Submitting Assignments
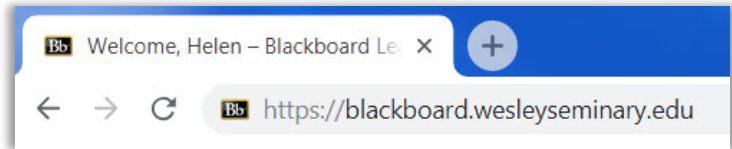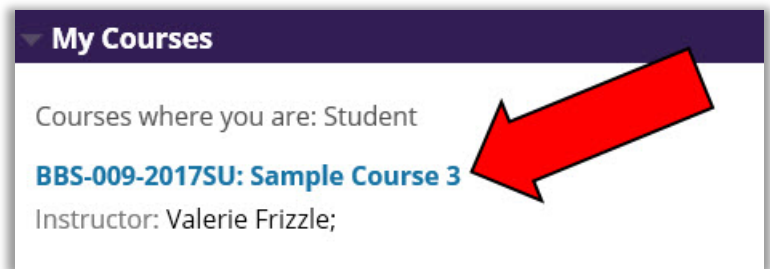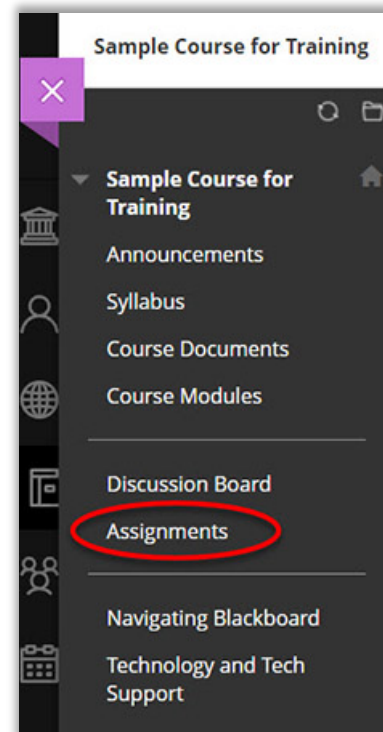
1. Navigate to Blackboard and log in
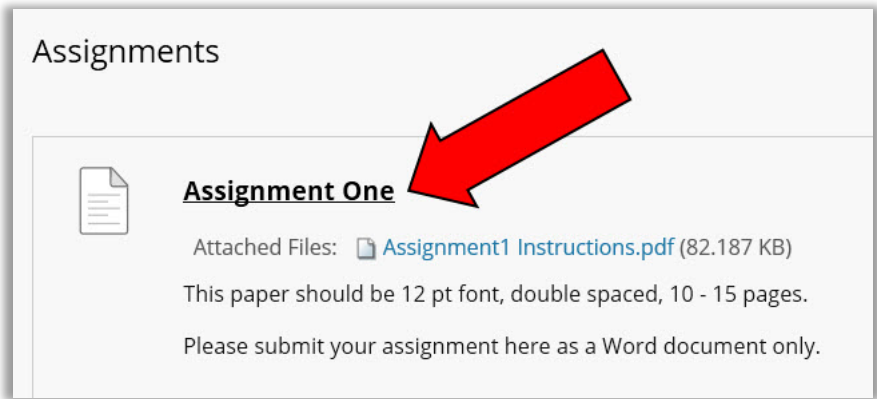   blackboard.wesleyseminary.edu

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

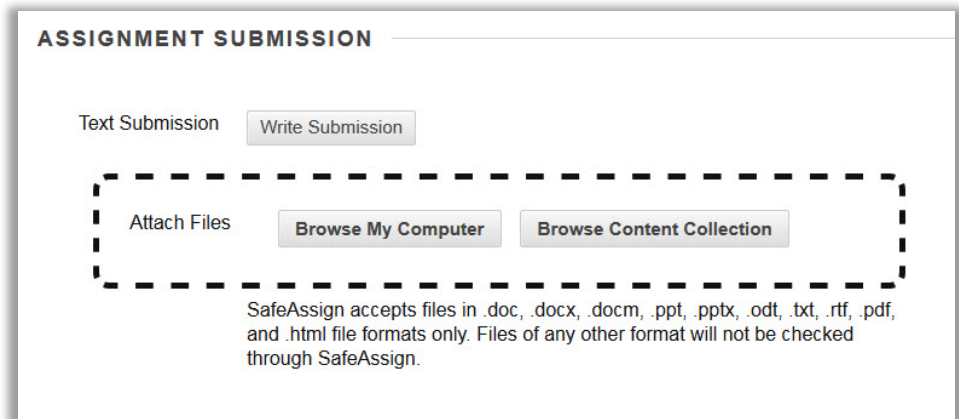3. In the Course Menu on the left, click **Assignments**

