

MyAberdeen: Submitting a MyAberdeen Assignment in Ultra

Submitting a MyAberdeen Assignment in Ultra

Suggestion: We recommend using **Google Chrome** when taking your assessments. There are known issues with Microsoft Edge and Internet Explorer, which can affect the user experience, especially the speed of the browser. You can also access MyAberdeen from your mobile browser to submit an assignment.

Starting the assignment

1. Click the assignment name to open it.
2. A panel will open from the left detailing the due date, the number of attempts allowed, the maximum grade and whether the assessment has a time limit.

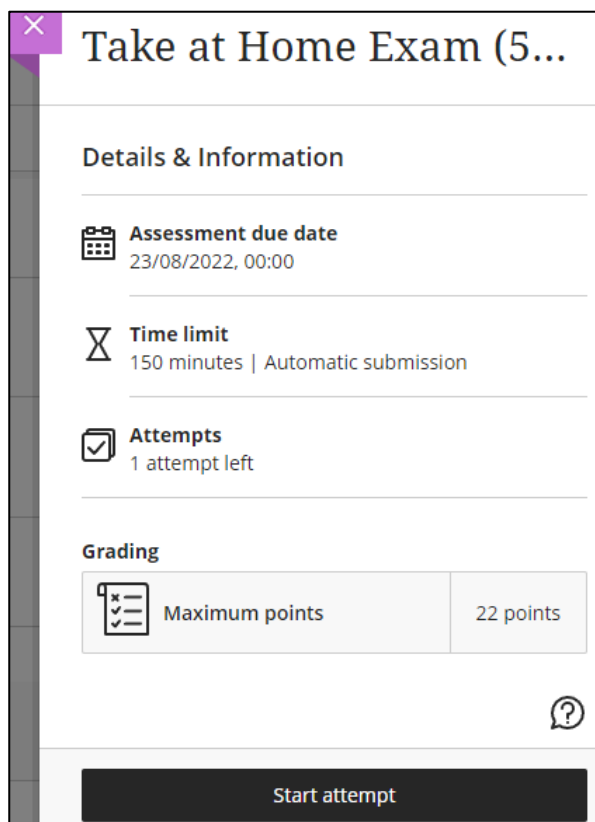



Figure 1 The assignment details and information panel

3. Click **Start Attempt**, at the bottom of the panel.
4. If the assignment has a timer, a pop-up window will open, asking if you want to **Start Timer**.
5. Once you've clicked Start Timer, the assignment canvas opens. You can see the timer near the top of the page. You can hide the time by pressing the hide icon .

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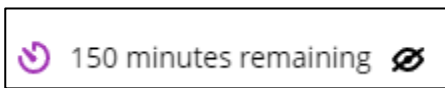


Figure 2 The assignment timer

6. You may need to download the assignment paper. Click the **ellipses** (three dots) and then **Download Original File** or use the drop-down arrow to view the file in your browser.



Figure 3 Downloading the file using the ellipses (three dots)

7. Please note, if you click **Save and Close**, you can go back and click to **Continue attempt**, as long as the timer has not run out.

Uploading the assignment as an attachment

1. The assignment area will include a text box. You can type your answer in here and Blackboard will display your word count. Alternatively, if you are submitting a file, click the paperclip icon to **Insert Local File**.

