

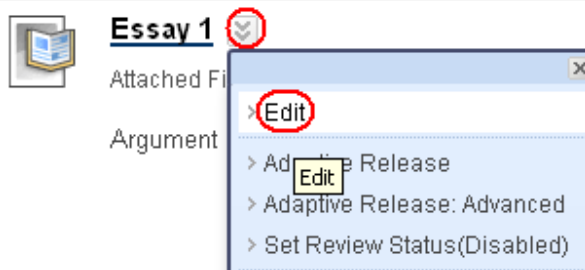
## Blackboard - How to Reopen an Assignment Dropbox

If a student has missed out a deadline to submit his/her work in an assignment dropbox, you may reopen it to allow students to submit their work. This method opens the Assignment drop box for all students who have not submitted their work.

1. Navigate to the page where the assignment dropbox is located. Click the page link (e.g. Essay Assignments) in Course Menu.



2. Click the action icon next to the assignment dropbox and select "Edit".



3. In the **Create Assignment** window, under "4. Availability", you will decide to either use Due Date or Display Until. "Due Date" means that after a set date, students are still able to see the assignment link and submit their work. However, their work will be labeled as late. "Display Until" means that after a set date, students are unable to see the Assignment link and therefore unable to submit their work in the dropbox.

**4. Availability**

Make the Assignment Available  
This assignment cannot be made available until it is assigned to an individual or group of students.

Number of Attempts  Allow single attempt  
 Allow unlimited attempts  
 Number of attempts:

Limit Availability  Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Track Number of Views

**5. Due Dates**

Submissions are accepted after this date, but are marked **Late**.

Due Date

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

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4. Click "Submit" either at the top or the bottom of the page.