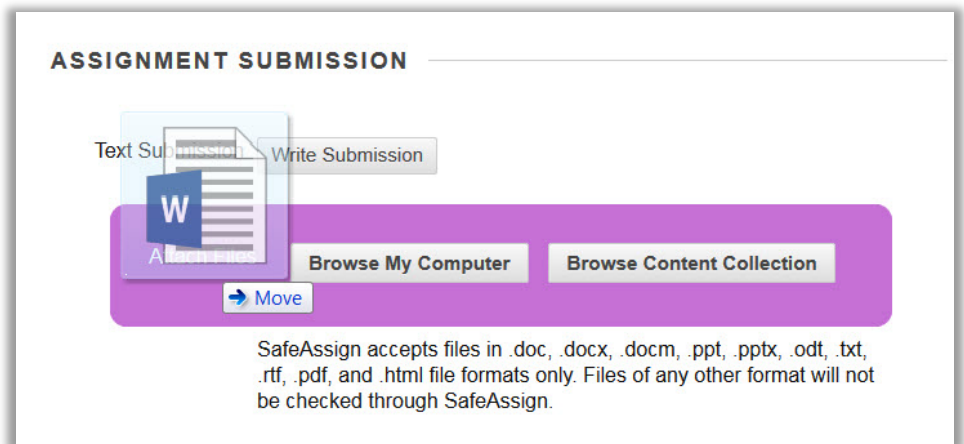4. Click the title of the assignment you will be submitting.

Assignments

Assignment One

Attached Files: 📄 Assignment1 Instructions.pdf (82.187 KB)

This paper should be 12 pt font, double spaced, 10 - 15 pages.

Please submit your assignment here as a Word document only.

---

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.

ASSIGNMENT SUBMISSION

Text Submission   Write Submission

Attach Files   Browse My Computer   Browse Content Collection

SafeAssign accepts files in .doc, .docx, .docm, .ppt, .pptx, .odt, .txt, .rtf, .pdf, and .html file formats only. Files of any other format will not be checked through SafeAssign.

---

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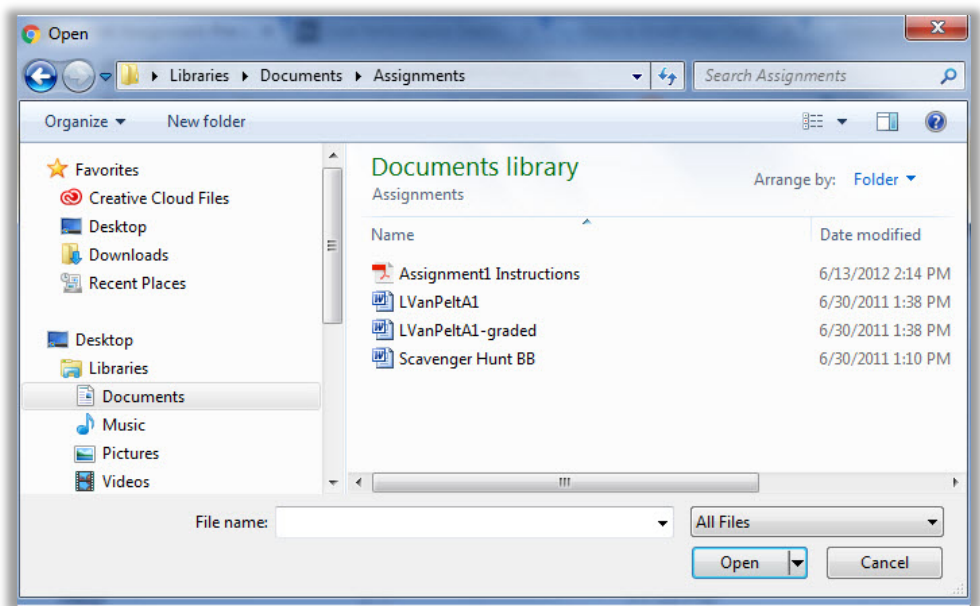
   If you have trouble with this method, please go to step 7.

ASSIGNMENT SUBMISSION

Text Submission   Write Submission

Attach Files   Browse My Computer   Browse Content Collection

➡ Move

SafeAssign accepts files in .doc, .docx, .docm, .ppt, .pptx, .odt, .txt, .rtf, .pdf, and .html file formats only. Files of any other format will not be checked through SafeAssign.

