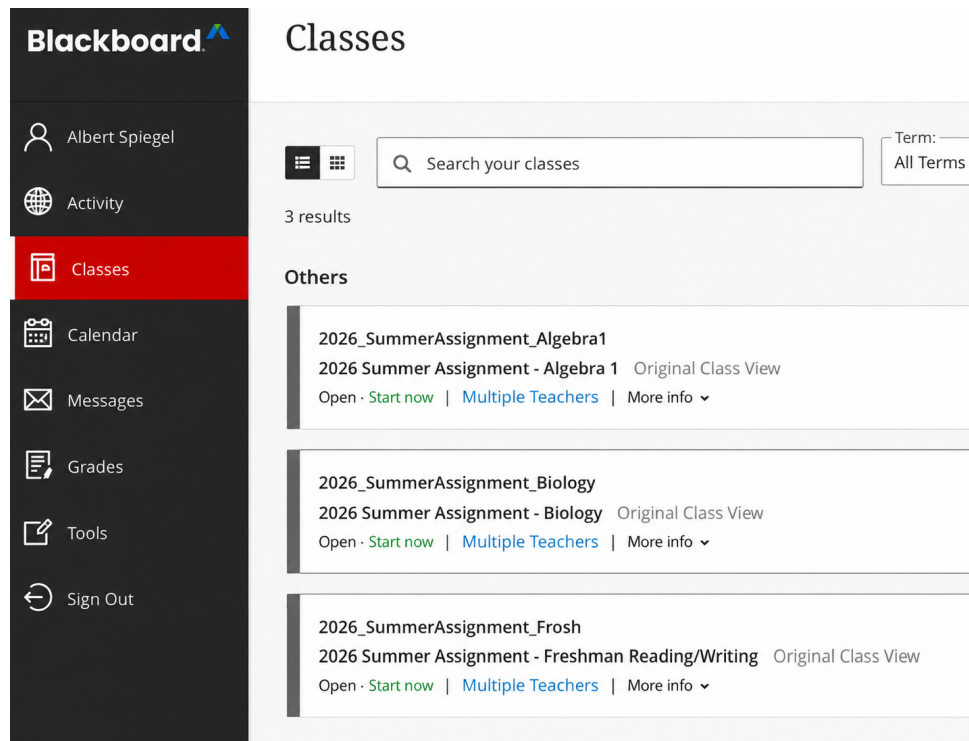


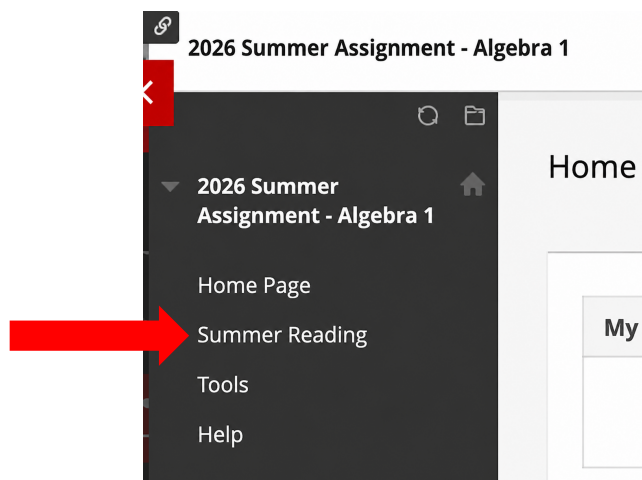
Summer Reading Assignment Submission Instructions

To post your summer reading papers, follow these steps:

