

How to Submit your Assignments in Brightspace

Introduction

All assignments in this course will be submitted through Brightspace, our learning management system. Brightspace accepts almost all types of file formats for submission, including .doc, .docx, and .pdf. In this tutorial, you will learn how to select, upload, and submit your work to a Brightspace dropbox.

Step One - Navigate to the assignment dropbox

In the menu bar, click on **assessments** and then **assignments**. This is where all assignment dropboxes are located.

Step Two - Click on the assignment dropbox.

Important: If the dropbox link is blue, the dropbox is open. If the link is black, the dropbox is closed and will not accept submissions.

Step Three - Add Files

Click the gray **Add File** button to choose the document you wish to upload to the dropbox from your computer, phone, or tablet.

Step Four - Choose your file from "my computer"

Click on "my computer". Then, click the gray **upload** button.

Step Five - Upload File

Click the blue **Add** button after you have uploaded your file.

Step Six - Submit your File

Click the blue **submit** button to submit your file to the dropbox.

Important: if you do not click submit, the file will not be submitted to the dropbox. You must click this button to successfully submit your work.

Step Seven - Review submission page

After you submit your work, review the submission page to ensure that you submitted the correct document. The submission page lists the document submitted and the name of the assignment dropbox.

Important: If you submitted the wrong file, or submitted your work to the wrong dropbox, re-submit your work as soon as soon as possible.

Notes

If you encounter any error messages, please visit the [Learner Faq Page](#) on Brightspace's website.