1. Open Chrome from the Taskbar (Any search engine works)

2. Type the name of your school
3. Click the link that says “https://www.pths209.org/pmsa” or that ends in your correspondence school such as “/west” or “/east”

4. Hover your cursor over the words “ACADEMICS” so you can see the drop down.
5. At the end of the drop down it will say "Blackboard Classroom", Click it

6. Click the "log on " button and type in your logon information, then click "log in" once again
7. Click on the corresponding class in which an assignment is due

8. Find which assignment is due and click it
9. Click add submission

Sample Assignment
Due Wednesday, November 13, 2019, 12:00 AM
Time remaining: 5 days 15 hours
Description of Assignment

10. You will drag your assignment in, or upload it directly from your computer
11. Go to your doc, and download that document

12. Then drag the downloaded tab (it should pop up on the bottom left of the screen) into the submission section
13. To see the submission, look under “File Submission”