7. Click **Browse My Computer**

ASSIGNMENT SUBMISSION

Text Submission   Write Submission

Attach Files   Browse My Computer   Browse Content Collection

SafeAssign accepts files in .doc, .docx, .docm, .ppt, .pptx, .odt, .txt, .rtf, .pdf, and .html file formats only. Files of any other format will not be checked through SafeAssign.
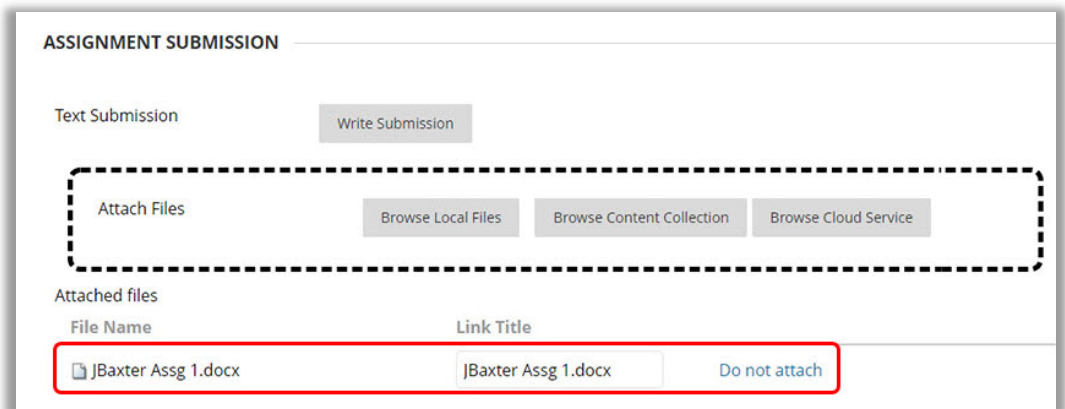
8. Navigate on your computer to your completed assignment in Word or PDF format.

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

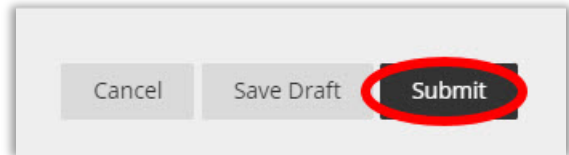If you need to remove, click **Do not attach**.

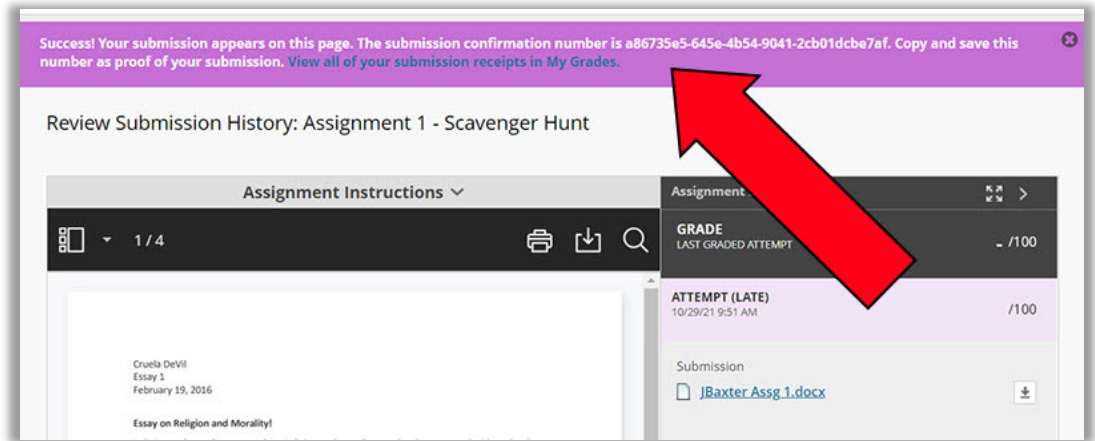If you don't need to remove, then leave everything as is.

ASSIGNMENT SUBMISSION

Text Submission   Write Submission

Attach Files   Browse Local Files   Browse Content Collection   Browse Cloud Service

Attached files
File Name   Link Title
JBaxter Assg 1.docx   JBaxter Assg 1.docx   Do not attach

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

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.

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.

If you have any questions or problems, please email Educational Technology at edtech@wesleyseminary.edu