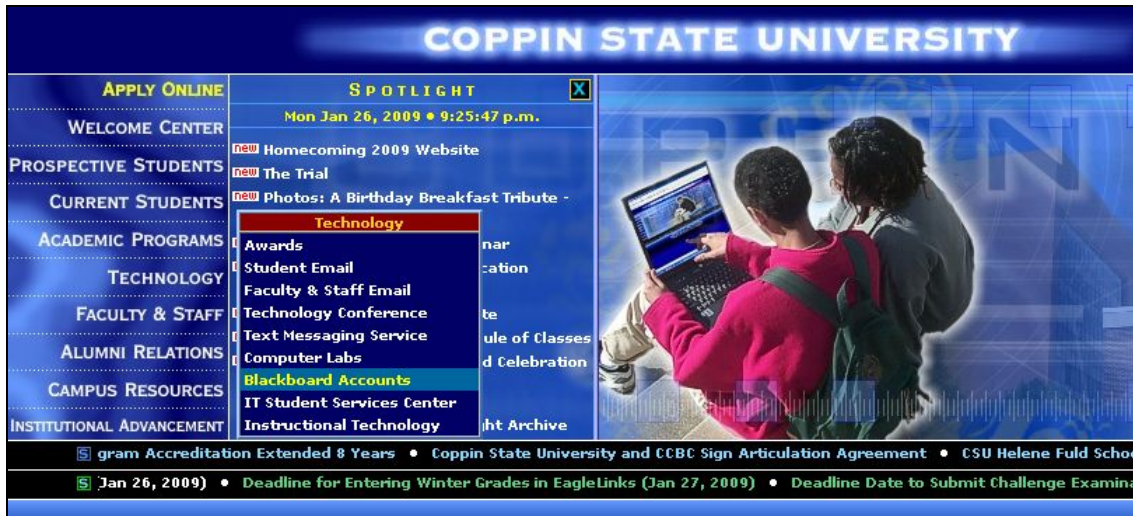


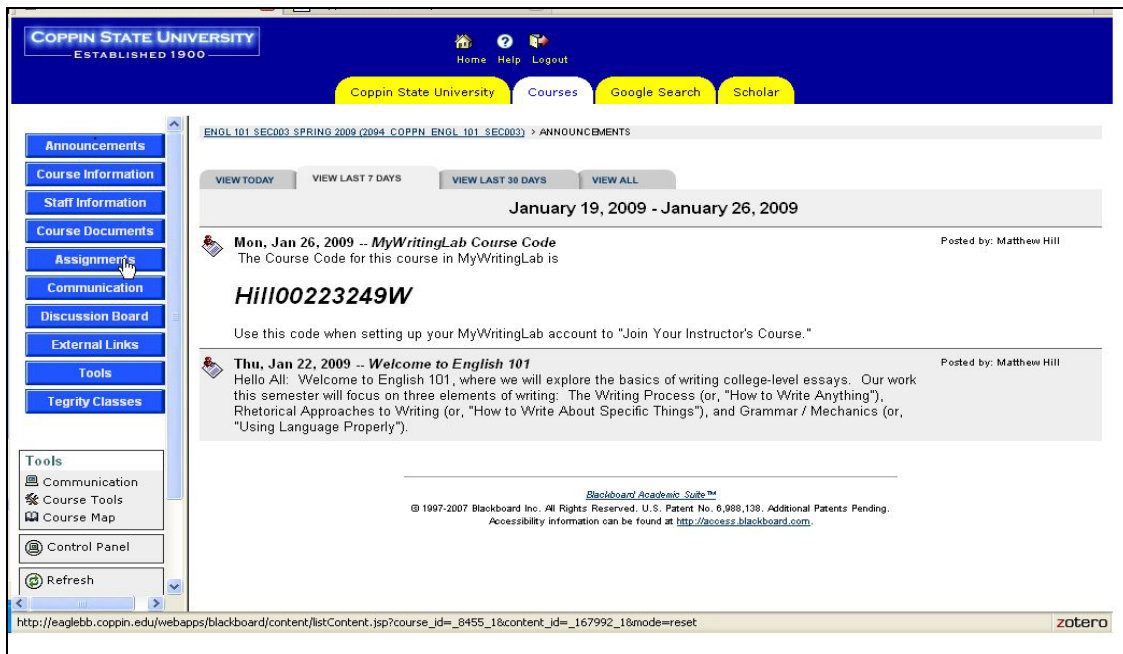
## Submitting a Paper Through BlackBoard

