

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.

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- 5. Enter a **Name** for the Assignment.
- 6. Enter **Instructions** for the Assignment.

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- 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**.



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19. The content area is displayed with the new Group Assignment.