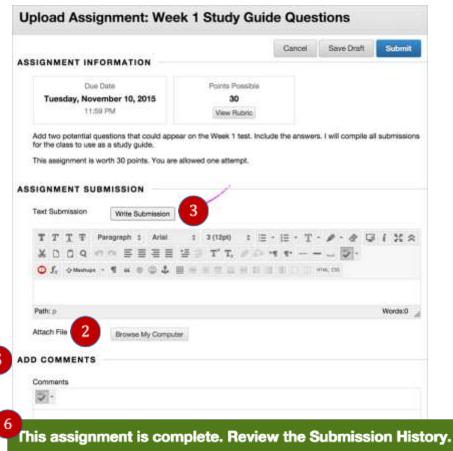## Assignment

If you are grading student submitted files, the assignments tool saves time. When you create an assignment using the assignments tool, a Grade Center column is created automatically. From the Grade Center or Needs Grading page, you can see who has submitted their work. You can use the inline viewer and grade submissions directly. You can also download submissions for offline viewing.

Submit an assignment

When you finish your assignment, you must select Submit. If you don't, your instructor won't receive your completed assignment.

If your instructor hasn't allowed multiple attempts, you may submit your assignment only once. Before you select Submit, be sure that you have attached any required files.

1. Access the assignment. On the Upload Assignment page, review the instructions, due date, points possible, and download any files provided by your instructor. If your instructor has added a rubric for grading, you can view it.

2. You can browse for a file to attach to the assignment.

3. Select Write Submission to expand the area where you can type your submission. You can use the functions in the editor to format the text. You have creative control over how your content appears and the flexibility to change the order and appearance.

4. Select Do not attach to remove a file. If you attach the same file more than once, the new file is saved with a number appended to the name, such as history_assignment (1). doc.

5. Optionally, type Comments about your submission.

6. Select Submit. The Review Submission History page appears with information about your submitted assignment and a success message.

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Save an assignment as a draft and submit later

On the Upload Assignment page, select Save Draft to save your work and continue later. Your text and files are saved on the page. When you return, you can resume working.

1. Return to your assignment and select the assignment title.
2. On the Review Submission History page, select Continue.
3. On the Upload Assignment page, make your changes.
4. Optionally, type Comments about your submission.
5. Select Submit. The Review Submission History page appears with information about your submitted assignment.

When you finish your assignment, you must select Submit. If you don't, your instructor won't receive your work.

Resubmit an assignment

Your instructor may allow you to submit an assignment more than once for a variety of reasons. For example, your instructor may provide comments on your first draft so that you can try to improve your work.

You may realize you made an error after you've submitted your assignment. **However, you may not be allowed to resubmit the assignment**. Contact your instructor to ask for the opportunity to resubmit the assignment.

If you may make another attempt, select the assignment link in your course. Start New appears on the Review Submission History page.

Need More Help?

For face to face support, please visit the Blackboard Support Center in Room 321 in the Library. We are open from 9 AM to 5:30 PM M-F.

For telephone support for Blackboard, Collaborate and Panopto, please call (202) 885-3904. This support is now available 24/7. Or email blackboard@american.edu.

For help with passwords and access: helpdesk@american.edu

Other Sources of Help:

1. **YouTube** provides hundreds of videos about various topics in Blackboard. A selection of more than 70 tutorials from Blackboard is available at http://ondemand.blackboard.com/
2. **Further Blackboard documentation for faculty and students is at:** http://www.american.edu/library/technology/blackboard/index.cfm