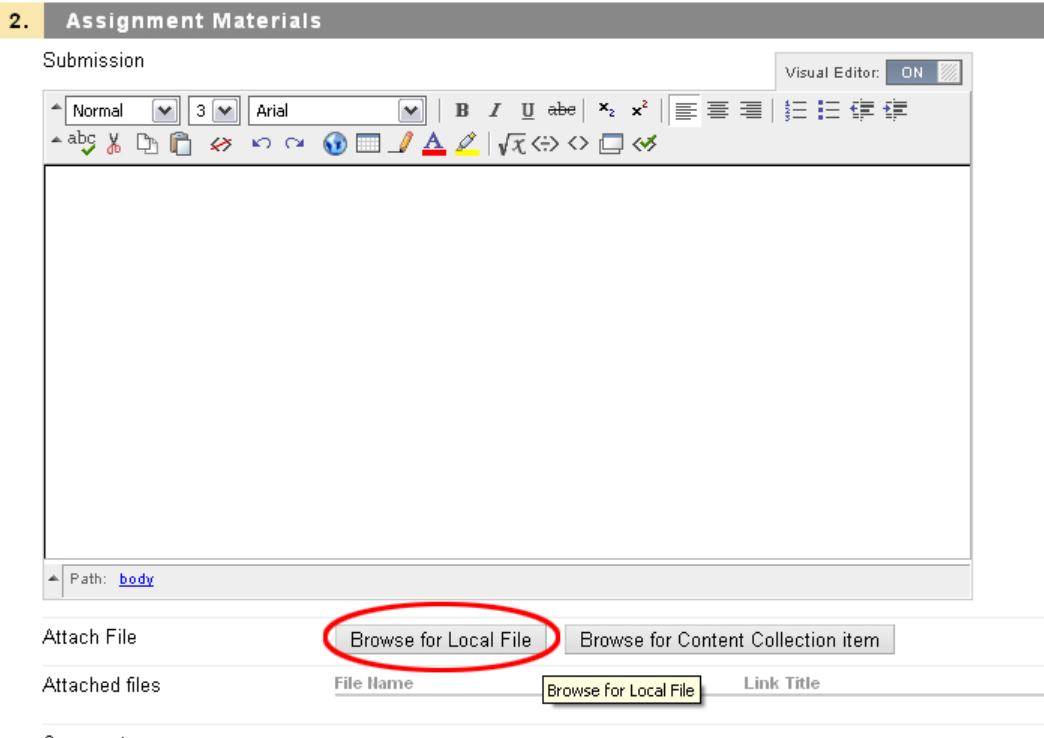


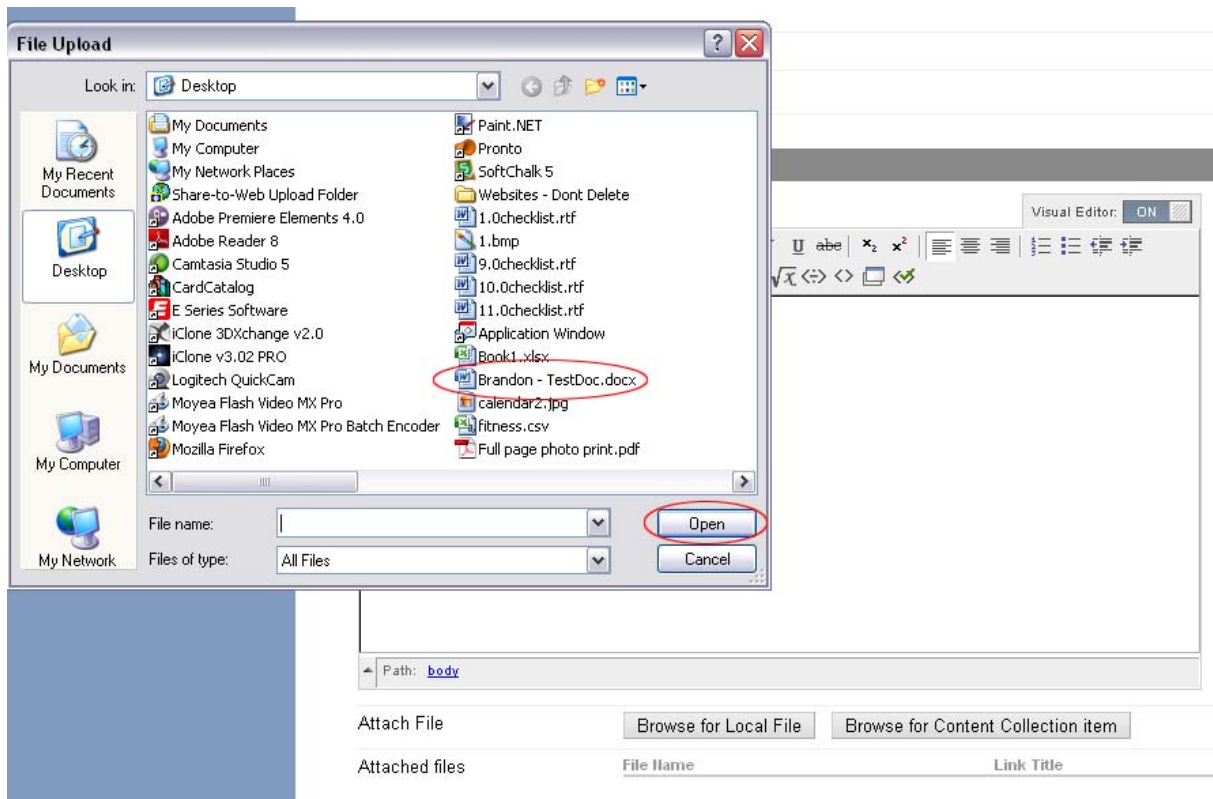
Spokane Virtual Learning

Submitting a File on Blackboard

1. Click the *Browse for Local File* button.



2. Select the file and click the *Open* button.



3. Click the *Attach File* button.

2. Assignment Materials

Submission Visual Editor: ON

Normal 3 Arial B I U abc x₂ x² | [List Icons] | [List Icons]

abc [Cut] [Copy] [Paste] [Undo] [Redo] [Link] [Table] [Image] [Color] [Background Color] [Link] [Unlink] [Check] [Close]

Path: [body](#)

Attach File

Selected File File Name **Brandon - TestDoc.docx**

Name of link to file

Attached files	File Name	Link Title
	<input type="button" value="Attach File"/>	

4. Verify the correct file has been attached (as seen below). When all necessary files have been uploaded, click the *Submit* button.

Attached files	File Name	Link Title
	<input type="button" value="Attach File"/> Brandon - TestDoc.docx	<input type="text"/> Do not attach

Comments

abc ✓

3. Submit

Click **Save as Draft** to save changes and continue working later. Click **Submit** to finish. Click **Cancel** to quit without saving changes.

A video demonstration is available on the SVL website Student Support page.