The Blackboard Assignment tool can be used to collect standard assessments like papers, project materials and homework, as well as digital files. The Assignment tool is a digital dropbox of sorts for anything you need to collect from your students. All submitted materials live in the Grade Center, are organized by assessment/submission and user, and can be downloaded individually or all at once.

Creating Assignments
1. From a content area in your Blackboard course, click ASSESSMENTS and choose ASSIGNMENT.
2. Enter a name for the Assignment.
3. Enter any instructions and guidelines your students need to complete the Assignment.
4. Attach any data sets, examples, articles, readings or files your students need to complete the Assignment.
5. Enter the points possible.
6. Choose and set the availability of your Assignment.
7. Choose the number of attempts your students have to complete the Assignment.
8. Enter the due date for your Assignment.
9. Require this Assignment to be completed individually or within groups.
10. Click SUBMIT.

Teaching Tip
Multiple attempts can be used for practice or rough drafts. Choose which attempt is graded from the Grade Center. You may also create multiple assignments to grade each draft separately.