# ‖ gradescope
# Submitting your Assignment

1. Before submitting, ensure that it is saved in a **PDF** format. If you are submitting a word document, please open the file in Microsoft word and save the file as a PDF.

2. If you are using a scanned file, make sure that it is in a **PDF** file. For more information about scanning handwritten documents, please see the knowledge base article on **scanning homework for Gradescope**.

3. Once your file is in PDF format, go to your Blackboard course site and click the **Gradescope link**. This allows access to Gradescope without having to log in.

4. If you do not have a link in your Blackboard course site, log in to https://gradescope.com using your Purdue e-mail address.

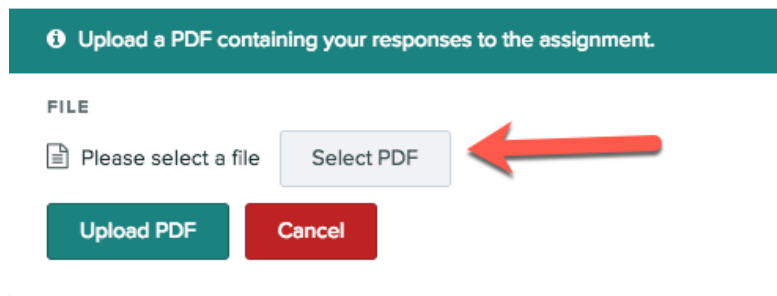5. Click on the course you want to submit your assignment.
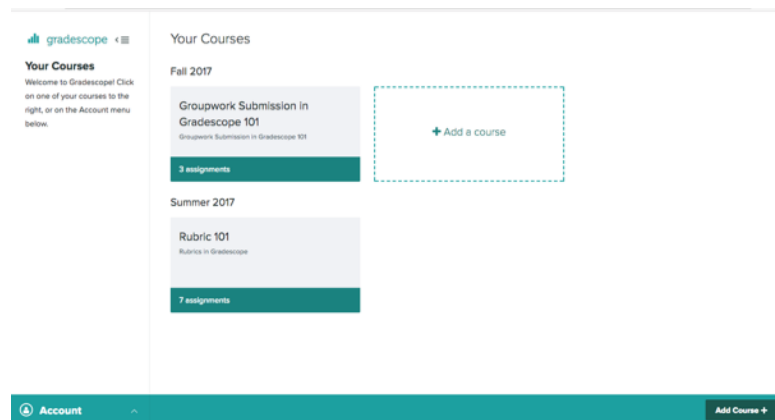


6. Find the assignment name and click on that link.
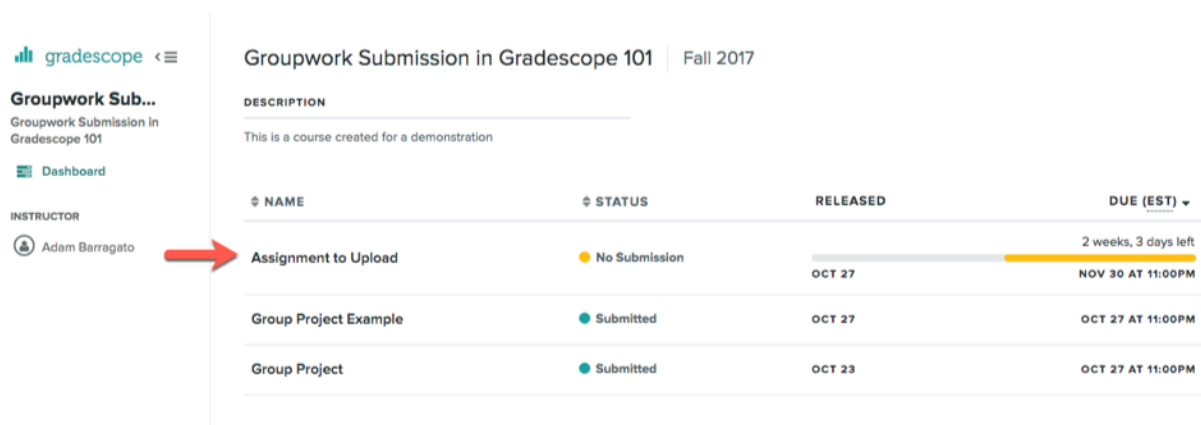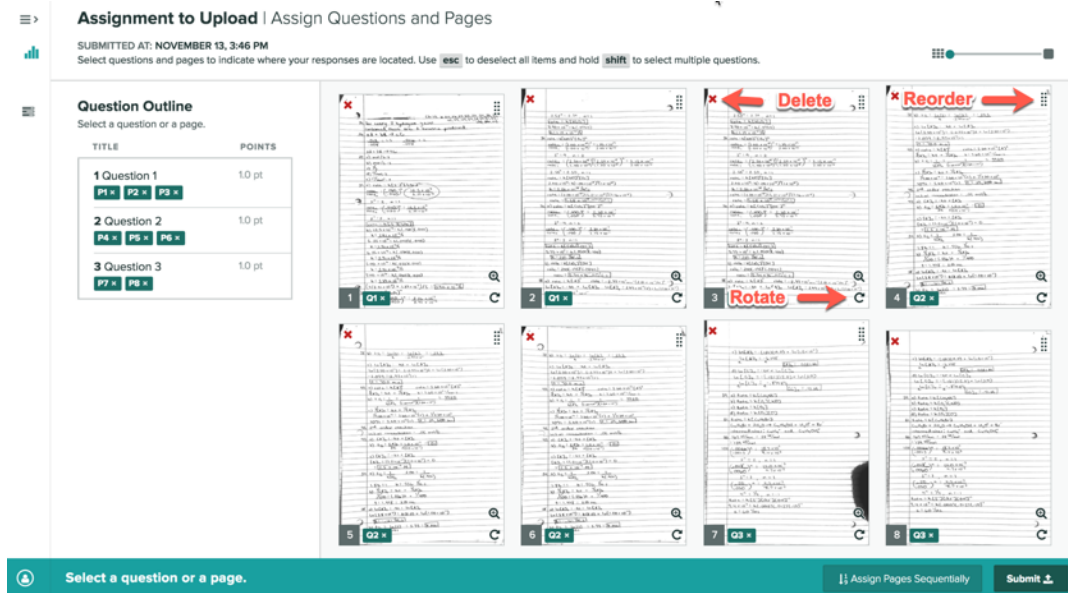
7. Click "Submit PDF."
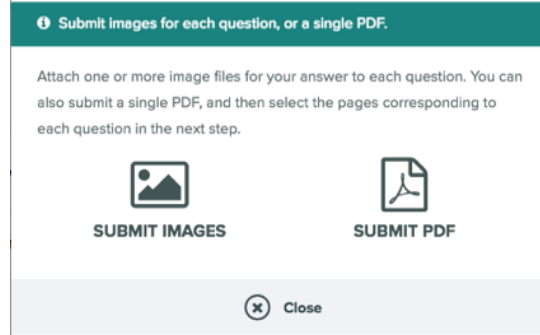


