Instructions for uploading a ZIP file submission to blackboard

A guide from Nathaniel Wine

How does one go about uploading their work for an assignment to Blackboard? This guide will walk you through the process from beginning to end and will explain each step with detailed descriptions and figures to illustrate them as necessary. This guide is targeted for students enrolled in any course that uses Blackboard for assignment submissions, and its purpose is to help guide students on how to prepare files for assignments in proper formatting. Blackboard supports the ability to upload multiple files for a single submission attempt, but many instructors will require that you upload only a zip file which will contain all the necessary files for organizational reasons, and that is what this guide will cover. Note that a multitude of internet-capable devices can upload files to Blackboard, but this guide focuses on doing so from a computer running a modern Windows operating system.

What you need:

- Computer file(s) ready for submission
- Internet capable Windows computer with keyboard and mouse/trackpad
- A stable internet connection
- Enrollment in at least one course that uses Blackboard

Prerequisite knowledge/skill:

- Basic computer skills, such as the ability to use the mouse and keyboard
- Familiarity with basic computer use terminology, such "right click" or "mouse over"
- Ability to navigate to your school's Blackboard page and input account login information

Step 1: Gather all the files you need to upload

- Finalize all the files you need for submission by making sure they all have any changes saved and you are satisfied with their quality.
- Gather all files you need into one common location on your computer, such as the desktop.

Step 2: Compress the files into a .zip file

- Select all the files by either left clicking and dragging your mouse from one corner of the files to the opposite corner to form a selection box (Figure 1) or by Ctrl + left clicking each file.
- Right click on any of the selected files to bring up a list of options.
- Select/mouse over "send to…" and then select "Compressed (zipped) folder" (Figure 2). This will create a .zip file that contains all of your selected files in them.

Note: The selected files will stay where they are and be unchanged, in this step you are essentially creating copies of them to place into a .zip file.

- After sending to a zipped folder you will immediately be prompted to enter a name for the ZIP file. Type an appropriate name using the keyboard and then hit enter. (Figure 3)

Warning: Many instructors will require you to follow specific guidelines when naming your .zip file. Check your assignment details to see if there is a specific naming convention you are required to follow. If a naming convention is not given, a good rule of thumb is to name it with your name or part of your name -such as initials- along with something related to the assignment. An example might be something like "JDoe_HW1.zip", or "JD_Presentation.zip".

Figure 1

Figure 2

Figure 3

Step 3: Navigate to the submission page on Blackboard

- Open any internet browser of your choice and visit your school's Blackboard page and login.

Note: Different schools use different methods for managing their accounts and login systems, so familiarize yourself with your school's login procedure if you have not already.

- Go to the course section in Blackboard and select the course you are trying to submit files to. (Figure 4)
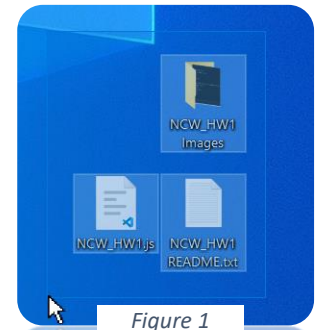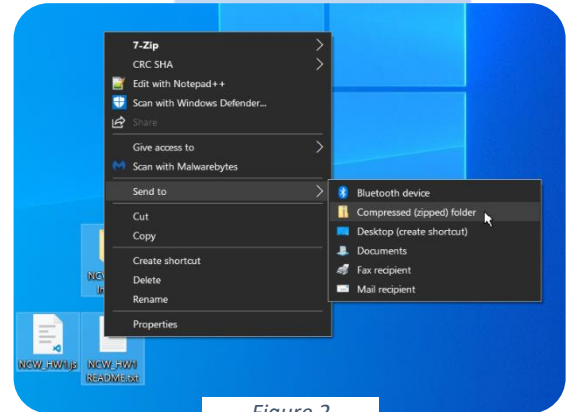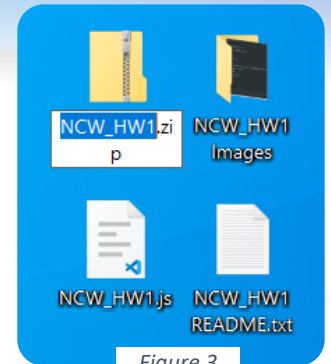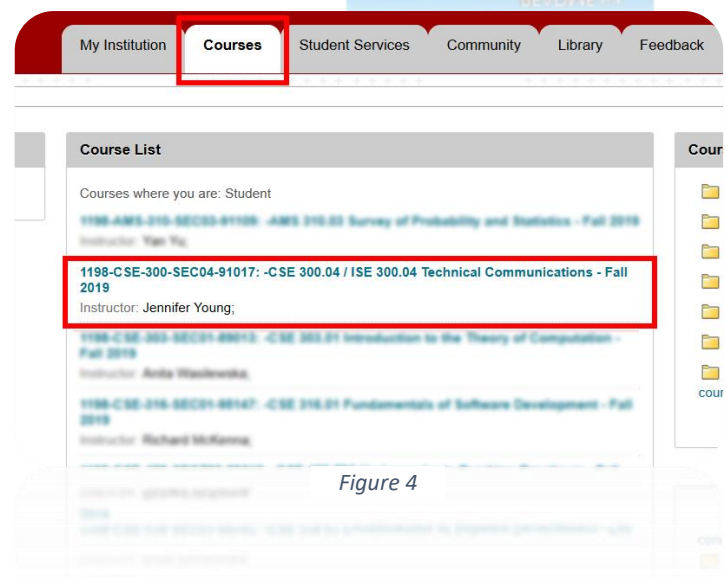
Figure 4

