# Creating Group Assignments

Intermediate

Faculty can create an Assignment and release it to a specific group within a Course. Only faculty and those students in the Group have access to the Assignment. Users that are not in a selected group will not receive the Assignment. All users that should participate in the Assignment should be assigned to a Group. If a user is in multiple Groups that are given the Assignment, an attempt will be recorded for that user every time one of their Groups submits the Assignment.
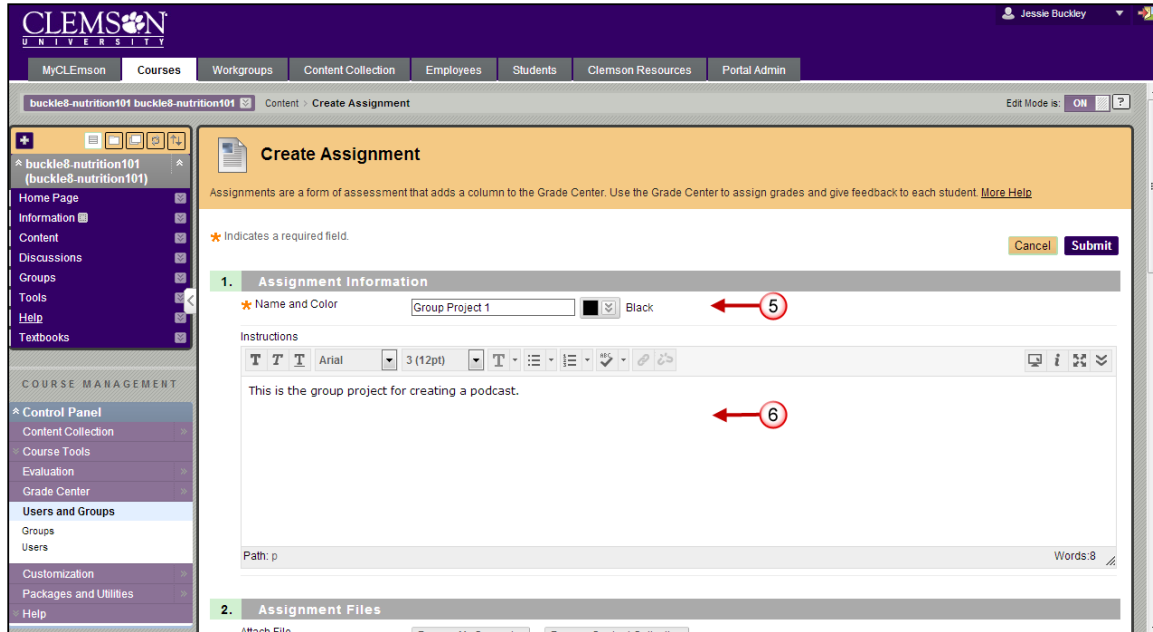
> **Note:** Groups must be created first before attempting to create a group assignment. Groups can be created from the Users and Group area of the Control Panel.
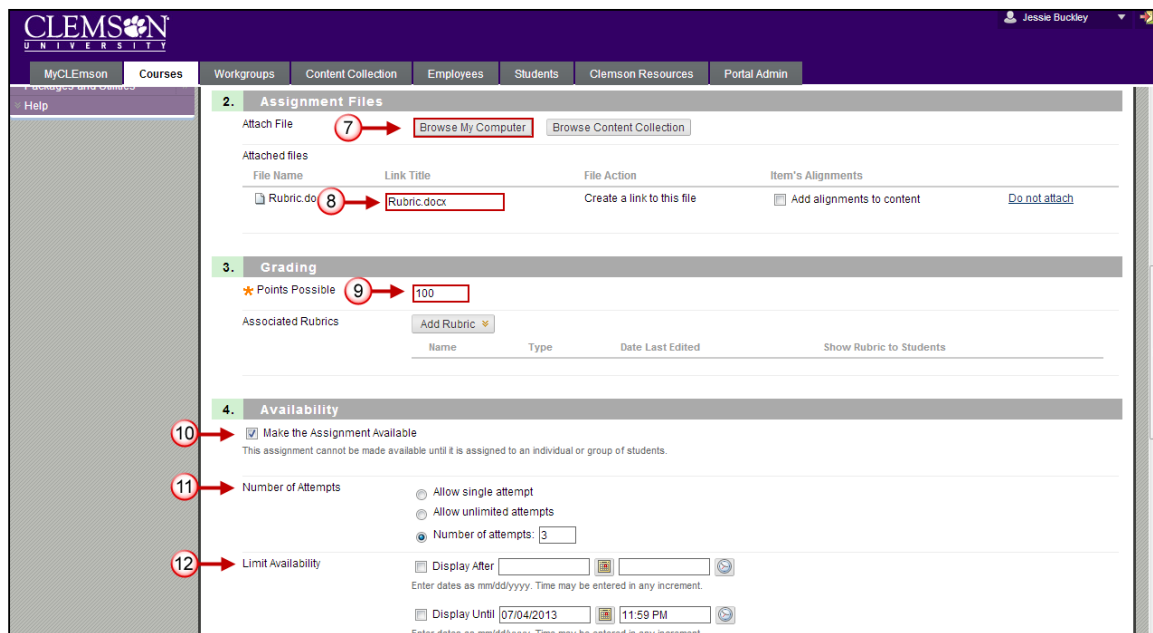
To create a group Assignment:

1. **Edit Mode** is "ON".

2. Click the Content Area to place the Group Assignment.
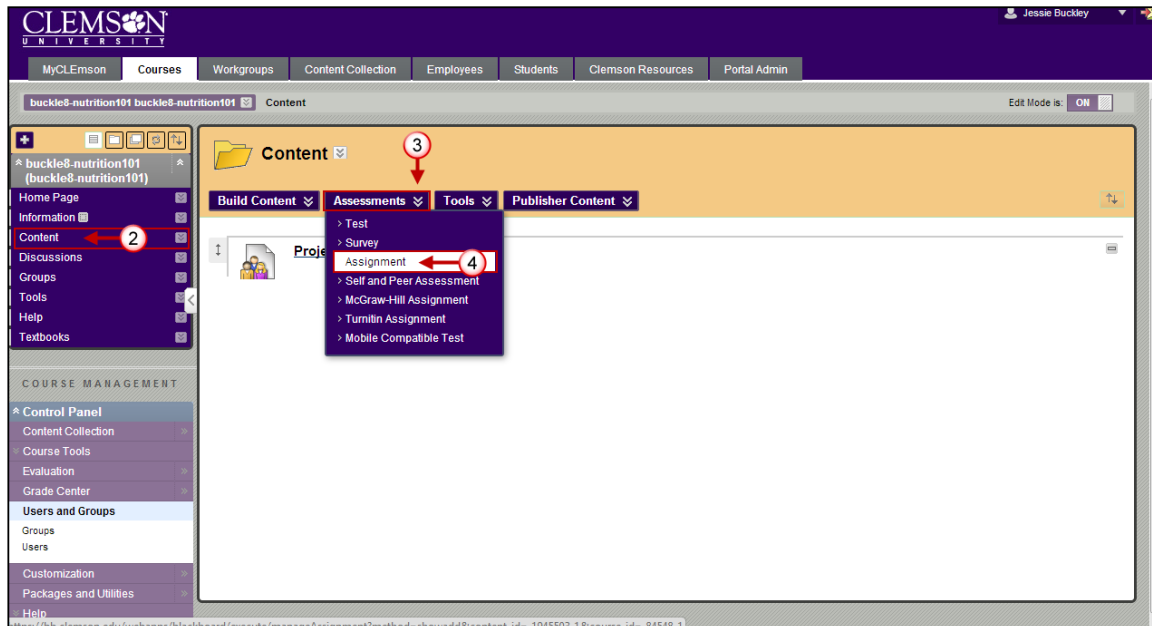
3. Hover over or click **Assessments**.