Step 1: **First, log into BlackBoard.** You usually do this from the University's home page, <http://www.coppin.edu>. Select "Technology" from the menu on the left, and select "BlackBoard Accounts" from the pop-up menu:

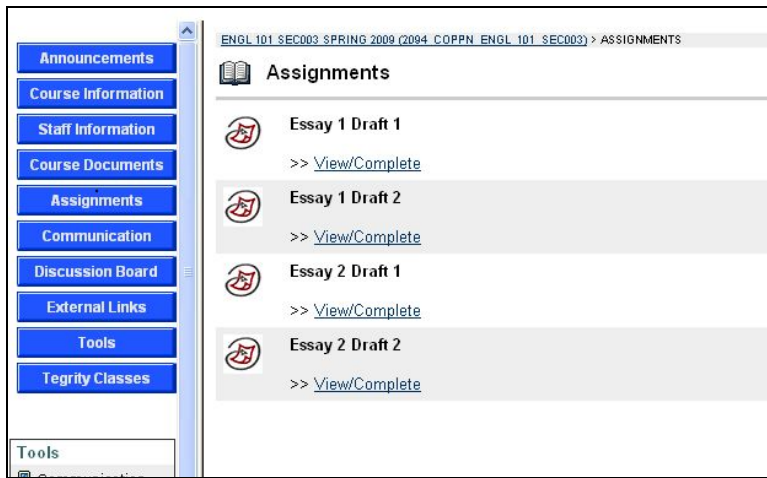


Log into BlackBoard using your Coppin ID and Password. Step Then select the course for which you are required to upload the paper and enter that course's BlackBoard site.

**Step 2: Begin the Upload Process.** Once you've logged into the BlackBoard course, select "Assignments" on the left-hand menu to begin the upload process.



When you click "Assignments," you will get a page that looks something like this:



Select “View / Complete” under the appropriate assignment to begin uploading your paper.

**Step 3: Select your file.** When you click “View / Complete,” you will be brought to the submission page.

A screenshot of a web form titled 'submit paper: by file upload'. The form has several fields and a submit button. Red arrows and text annotations provide instructions: 'Leave this as File Upload.' points to the 'file upload' dropdown menu; 'Select your name. It should be pre-populated here.' points to the 'non-enrolled student' dropdown menu; 'Enter your paper's title here.' points to the 'submission title' text input field; and 'Select the file to upload here.' points to the 'Browse...' button. A yellow box contains the text: 'We currently accept document files of the following types: MS Word, WordPerfect, PostScript, PDF, HTML, RTF, and plain text. File size limit: 10 MB'. At the bottom, a 'submit' button is accompanied by the text 'Click here to submit.'

