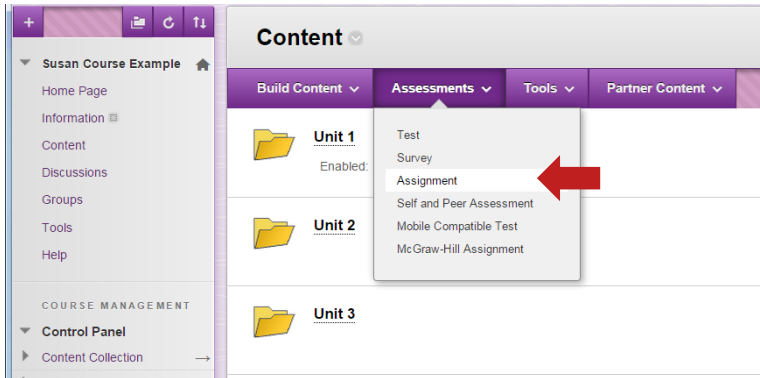


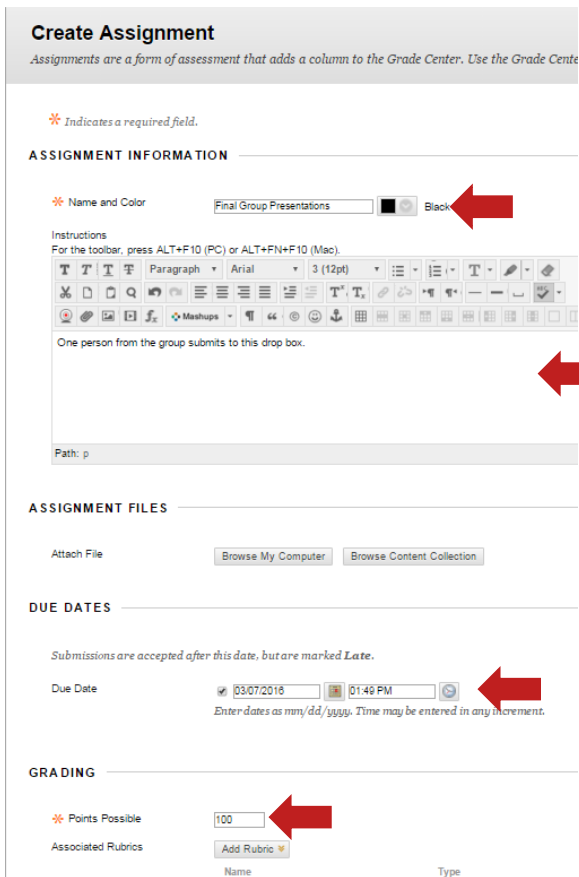
## Create and Grade a Group Assignment

After creating groups you can create an Assignment (“drop box”) for submissions. When creating a Group Submission drop box only one person submits for the entire group.

1. From the Content pane, hover mouse over Assessments, then click on Assignment.



2. Enter an assignment name, description (if desired), due date (if desired) and number of points.

A screenshot of the 'Create Assignment' form. The title is 'Create Assignment' with a subtitle: 'Assignments are a form of assessment that adds a column to the Grade Center. Use the Grade Center'. A note says '\* Indicates a required field.' The form is divided into sections: 'ASSIGNMENT INFORMATION', 'ASSIGNMENT FILES', 'DUE DATES', and 'GRADING'. In the 'ASSIGNMENT INFORMATION' section, the 'Name and Color' field has 'Final Group Presentations' and 'Black' selected, with a red arrow pointing to it. Below is an 'Instructions' section with a rich text editor containing the text 'One person from the group submits to this drop box.' and a red arrow pointing to it. The 'ASSIGNMENT FILES' section has 'Attach File' buttons for 'Browse My Computer' and 'Browse Content Collection'. The 'DUE DATES' section has a 'Due Date' field with a date picker set to '03/07/2016' and a time picker set to '01:49 PM', with a red arrow pointing to it. The 'GRADING' section has a 'Points Possible' field with the value '100' and a red arrow pointing to it. There is also an 'Associated Rubrics' section with an 'Add Rubric' button and a table with columns 'Name' and 'Type'.

3. Click on Submission Details. Click Group Submission. Select the groups you've created for this assignment (select multiple groups simultaneously by holding down the control key).

[Submission Details](#)

*If any students are enrolled in more than one group receiving the same assignment they will submit more than one attempt for this assignment.*

Assignment Type

Individual Submission

Group Submission

Portfolio Submission

*Selecting this option will require students to submit a portfolio as a response to this assignment*

Items to Select

- Final Presentation 1
- Final Presentation 2
- Final Presentation 3
- Group A
- Group Assignment 1
- Group Assignment 2 1
- Group Assignment 2 2

Invert Selection Select All

Selected Items

Invert Selection Select All

4. Click on the arrow to move the groups to the right box. Complete Number of Attempts and Plagiarism Tools as desired.

Items to Select

- Group A
- Group Assignment 1
- Group Assignment 2 1
- Group Assignment 2 2
- Group Assignment 2 3
- Group Assignment March 1 Dos
- Group Assignment March 1 Tres

Invert Selection Select All

Selected Items

- Final Presentation 1
- Final Presentation 2
- Final Presentation 3

Invert Selection Select All

Number of Attempts

Plagiarism Tools

Check submissions for plagiarism using SafeAssign

*SafeAssign only supports English-language submissions. See [Blackboard Help](#) for more details. If SafeAssign is enabled with Anonymous Grading, SafeAssign Originality Reports will be hidden from originality report for their attempts" setting.*

Allow students to view SafeAssign originality report for their attempts

Exclude submissions from the Institutional and Global References Databases

- Chose the primary and secondary displays. Set the availability as desired and click Submit.