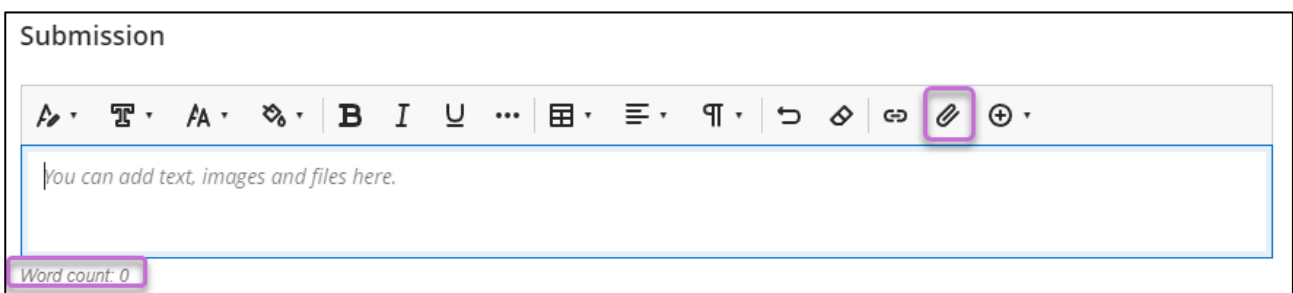



Figure 4 The text box with the word count and paperclip icon highlighted

2. Your device's file explorer will open. Navigate to the folder where your file is, select it and click **Open**.

Uploading the assignment from cloud storage

1. Users can upload documents to Blackboard from the cloud services Google Drive, OneDrive, Dropbox or Box. To do this, click the plus icon () in the assignment canvas and select **Cloud Storage**.

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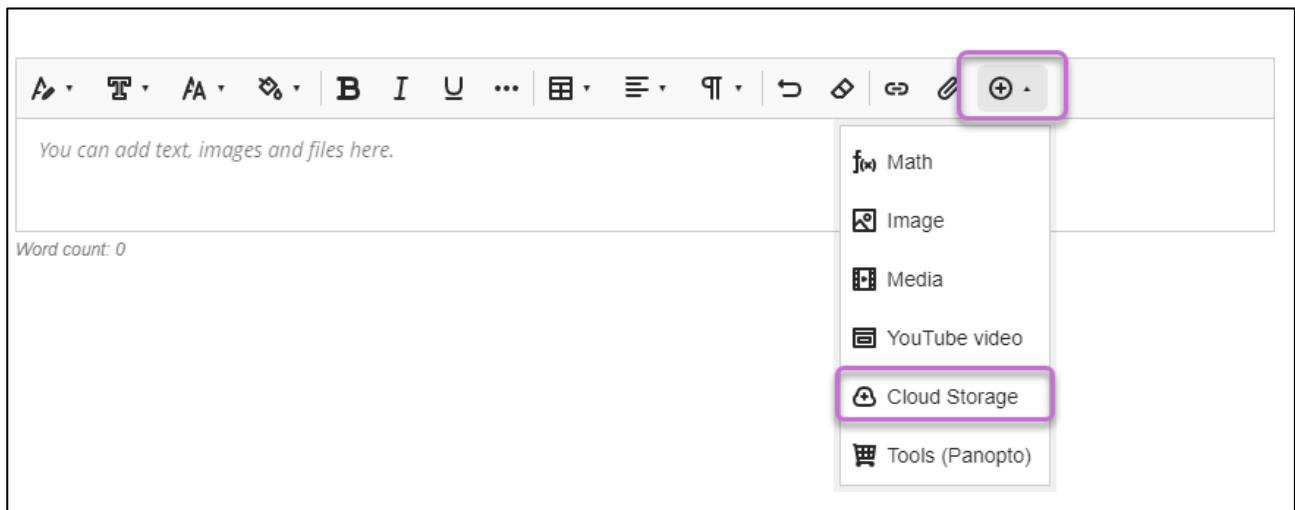


Figure 5 the assignment area with the plus icon and cloud storage option highlighted

Warning: We would strongly advise against submitting your assignments as direct links, unless specifically requested by your tutor or when you are sharing a link to a recording. Linking to documents may not be accepted by your tutor as a valid submission.

2. A pop-up window will appear allowing you to select which service you would like to upload a file from. Click the icon of the service you want to use and you will be prompted to log-in.

