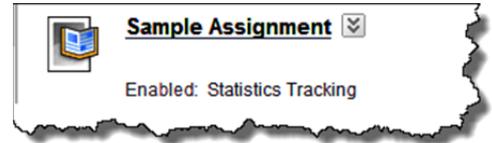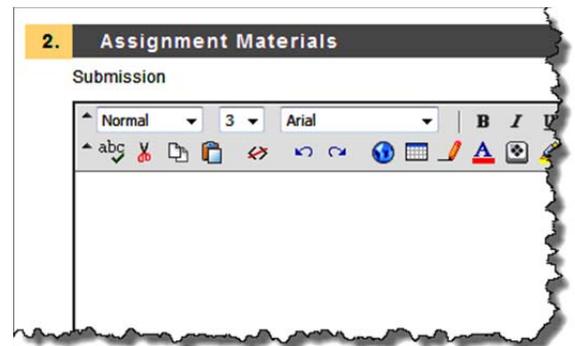## *Submitting Assignments*

1. Login to the Bb Learn system and go to **Assignments** or the content area where the instructor has placed the assignment, click on the assignment you wish to submit.

2. On the **Upload Assignment** page, download any files provided by your instructor and complete the assignment using one or both of the following:

   • Locate the **Submission box** in the **"Assignment Materials"** section (2) and type your response.

   • If your response to the assignment is in a separate file, **click Browse My Computer** and select a file to attach. If you attach a file, type a **Link Title**. If the box is left blank, the file name becomes the link. Please note that file names should contain letters, numbers and underscores *only* (no spaces) to allow the system to upload and open them properly.

3. Click **Submit**.