HOW TO CREATE A GROUP ASSIGNMENT

Use a group assignment to create course work for groups of students. Creating a group assignment is similar to creating an individual assignment. Selecting Group Submission, in the Submission Details section of the settings, will designate the assignment as either an individual or a group submission.

BEST PRACTICE: CREATE GROUPS BEFORE CREATING A GROUP ASSIGNMENT

NOTE: YOU CANNOT CONVERT AN INDIVIDUAL ASSIGNMENT INTO A GROUP ASSIGNMENT ONCE CREATED (AND VICE-VERSA).

TURN ON EDIT MODE

Before creating and editing content, go to the Blackboard course and verify that Edit Mode is turned on. If Edit Mode is off, click to turn Edit Mode on. Edit Mode is found on the upper-right section of your course.

CREATE ASSIGNMENT

To create a group assignment, go to your course and select a location where you want to create the assignment.

IN THIS DOCUMENT, AN ASSIGNMENT WILL BE CREATED IN THE CONTENT AREA.

1. Select the Assessments menu
2. Click Assignment
In the Create Assignment page, do the following:

3. **Enter a name** for the assignment
4. **Enter instructions** for the assignment
   
   NOTE: IF YOUR TEXT IS COMING FROM WORD, CUT AND PASTE TEXT FROM WORD INTO A TEXT EDITOR, LIKE NOTEPAD OR TEXT EDIT, AND THEN CUT AND PASTE THE TEXT TO BLACKBOARD.

5. **Attach a file** (optional)

6. **Set a due date and time** (optional)
   
   NOTE: CREATING A DUE DATE WILL DISPLAY THE ASSIGNMENT TO THE COURSE CALENDAR
7. **Enter a point value** in Points Possible
8. Add a rubric (optional)

![GRADING](image)

9. **GROUP SUBMISSION SETTINGS**
   - In Submission Details, go to Assignment Type and select **Group Submission**

10. Below Assignment Type, a list of available course groups are listed in the **Items to Select** box

11. On the lower right, click **Select All**

12. Next, click the **right arrow icon** to move the selected groups into the **Selected Items** box
13. Use the dropdown to **select number of attempts**

   NOTE: WE RECOMMEND MULTIPLE OR UNLIMITED ATTEMPTS IN CASE A STUDENT MAKES AN ERROR WITH THE SUBMISSION.

   ```
   Number of Attempts | Unlimited Attempts
   Score attempts using | Last Graded Attempt
   ```

**SET AVAILABILITY**

14. Click the **Make the Assignment Available** checkbox

   NOTE: SETTING LIMIT AVAILABILITY DATES AND TIMES WILL SPECIFY WHEN THE ASSIGNMENT APPEARS TO STUDENTS

   ```
   5. **Availability**
      
      [ ] Make the Assignment Available
      
      This assignment cannot be made available until it is assigned to an individual or group of students.
      
      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.
   ```

15. Click **Submit**

   ```
   6. **Submit**
      
      Click Submit to finish. Click Cancel to quit without saving changes.
   ```
How to Create a Group Assignment

After creating the group assignment, Blackboard will display a message to confirm that the group assignment was created.

In addition, Blackboard will automatically create a score column for the assignment in the Grade Center.

IMPORTANT: GROUP ASSIGNMENTS REQUIRE THAT ONLY ONE MEMBER OF THE GROUP SUBMIT THE ASSIGNMENT. WHEN A GROUP ASSIGNMENT IS GRADED, ALL MEMBERS OF THE GROUP WILL RECEIVE THE SAME SCORE. HOWEVER, THESE SCORES CAN BE ADJUSTED MANUALLY IN THE GRADE CENTER.

TURN OFF EDIT MODE

When content no longer needs to be created or edited, click the ON button to turn off Edit Mode. Edit mode can be found on the upper-right section of your course.