4. Select **Assignment**. The Create Assignment page is displayed.

5. Enter a **Name** for the Assignment.

6. Enter **Instructions** for the Assignment.

7. Click **Browse My Computer** to select a file from your local computer to attach. An example might be the rubric you plan to use to grade the assignment.

8. Enter a **Link Title**. If a Link Title is not entered, then it will default to the filename.

9. Enter the **Points Possible**.

NOTE: For information regarding Rubrics and how they can be used, review the Rubrics: Creation, Rubrics: Associate with Gradable items, and Rubrics: Use while Grading documents or videos.

10. Select **Make the Assignment Available**. This assignment will not be available until it is assigned to an individual or a group of students.

11. Set the **Number of Attempts** for the assignment.

    a. **Allow single attempt** – Allows groups only one attempt at submitting their assignment.

    b. **Allow unlimited attempts** – Groups can submit their assignment as many times as they want.

    c. Specific **Number of attempts** – Allows groups to submit assignments multiple times. Multiple attempts allow users to submit their work for a Group Assignment more than once and receive comments and a grade for each submission.

12. **Limit Availability** of the assignment by clicking **Display After** and **Display Until**. Then enter date and time ranges for assignment availability.

13. Select the **Track Number of Views** checkbox to track the number of times the Assignment is viewed by students.

14. Enter a **Due Date** for the Assignment by using the **Date** and **Time** fields.

15. In the **Recipients** area, select **Groups of Students**.

16. Then from the **Items to Select** list, select the groups to assign the assignment.

17. Click the right arrow to move the selected groups to the **Selected Items** list.

18. Then click **Submit**.
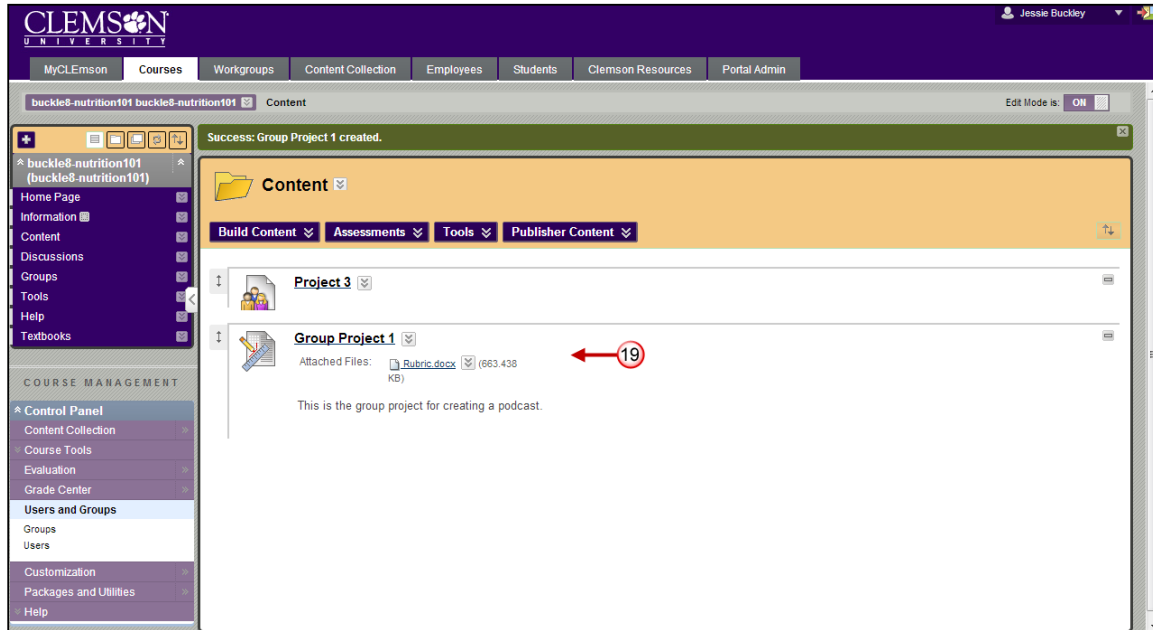
19. The content area is displayed with the new Group Assignment.