**Grading Options**

Enable Anonymous Grading

Enable Delegated Grading

---

**Display of Grades**

Display grade as Primary  and Secondary

Include in Grade Center grading calculations

Show to students in My Grades

Show Statistics (average and median) for this item to Students in My Grades

---

**AVAILABILITY**

Make the Assignment Available

Limit Availability  Display After

Display Until

Track Number of Views



## 6. Grading a Group Assignment

- Group assignment submissions will appear in the Needs Grading area of the Grade Center. Click on the group name to view the submission.

**Needs Grading**

Grade All

Category: All Categories | Item: All Items | User: All Users | Date Submitted: Any Date | Go

2 total items to grade.

Category	Item Name	User Attempt	Date Submitted
Test	friday test	Susan (Test Student) Gallanis	August 6, 2015 2:17:15 PM
Assignment	Group Assignment	Group 3	August 24, 2015 5:41:17 PM



- b. The submission will appear. Grade the submission using Inline Grading. All students in the group will appear on the right side of the screen. Enter comments and a score as you would for an individual assignment. All students will be given the same score by default.

Viewing 2 of 2 gradable items

Group 3 (Attempt 1 of 1)

Comment

1 of 4

Comment Draw Highlight A Text Strikeout

2015-2016 Programs and Links:

**CUW**

**Fall**

**Teaching via Video Conference**  
Thursday, August 27, 2:00-3:00pm  
Media Viewing Room (LU006)  
Led by Justin Frisque and Susan Gallanis

- Registration Link: [https://cuw.az1.qualtrics.com/SF/?SID=SV\\_3PH6KFWaBIQNiin](https://cuw.az1.qualtrics.com/SF/?SID=SV_3PH6KFWaBIQNiin)
- Bitly: <http://bit.ly/Aug27TVVC>
- Evaluation Link:

**Peer Review of Teaching**  
Wednesday, September 23, 12:00-1:00pm  
CELT Teaching Learning Lab (R006)  
Led by Elizabeth Evans

Assignment Details

GRADE  
LAST GRADED ATTEMPT /100  
Group Members

ATTEMPT  
8/24/15 5:41 PM 85/100

FEEDBACK TO LEARNER

Add Notes

Cancel Delete Save Draft Submit

SUBMISSION  
2015-2016 Programs and Links.docx

GROUP MEMBERS

Justin (Test Student) Frisque	/100
Susan (Test Student) Gallanis	/100

- c. You can edit any student's score within the group by clicking on the pencil.

Assignment Details

GRADE  
LAST GRADED ATTEMPT /100  
Group Members

ATTEMPT  
8/24/15 5:41 PM 85/100

FEEDBACK TO LEARNER

Add Notes

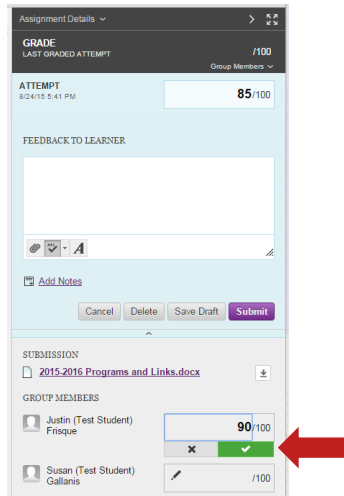
Cancel Delete Save Draft Submit

SUBMISSION  
2015-2016 Programs and Links.docx

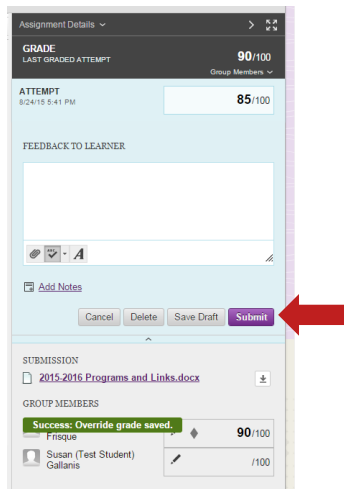
GROUP MEMBERS

Justin (Test Student) Frisque	/100
Susan (Test Student) Gallanis	Override/revert 00

d. Enter the adjusted score for that student and click the green check mark.



e. That score will be updated for that student. Click Submit when finished.



f. The grade center will be updated and the students will have access to the score in My Grades.

Last Name	First Name	Photoshop Proj	Photoshop Proj	friday test	Friday Forum	Final Exam	What is life	Faith and Scien	Molcules	Group Assignm
Frisque	Justin (Test Student)	--	--	--	94.00	90.00	--	--	--	90.00
Gallanis	Susan (Test Student)	--	--	95.00	95.00	--	--	--	--	85.00