


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

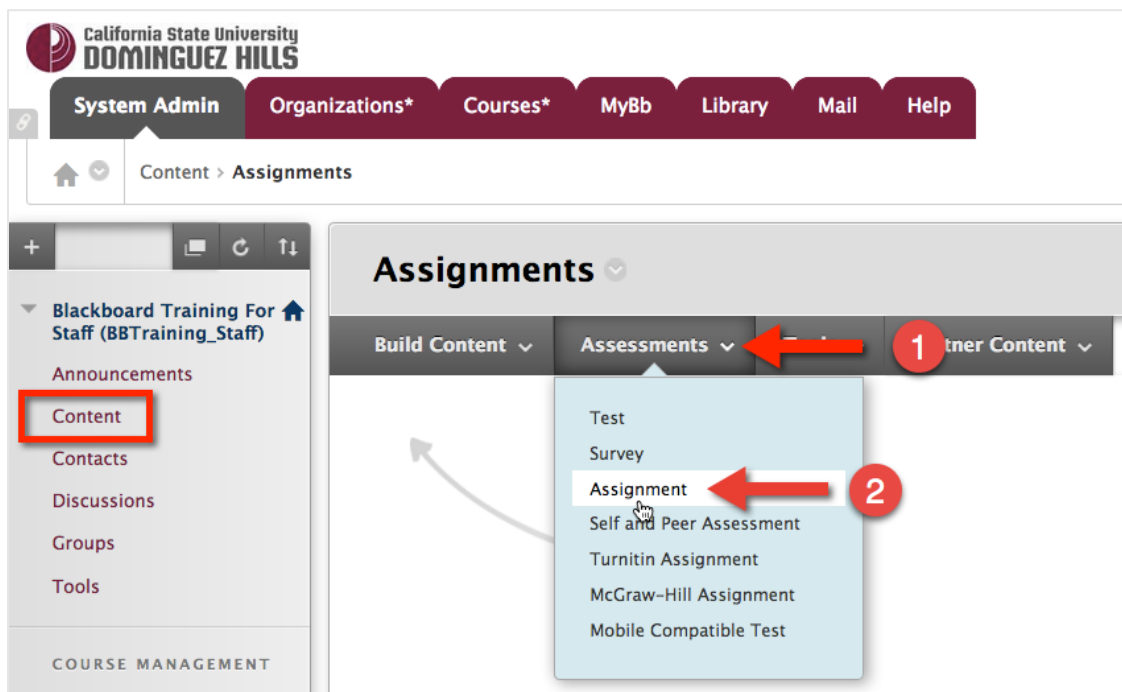
Before creating and editing content, go to the Blackboard course and verify that **Edit Mode** is turned on. If Edit Mode is off, click  to turn Edit Mode on. Edit Mode is found on the upper-right section of your course.

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.

Create Assignment

Assignments are a form of assessment that adds a column to the Grade Center. Use the Grade Center to assign grades and give feedback to each student. [More Help](#)

* Indicates a required field.

Cancel
Submit

1. Assignment Information

* **Name and Color** 3 Black

Instructions
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Paragraph
Arial
3 (12pt)

4

Write a double spaced, one page reflection on the use of Blackboard's assignment tool. Please submit this assignment as a .doc, .docx or .rtf file.

Remember to attach any required files to the assignment before clicking Submit. **Assignments are not completed until they are submitted.** Contact me via email if you are experiencing problems.

Path: p
Words:54

5. Attach a file (optional)

2. Assignment Files

Attach File

Browse My Computer
Browse Course

6. Set a due date and time (optional)

NOTE: CREATING A DUE DATE WILL DISPLAY THE ASSIGNMENT TO THE COURSE CALENDAR

3. Due Dates

*Submissions are accepted after this date, but are marked **Late**.*

Due Date

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

7. Enter a point value in Points Possible
8. Add a rubric (optional)

GRADING

* Points Possible

Associated Rubrics

GROUP SUBMISSION SETTINGS

9. In Submission Details, go to Assignment Type and select **Group Submission**

Submission Details

Assignment Type

Individual Submission

Group Submission

Portfolio 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**


Items to Select

Group 1
Group 2
Group 3
Group 4

Selected Items

Invert Selection Select All

Invert Selection Select All

12. Next, click **the right arrow icon**  to move the selected groups into the **Selected Items** box

Items to Select

Selected Items

Group 1
Group 2
Group 3
Group 4

Invert Selection Select All

Invert Selection Select All

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.

The screenshot shows a configuration panel with two rows. The first row is labeled 'Number of Attempts' and has a dropdown menu currently displaying 'Unlimited Attempts'. The second row is labeled 'Score attempts using' and has a dropdown menu currently displaying '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

The screenshot shows a section titled '5. Availability'. At the top, there is a checked checkbox labeled 'Make the Assignment Available' with the text 'This assignment cannot be made available until it is assigned to an individual or group of students.' Below this, under the heading 'Limit Availability', there are two options: 'Display After' and 'Display Until'. Each option has an unchecked checkbox, a date/time input field with a calendar icon, and a time zone icon. Below each input field is the instruction: 'Enter dates as mm/dd/yyyy. Time may be entered in any increment.'

15. Click **Submit**

The screenshot shows a section titled '6. Submit'. It contains the text: 'Click **Submit** to finish. Click **Cancel** to quit without saving changes.' At the bottom right of the section, there are two buttons: a grey 'Cancel' button and a blue 'Submit' button.

FINISH

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

Success: Assignment 1 created.

Assignments

Build Content ▾ Assessments ▾ Tools ▾ Partner Content ▾

Assignment 1

Write a double spaced, one page reflection on the use of Blackboard's assignment tool. Please submit this assignment as a .doc, .docx or .rtf file.

Remember to attach any required files to the assignment before clicking Submit. **Assignments are not completed until they are submitted.** Contact me via email if you are experiencing problems.

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

Grade Center : Full Grade Center

When screen reader mode is on, the Grade Center data appears in a simplified grid. You cannot freeze columns or edit inline, making it easier to navigate using the keyboard. To enter a grade, access a cell's contextual menu and click **View Grade Details**. When screen reader mode is off, you can type a grade directly in a cell on the Grade Center page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)

Create Column Create Calculated Column ▾ Manage ▾ Reports ▾ Filter Work Offline ▾

Sort Columns By: Layout Position Order: ▲Ascending

Grade Information Bar								Last Saved: July 18, 2017 2:59 PM
Last Name	First Name	Username	Student ID	Last Access	Availability	Weighted Total	Total	Assignment 1
Vega_PreviewUser	Hugo	hugo_previewuser		July 18, 2017	Available	--	--	--

Selected Rows: 0

Assignment 1 is now available in 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 **ON** to turn off Edit Mode. Edit mode can be found on the upper-right section of your course.