8. Click "Select PDF."



9. Find the PDF on your computer and then click "Upload PDF."

10. You should see a thumbnail for each page of your assignment. In this window you can rotate, delete, and assign each page to a certain question.

***NOTE: To ensure your instructor is able to view and grade your assignment efficiently, check to make sure all pages are legible, rotated correctly, and assigned to each question appropriately.***

11. To assign your page(s) to each question, click on the thumbnails of the page(s) you want to assign to the first question, and click "Question 1" on the left side (this will look different for each assignment, depending on how your instructor labels each question). Complete this process for each following question.

12. Once you have correctly assigned the correct page(s) for each question, click "Submit" on the bottom right corner.

13. You should see a screen with each page of your assignment on the left side and the questions and grading on the right side. Click the arrows on the left and right to cycle through each page.
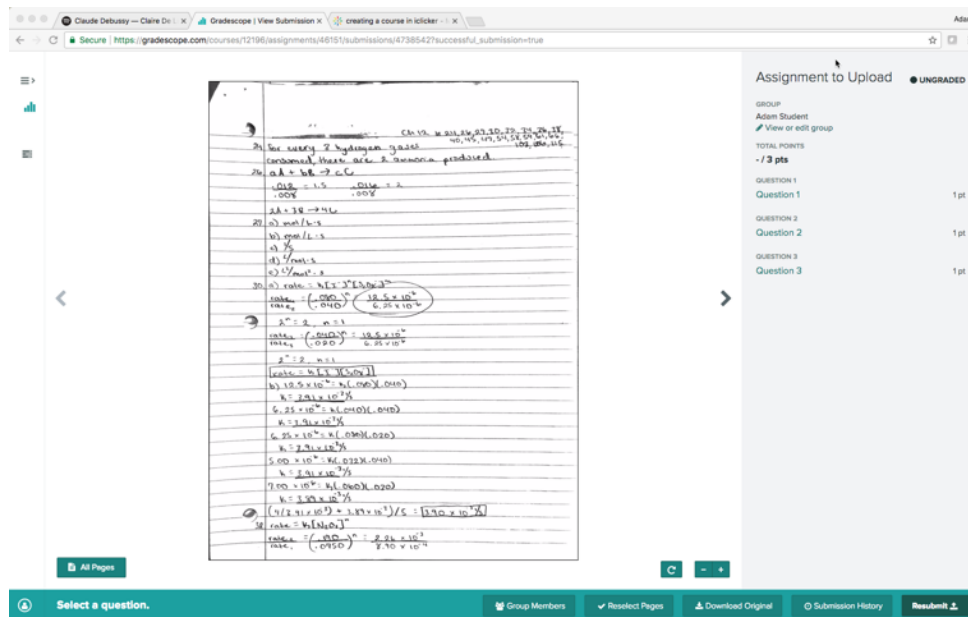


14. If you made a mistake with page order or rotation, you can click "Reselect Pages" on the bottom of the screen in order to go back and fix your mistake(s).