

## Submitting Articles on Blackboard (Bb)

- 1) To obtain access to *The Comenian's* Bb account contact the current editor-in-chief at [comenian@moravian.edu](mailto:comenian@moravian.edu)
- 2) Upon completion of your article, log into Bb using your student ID (Ex: stxxx##) and password
- 3) Under "Courses in which you are enrolled:" click on "The Comenian"
- 4) On the left side of the next page is a column with various tabs. Click on "Discussion Board."
- 5) On the Discussion Board, look for the issue that corresponds with your article. (Ex: if your article is for the September issue click on September Issue)
- 6) To post your article under the appropriate issue click "new thread."
- 7) Change the subject line to your name\_article topic (ex: kellygrab\_moviereview) and copy and paste your article into the blank document.
- 8) Hit "submit" and you are done!
- 9) All photographs you may have taken need to be emailed to [comenian@gmail.com](mailto:comenian@gmail.com) or [comenian@moravian.edu](mailto:comenian@moravian.edu) or attached to your article submission in Bb

\*\*\* If for some reason Bb is not working or you cannot find the appropriate thread please email your article to [comenian@moravian.edu](mailto:comenian@moravian.edu) or the current editor-in-chief.

**ALL WRITERS AND EDITORS**, make sure that you check up on your article after submission to see comments the copy editors have made and make corrections as necessary. Editor's feedback will be in a different color to indicate changes.