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| https://lh5.googleusercontent.com/dHA6DtYDvLuwun4M82N60U_Cdf2k8AFYUkPAvoDJ9oTrGIkZuQn6RRtI9su2VYPYobd3X8AMay2quSX6TmhVgmiJH4NS_r4jCkcYQYRGQDatNY0CSgI8YCqW-u8RG-fK0ALwOpfI4sKHuPZj | 300 W. Fort StBoise, ID idla@IdahoDigitalLearning.orgPhone: 208.342.0207Fax: 208.342.1031 |

**How do I upload/attach a file to an assignment and submit it for grading using a Desktop or Laptop computer?**

Some types of assignments in Blackboard courses require you to upload/attach a file for your teacher to grade.

Read belowto learn how to attach a file for a Desktop or Laptop computer.

1. Log into **Blackboard** at <https://idiglearning.net>. Open your course to the assignment instructions.
2. Create your assignment file.
	1. Read the assignment instructions in Blackboard.
	2. Open and name the file using your full name as part of the filename, and save the file. (**Remember where you saved the file!**)
		1. To do this, click **File → Save As** click at the beginning of the filename and type your last name and first name, but leave the rest of the filename, like this: *SmithRalph*AcademicHonestyAgreement
	3. Complete the work as the instructions say. Save your work when finished.
3. Once you finish **Step 1**, you will need to **attach** the file in your course. Follow these steps.
	1. In Blackboard, open the assignment for submission.
	2. Scroll down past the assignment details and click to find the file you saved in **Step 1**. A window will pop up allowing you to search for files on your computer.
	3. Find your document and click on it. This places it in the **File name** box. See image below.
4. If you would like to write a note to your teacher, you have the ***option*** to do it in the **Comments** box.
5. Once you have uploaded your file and added any comments, you are ready to submit it to your teacher for grading.  Hit the **green submit button** to send the assignment to your teacher.