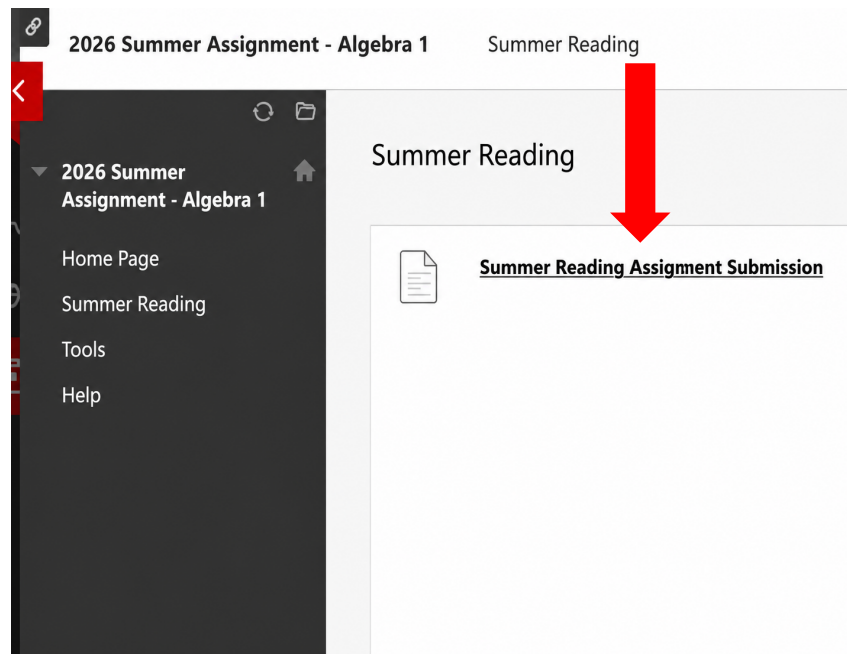
1. Sign into Blackboard (bergencatholic.blackboard.com) using single sign-on
2. Under Classes, click on the appropriate summer reading course. Note: not every screen will look exactly the same. If your class(es) do not appear, please email helpdesk@bergencatholic.org



3. Click *Summer Reading* on the left menu.

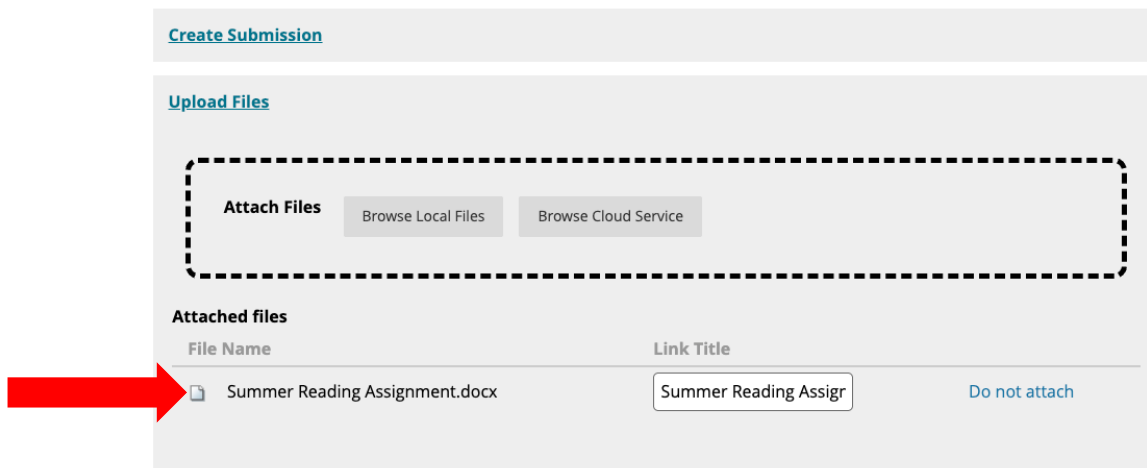


4. Click the *Summer Reading Assignment Submission*.



5. Click *Upload Files* and select your file for upload. Blackboard recognizes these file types: .DOC, .DOCX, .PDF, .RTF, .TXT

SUBMISSION



6. Once your file is uploaded, it will appear under *Attached Files*. Click *Submit* when finished.