Submitting a Pending Assignment (Student Walkthrough)

If your professor informs you that you have a **Pending Assignment** that needs to be submitted, this will walk you through the process of submitting your work for grading.

1. To begin, an Assignment is any area in Blackboard where you submit work by tying it in or attaching a document. Professor's will often refer to it as a Dropbox, and it is different from a test in that there will be no begin button, and near the top of the screen it will say Upload Assignment. The screen looks similar to the one below:

2. A Pending Assignment is created when you click on Save Draft. This can be confusing as Blackboard then takes you to a preview screen that looks very similar to the one you get if you actually submitted your work. However, at this point the faculty member *cannot* view your work.

3. When you re-enter an Assignment where you have saved it as a draft, you will be taken immediately back into the preview page. To actually submit your work you must click the **Continue** button on the left of the screen. This will take you back into the **Upload Assignment** screen.

4. Back on the Upload Assignment screen, you can now click the Submit button.

Cancel   Save Draft   **Submit**
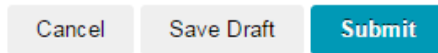
5. You will know an assignment has been successfully submitted when you see the following message above the assignment preview.

This assignment is complete. Review the Submission History.