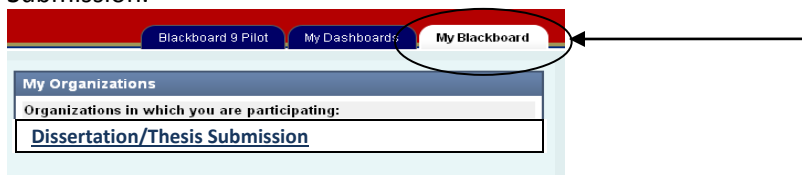


## How Add Final Submission

1. Log in to Blackboard using your Fresno State email ID (username@mail.fresnostate.edu) and password. The Blackboard link is <http://bb-app.csufresno.edu/>
2. Click on the “My Blackboard” tab to get started. Under “My Organizations” click on “Dissertation/Thesis Submission.”

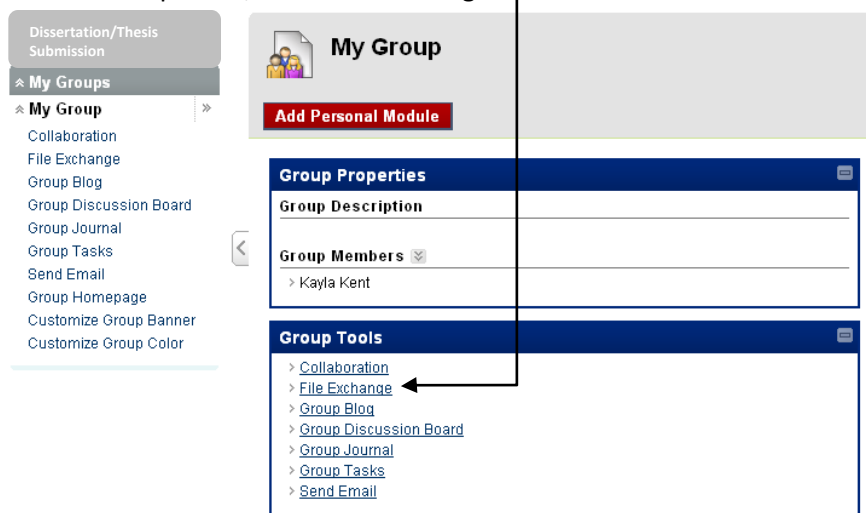


3. Click on “Folios” in the “Dissertation/Thesis Submission” menu. This will open a panel called “Groups” to the right of the menu, where you will see your name.

[Pat Q. Student](#)

4. Click on your name to open your group.

5. Under “Group Tools,” click File Exchange.



6. Click the “Add File” button.



7. Under “File Information,” name your file, then click “Browse My Computer” to search for the document you wish to upload to the review folio. Once you have identified the correct file, click “Open” in the “File Upload” window. This will place the selected file in the “Add File” module.
8. Click “Submit.”
9. Email me ([cradke@csufresno.edu](mailto:cradke@csufresno.edu)) and let me know that you have submitted your work. (See next page for “How to Send Email” instructions, if you wish to email me through Blackboard.)

# How to Send Email

From your Group Home Page select **Send Email**

The screenshot shows the 'My Group' interface. On the left is a navigation menu with 'Send Email' highlighted. The main content area has a 'My Group' header with an 'Add Personal Module' button. Below are three sections: 'Group Properties' (with 'Group Description' and 'Group Members' fields), and 'Group Tools' (with a list of links including 'Send Email', which is pointed to by an arrow).

Select the user "Radke, Charles" and use the arrow to move my name to the "Selected Items" box.

The 'Send Email' form includes a '1. Email Information' section. Under the '\* To' label, there are two list boxes: 'Items to Select' (containing 'Badhesha, Rajkamal', 'Kent, Kayla', 'Nasse, Stephen', and 'Tsai, Janq-Liang') and 'Selected Items' (containing 'Radke, Charles'). Arrows between the boxes allow moving items. Below each list are 'Invert Selection' and 'Select All' buttons. The form also has fields for 'From', 'Subject', and 'Message', and 'Cancel' and 'Submit' buttons at the top right.

In the "Subject" line, enter your name and "Submission Ready for Review."

Click "Submit."