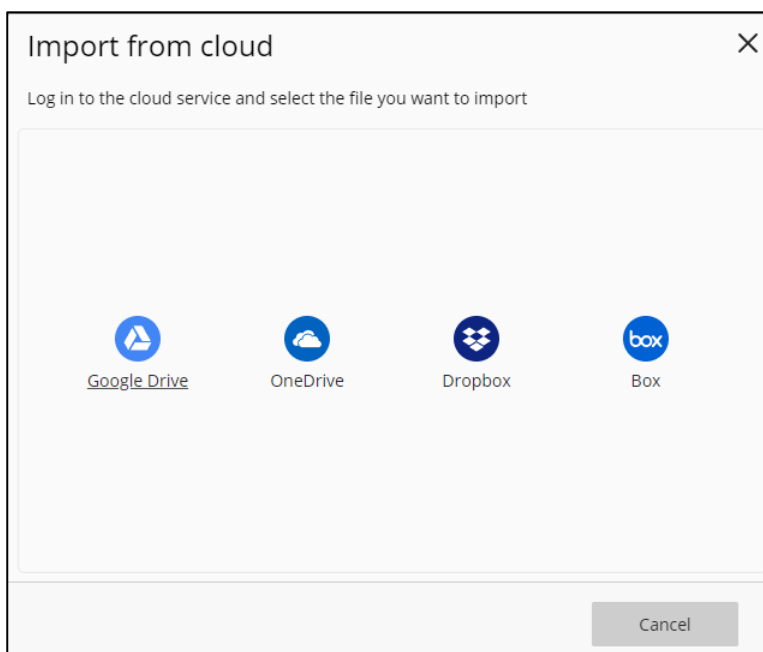


Figure 6 The Import from Cloud view displaying the icons for the supported cloud services.

3. Select the file or files you want to upload using the check boxes and then click the **Select** button. You will then be shown the files that you will be importing. If these are the correct files, click Import. Otherwise, you can go back and amend your selection or add more files.

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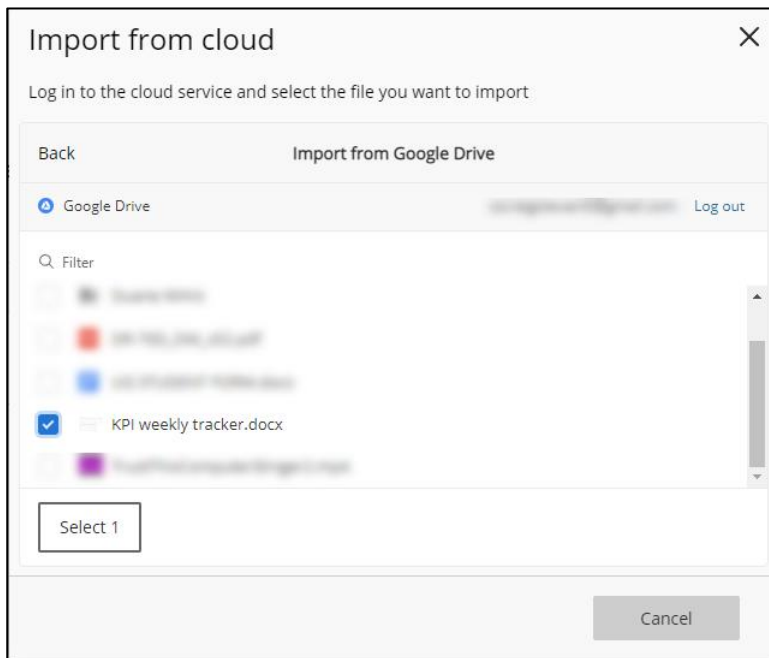


Figure 7 The Import from Cloud view showing the contents of a cloud drive with a file selected.

Submitting the assignment

1. Whether you attach your submission as file from your own device or upload files from cloud storage, the edit file attributes pop up window opens. If you wish, you can amend the name of your submission here. Click **Save** when you are ready.

