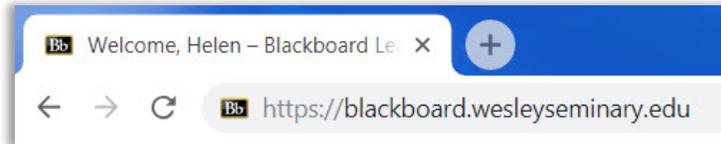


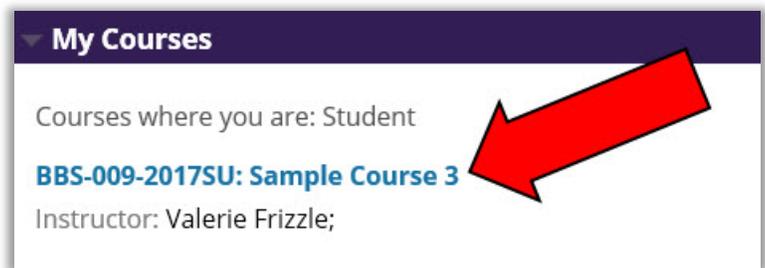
## Submitting Assignments

1. Navigate to Blackboard then enter your wts in front of your username and password as normal.

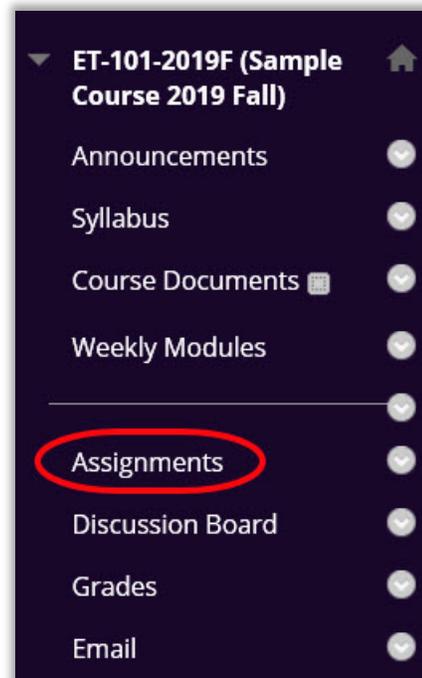
[blackboard.wesleyseminary.edu](https://blackboard.wesleyseminary.edu)



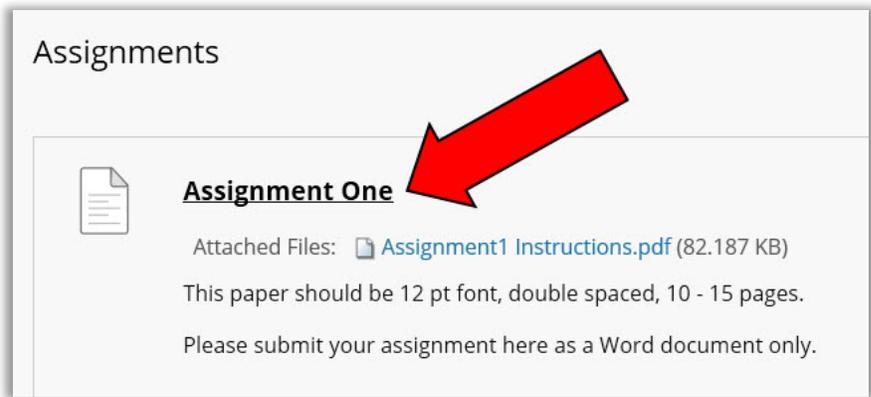
2. Under My Courses, click on the course ID to enter your course.



3. In the Course Menu on the left, click Assignments

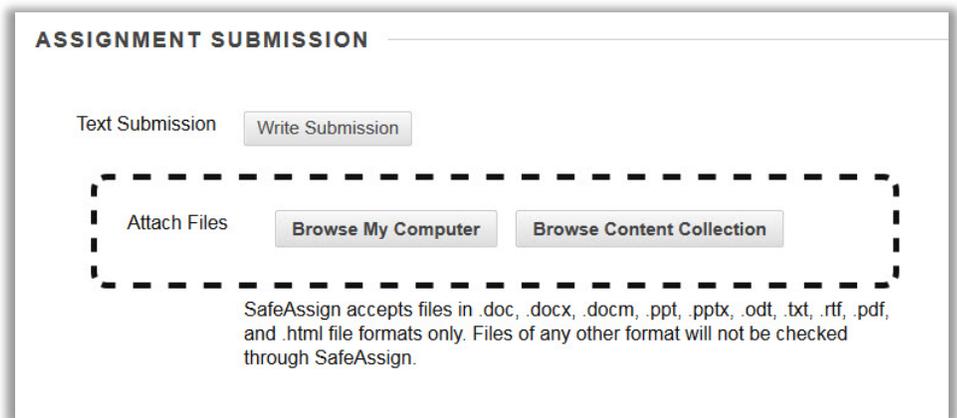


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4. Click the title of the assignment you will be submitting.