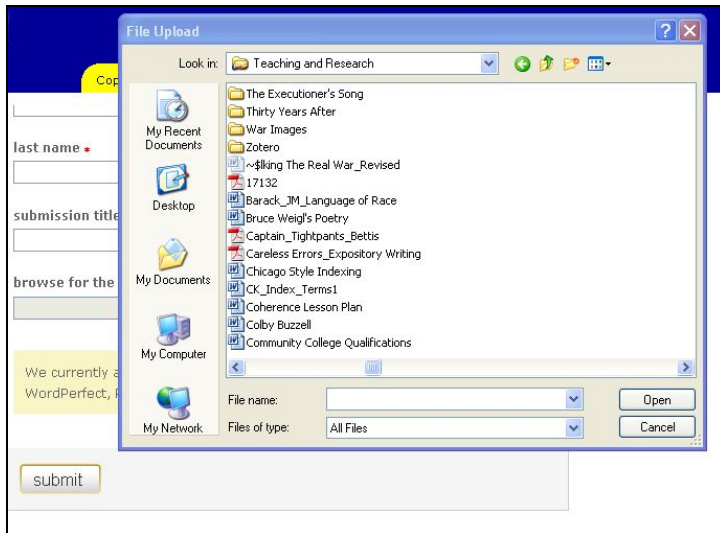
Because we are going to be uploading an electronic file to the system, leave the default entry in the first field, “Submit a paper by.” You should NEVER use “cut and paste” or “bulk upload” or “zip file” for paper assignments: these upload options will remove any formatting from your essay, and will result in the lowering of your paper grade substantially.

Always upload a properly formatted word processing file. Currently, the system takes .doc, .docx, .wpd, and .rtf files. For Dr. Hill’s class, please ONLY upload .doc, .docx, or .rtf files.

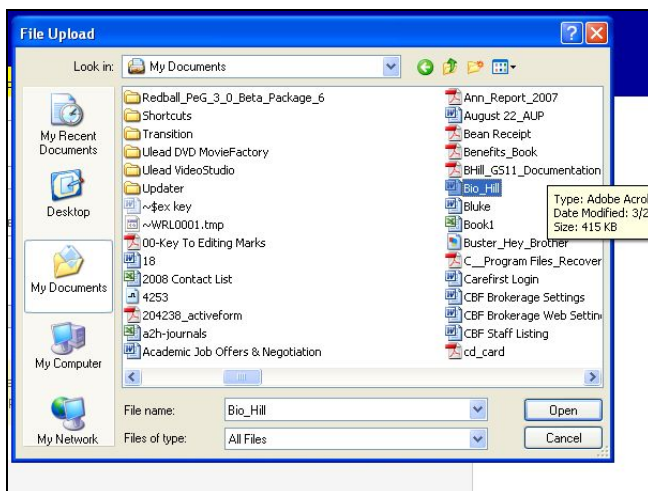
Select your name from the “Author” drop down list (it should be pre-populated, as should your first and last name).

In “Submission Title,” put your essay’s title.

Step 4: Browse for your file. Click the “Browse” button to select the location of your computer file. This could be on your computer’s hard drive or on a flash drive. Navigate to the location of the file and select it. When you click “Browse” a new window will pop up:



Select your paper from the list. You may have to navigate to a different folder to find it. We’re going to upload a file called “Bio\_Hill.” Select your file and click “Open.”



Once you have selected your file, the file name should appear in the “Browse for file to Upload” space:

browse for the file to upload \*

C:\Documents and Sett... Browse...

We currently accept document files of the following types: MS Word, WordPerfect, PostScript, PDF, HTML, RTF, and plain text. File size limit: 10 MB

submit

When you see your file name in this space, you are ready to submit your paper. Click “Submit” to start the process of turning the paper in.

**Step 5: Preview your submission.** After you click submit, you will see a preview window containing some of your essay text. *This will look different than your formatted essay—none of your formatting will come through in this preview window, but your original essay will be intact.*

submit paper: Step 2 of 2

Preview

Matthew B. Hill is an Assistant Professor of English in the Department of Humanities at Coppin State University in Baltimore, Maryland. His work explores the representation of war in modern and contemporary literature, film, and popular culture. His current project is a book-length examination of the uses of confession in American war writing.

Below the preview window, you will see the final submission button. Click “yes, submit” to complete the submission process.

yes, submit      [cancel, go back](#)

You need to click “yes, submit” here to turn the paper in.

After submitting your paper, you will be taken to some form of confirmation and receipt page, and you will receive a confirmation in your Coppin email.