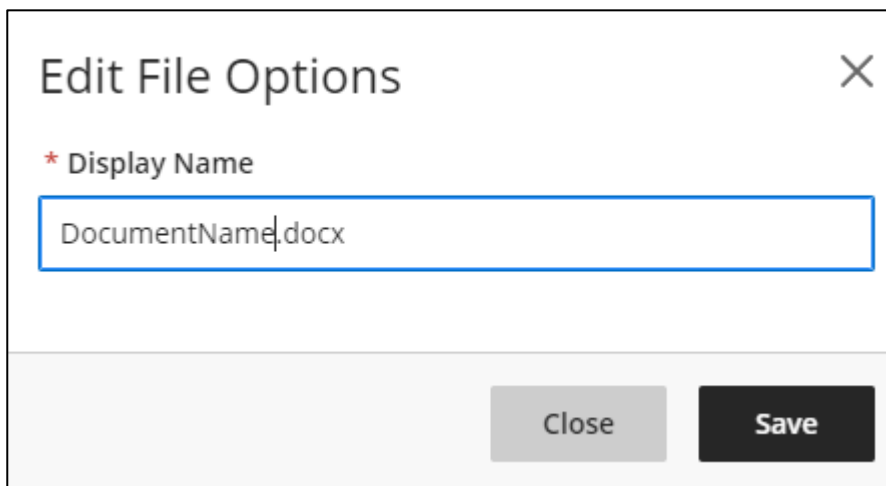


Figure 8 The Import from Cloud view showing the contents of a cloud drive with a file selected.

2. You will then see that the selected files have been added into the text box. Once you have added all the required files and they have completed uploading, click Submit (bottom right corner of the assignment canvas).

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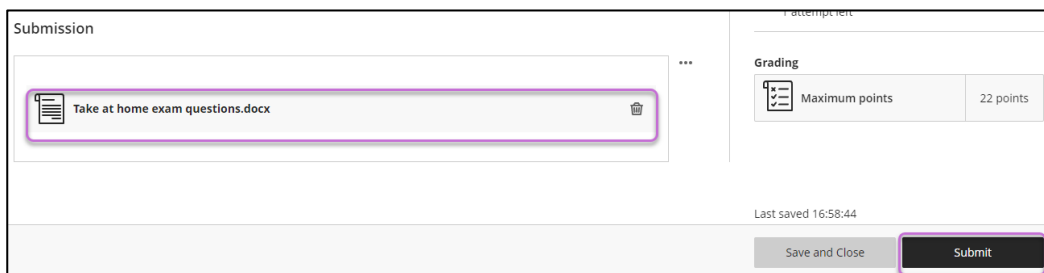


Figure 9 An uploaded file ready for submission.

3. A pop-up window will appear letting you know your submission was successful. You will receive an e-mail submission receipt, however you can also download a submission receipt as a .txt file from the pop-up window.

Warning: The submission receipt only indicates that the **Submit** button has been clicked and does not confirm that you have attached the correct file or that the file is functional. Please check that any attachments have been included correctly before clicking the **Submit** button.

4. You will see "**Submitted**" in the grading box along with the date and time of submission, indicating the submission has been received, but not yet marked. You can view your submission at any point and check that it can be viewed correctly.

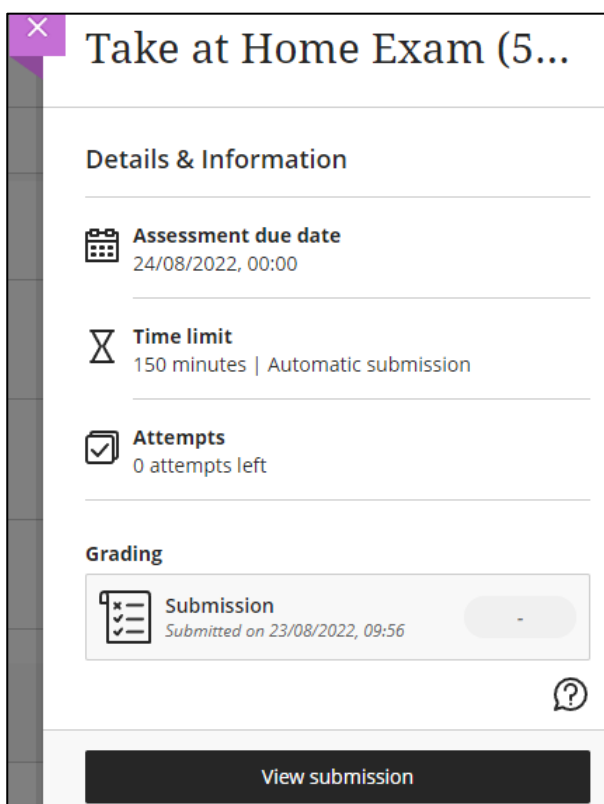


Figure 10 The assignment panel after a submission has been made. The contents of the submission can be seen by clicking the 'View Submission' button.

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Further Resources

- Toolkit: [Blackboard & Turnitin Assignments for Students](#)