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.

   ![Assessments and Assignment dropdown]

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

   ![Assignment creation interface]

Create and Grade a Group Assignment 03072016
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).

4. Click on the arrow to move the groups to the right box. Complete Number of Attempts and Plagiarism Tools as desired.
5. Chose the primary and secondary displays. Set the availability as desired and click Submit.

6. Grading a Group Assignment

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

c. You can edit any student’s score within the group by clicking on the pencil.
d. Enter the adjusted score for that student and click the green check mark.

![Image of a grading interface showing a student's score being adjusted]

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

![Image of the grade center page with updated scores]

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

![Image of the grade center with updated scores and student names]