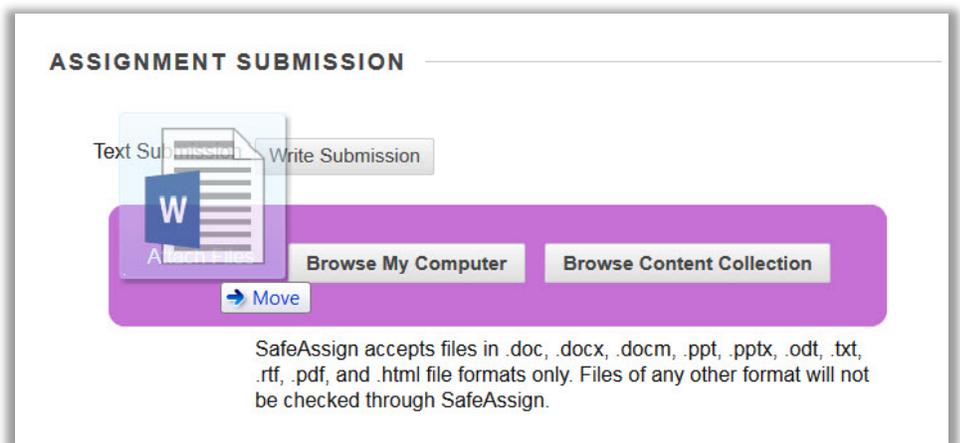
- 
5. Under Assignment Submission, you can either drag and drop your assignment file into the **Attach Files section**, or click **Browse My Computer**.

**DO NOT** click Write Submission.

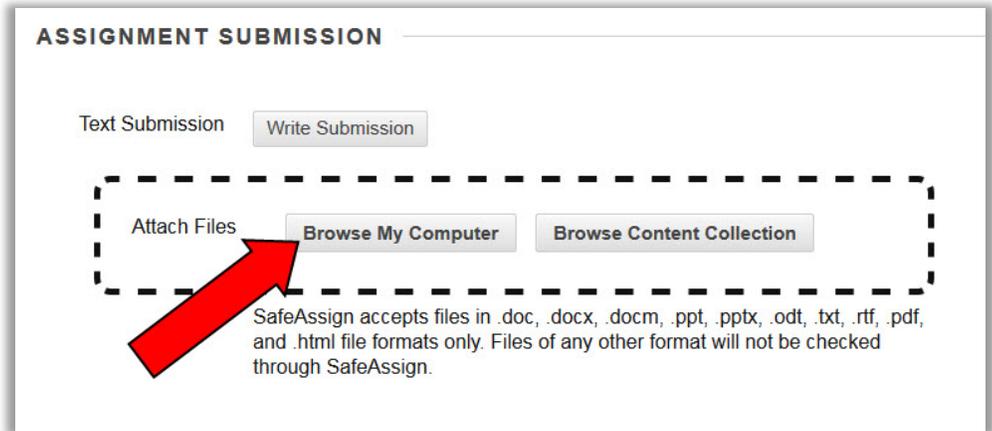


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6. To drag the file, open the File Explorer on your computer. (Windows - *Computer*, Mac - *Finder*). Locate the file and select it with your mouse. Click and hold the left mouse button on the file, and drag the file over to the **Attach Files** area until the background shows pink (Fuchsia for the design and Crayola loving friends). When you see the pink background let go of the mouse button to drop the file.