- Using the navigation tab on the left, go to the subsection where the submission is located. This will typically be reached by selecting a tab labeled "submissions". (Figure 5)
- Find the specific submission you are looking for and click the name of the submission. This will bring you to the submission page. Some example submission names would include: "Homework 1", "Final Project", or "Persuasive Essay". (Figure 6)
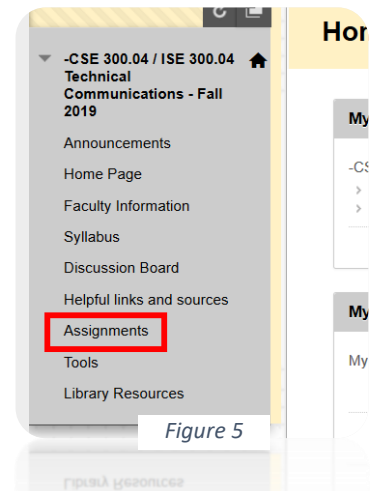

Figure 5

Step 4: Attach the .zip file to the submission and submit

- Once on the submission page for your assignment, you have two options for ways to attach your ZIP file:
    - The first and easiest is to drag your ZIP file into the "Attach Files" box
    - The second way is to click the "Browse My Computer" button in the "Attach Files" box and navigate to the location of your ZIP file. Then, you must select the ZIP file and press the "open" button. (Figure 7)

Figure 6

Note: If you attached the wrong file you can un-attach any attached file(s) by selecting the "do not attach" button and then pressing the "ok" button on the pop-up confirmation dialog.

- Once you have attached your file, write in any necessary comments in the comment section and when ready click the "Submit" button in the bottom-right section of the page.
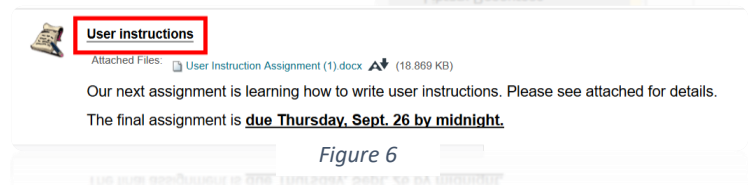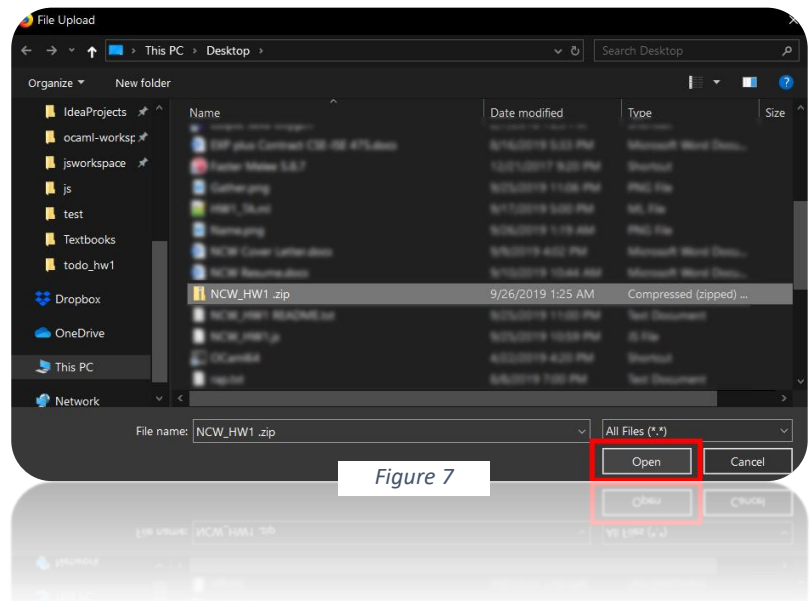

Figure 7

Warning: Some instructors have different policies regarding multiple submissions. That is, some will allow you to upload attempts at a given assignment and typically only count the latest attempt for grading. Others will only accept one submission with no chance for another attempt. Be sure to familiarize yourself with your instructor's policies to avoid confusion and potential grading mishaps.

And with that, you're done! You should now have all the tools necessary to successfully upload a ZIP file for a Blackboard assignment. Now you enter the next phase: waiting for the assignment to be graded… good luck!