

APS101 – Assignment Submission Instructions

Winter 2009

Follow these steps to submit your assignment through Blackboard:

- (1) Log into your Blackboard account using your UTORid.
- (2) Click on the “**Assignments**” link in the left toolbar.
- (3) Click on the “>> **View/Complete Assignment**” link for the assignment you want to submit.
- (4) Scroll down to “**Attach local file**” and click on “**Browse...**”.
- (5) Look on your computer for the file that you want to submit.
- (6) Click on “**Save**” and the file will be attached, BUT NOT SUBMITTED YET.

You will then be taken back to the Assignments page. Repeat steps (3)-(6) to attach more files, one by one. Keep clicking on “**Save**” each time.

Note: to remove a file, see “**Currently Attached Files**” and click “**Remove**”.

Finally, when you have attached all the required assignment files and you are ready to submit everything, click “**Submit**”.

>>>>>>>>> IMPORTANT <<<<<<<<<<

You can only submit ONCE!

After you click on “Submit”, you will NOT be able to attach and submit any more files.

So please be careful with this – you will be penalized for improper submission.

Do the assignment early and submit it well BEFORE the due date. That way, we can help you if you have problems with the submission process.

AFTER the due date, if you have not submitted a portion of the assignment because you had trouble with the submission process, you will still get ZERO for that portion of the assignment.