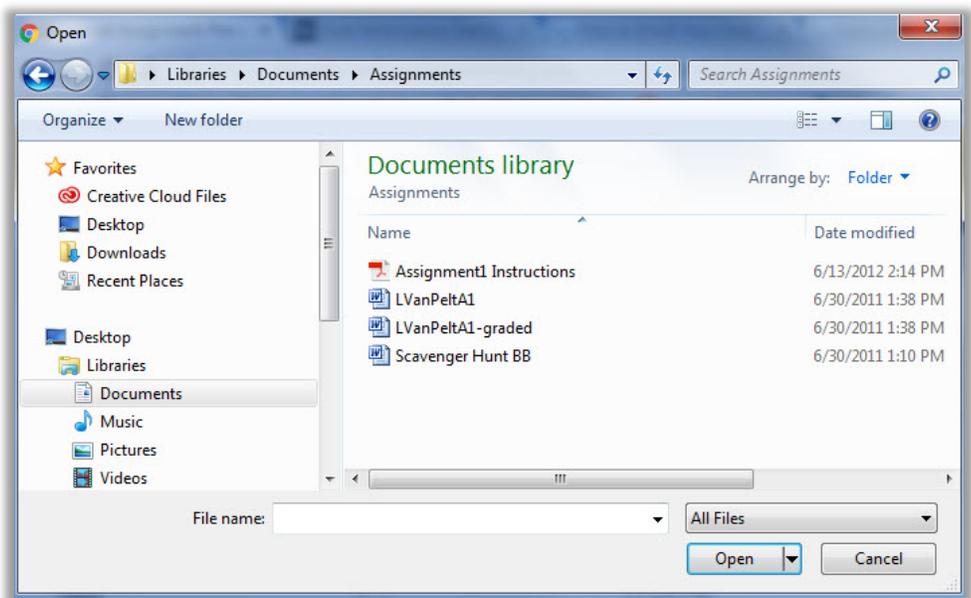
If you have trouble with this method, please go to step 7.



7. Click **Browse My Computer**



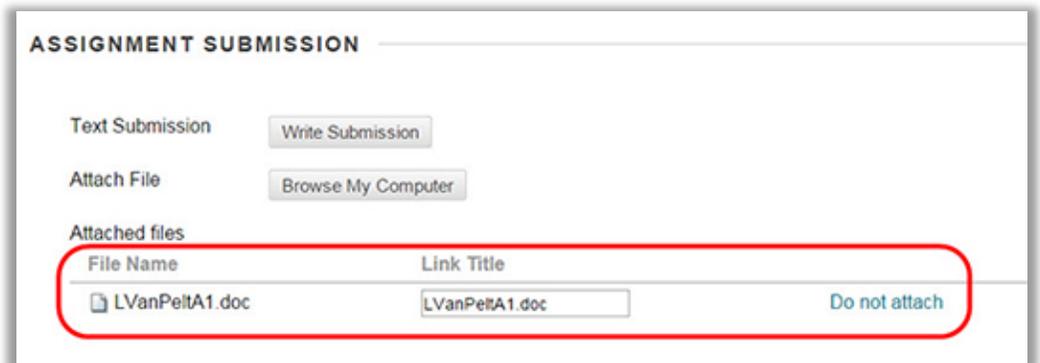
8. Navigate on your computer to your completed assignment in Word or PDF format.



9. Once you have selected your file you will have the option to double check and remove if necessary.

If you need to remove, click **Do not attach**.

If you don't need to remove, then leave everything as is.

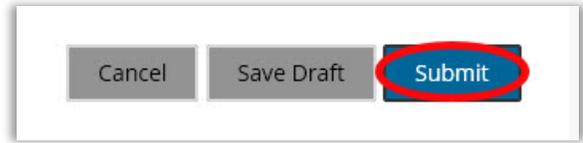


*Note: If you are instructed to add more than one document or file, repeat from step 5.*

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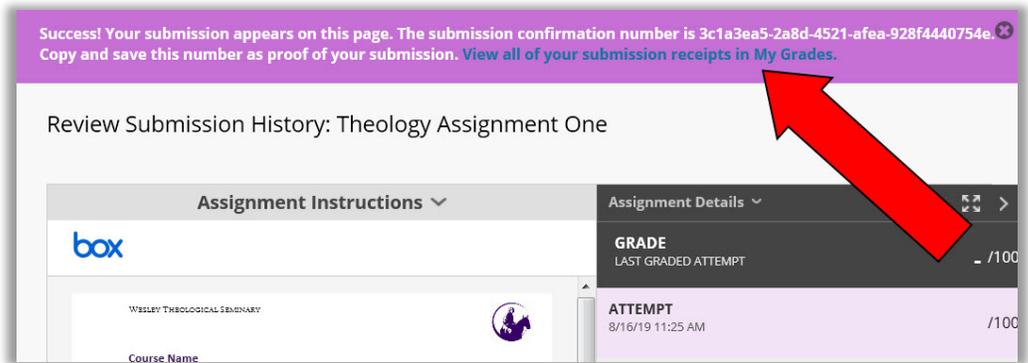
10. When you are ready to turn in your assignment, click **Submit**.

*Note: Once you click Submit, you will not be able to undo or change your submission. If you need to make a change, please email your instructor.*



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11. Once you have submitted your assignment, a fuchsia bar will show at the top of the screen letting you know you have successfully completed the assignment. You will also receive an email from blackboard.



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*If you have any questions or problems, please email Educational Technology at [edtech@wesleyseminary.edu](mailto:edtech@wesleyseminary.edu)*

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