

How do I set up a Blackboard assignment to allow for multiple uploads?

When creating an assignment you can edit the settings to allow students to upload their submission more than once. This can be useful for students working on drafts or if a student submits the wrong file. To do this, start creating a Blackboard assignment from the "Assessment" button on the grey task bar at the top of your content page. After completing the name of the assignment and other instructions, scroll down to the "Grading" Section. In this section, select the link titled "Submission Details".

Under this subheading, you will see a drop-down box next to the title "Number of Attempts". From the options in the drop-down list, select "Multiple Attempts". A new box will appear to allow you the option to set a limit to the attempts, generally 3 submissions is suitable. Next you will see the option to select which score is used in the grade centre, select the appropriate option from "Score attempt using".

The image shows a screenshot of the Blackboard Grading section. On the left, there is a sidebar with three links: "Submission Details", "Grading Options", and "Display of grades.". The "Submission Details" link is highlighted with a purple arrow pointing to a callout box that says: "When creating your assignment, under the 'Grading' section, select 'Submission Details'".

The main content area is titled "Submission Details" and contains the following settings:

- Assignment Type: Individual Submission
- Number of Attempts: Multiple Attempts (selected from a dropdown menu, with a purple arrow pointing to a callout box that says: "Next to the title 'Number of Attempts' select 'Multiple Attempts' from the dropdown list.")
- Maximum Attempts: 3 (with a purple arrow pointing to a callout box that says: "Set a limit in the box provided and select an option from the 'Score attempts using' dropdown list.")
- Score attempts using: Last Graded Attempt (selected from a dropdown menu)

Below the "Number of Attempts" dropdown, there is a text box for setting a limit, which is currently empty.

Once you have applied these settings, it is good practice to make students aware of these options in the assignment instructions. Outline how many attempts they can have and how the attempts will be graded. For further information on these settings and how you can grade the appropriate attempts follow the tips in this [Blackboard help guide](#).

Please note, if you are using the multiple or unlimited attempts along with the plagiarism checker, you may want to exclude the original source(s) when viewing the report (preferred), or consider excluding submissions from the repository database (this will mean that these submissions will not be stored in the database for future plagiarism checking).