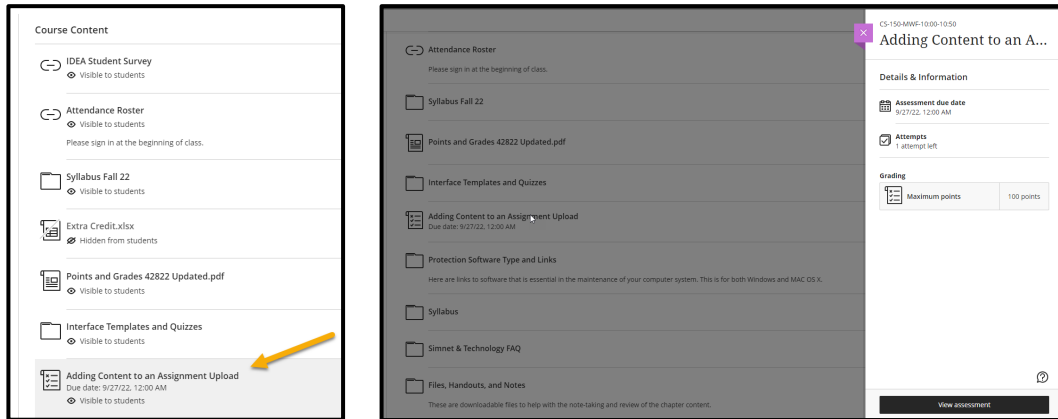


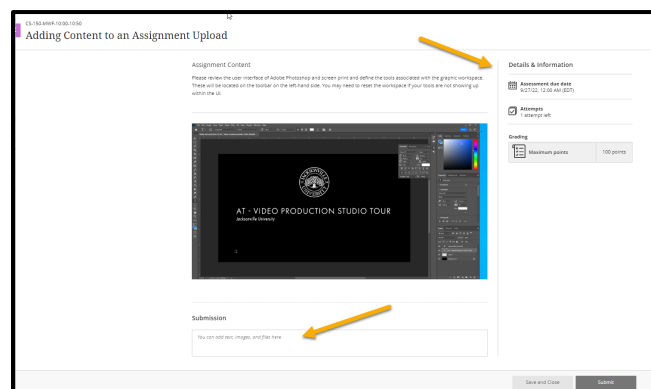


## Uploading Assignments

The first step in completing an assignment that requires direct input, attachments, or uploaded content is to access your Ultra course and open your assignment. When you click on the assignment found in the **Content Menu**, a **Details and Information** page will open so you may review the due date and point value of the assignment. When ready to proceed, click **View Assessment** to begin.

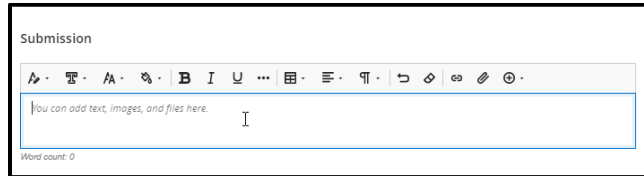


Here you will see the same information on the right-side panel that reviews the assignment parameters. At the top of the screen, you will see the instructor's assignment details and instructions for submission. Please review and when you are ready to submit text, attachments, or content, you will click into the **Submission** window located at the bottom of the window.

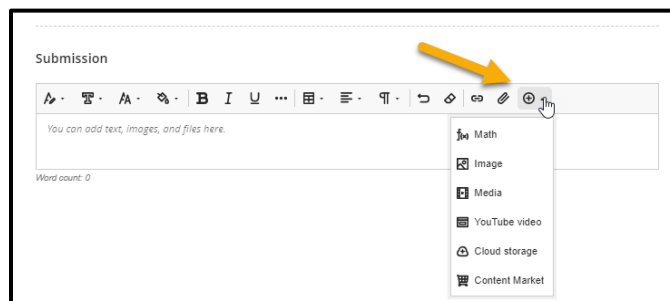




In the submission window, you have all your common types of formatting controls for direct text input within the window.

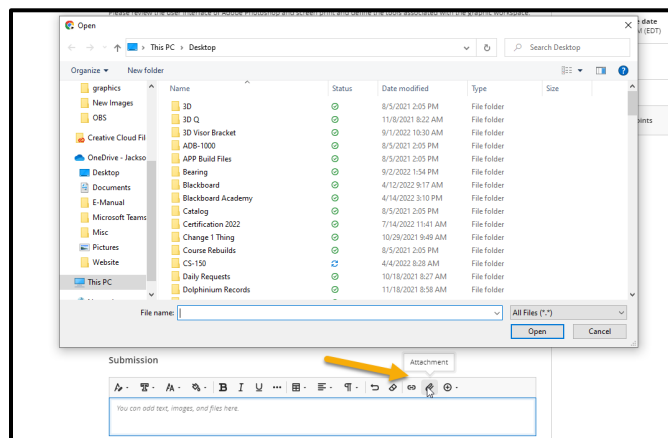


If you are adding live content from the web, you click on the + sign to insert. This will drop down a menu to choose where the content originates from. This could be cloud based or URL driven. Just remember these options are Internet drive and require a complete web address to access the content. If the web address changes once uploaded, the embedded file, image, and content can be disabled.



### Inserting Content

When attachments are needed, the paper clip icon will allow you to choose a locally saved file to add to your submission. This upload directly becomes part of the submission and is not based on a URL. The submitted file will show up as the file name attached and an image will populate if it is a graphic.



### Inserting an Attachment



When uploading images, it defaults the title and alt text to the file name and gives you a few choices to enable based on what the assignment entails. For the most part, the **View and Download** option remains as the default choice unless you need to restrict the usage of the file.

A screenshot of a dialog box titled "Edit File Options" with a close button (X) in the top right corner. The dialog contains the following fields and options:

- \* Display Name:** A text input field containing "Hook.jpg".
- Image Type:** A checkbox labeled "This image is decorative and doesn't require alternative text", which is currently unchecked.
- Alternative Text:** A text input field containing "Hook.jpg".
- File Options:** Three radio button options: "View and download" (selected), "View only", and "Download only". A yellow arrow points to the "View and download" option.
- Buttons:** "Close" and "Save" buttons at the bottom right.

You will now click **Save** to close the window. If you are ready to complete the assignment, you will choose **Submit**. If more time is needed, you can **Save and Close**, but be mindful of the due date.

**Blackboard will not submit for you.**

A screenshot showing two buttons side-by-side: "Save and Close" (light gray) and "Submit" (dark gray).