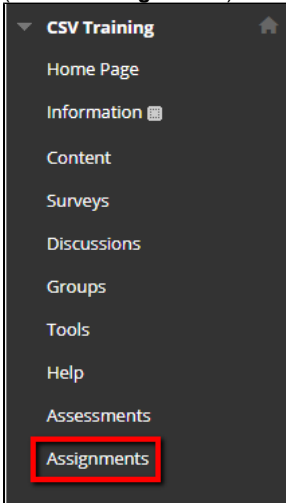


How to Create a Group Assignment

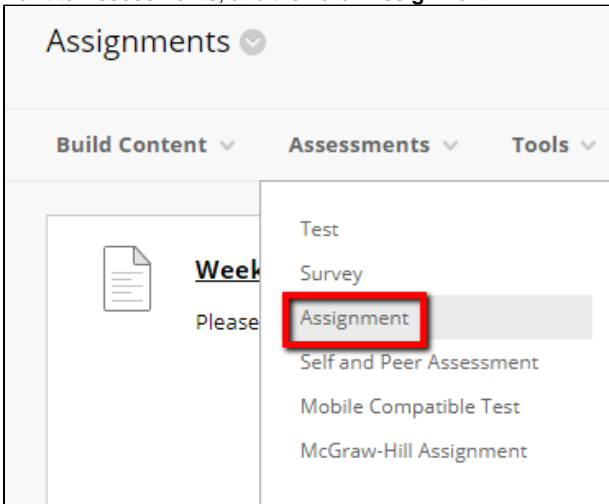
When creating an Assignment in Blackboard, you have the option to assign it to each student individually or assign it to Groups. One member from each Group can then submit the assignment for the whole Group.

Step-by-step guide

1. On the **Course Menu**, click the content area to which you want to add an assignment. (Such as **Assessments**).



2. Point to **Assessments**, and then click **Assignment**.



3. On the **Create Assignment** page, in the **Name and Color** box, type a name for the assignment.
4. In the **Instructions** area, type instructions for your students, if desired.
5. Under **Assignment Files**, attach any files you wish to the assignment (such as a rubric or grading information).

Related articles:

[Page:How to Create a Group Assignment](#)

[Page:How to remove student\(s\) from the group.](#)

[Page:How to Install and Configure Respondus Exam Author](#)

[Page:Troubleshooting Respondus Exam Author](#)

[Page:Publisher and 3rd Party Tool Support Contact Information](#)

6. Under **Due Dates**, Add a Due Date. This feature is optional.

7. Under **Grading**, type the points possible for the assignment. Then set the options for Submission Details, Grading Options, and Display of Grades.

1. The **Submission Details** menu includes Assignment Type, Number of attempts, and Plagiarism Tools.

1. Assignment Type

1. **Group Submission:** Selecting Group Submission will bring up a list of groups in your course. Select the Group or Groups that the assignment is for and move those to the column on the right. In the following example, the Assignment will be issued to Sample Group 1.

Once the Assignment is set up as a Group Submission, it will only be visible to the selected Groups. If a student has not been added to one of the

assigned Groups they will not be able to see or access the assignment.

The instructor will also not be able to see the Assignment when using Student Preview mode if their preview user account has not been added to one of the assigned Groups.

2. Number of Attempts

1. You can choose to allow a Single, Multiple, or Unlimited attempts at an Assignment. When you select Multiple Attempts, enter the Maximum number of attempts and choose which scoring option you'd like to utilize: Last Graded Attempt, Highest Grade, Lowest Grade, First Graded Attempt, or Average of Graded Attempt. The Unlimited option does not require a "Maximum Attempts" value.

The screenshot shows a form with the following fields:

- Number of Attempts:** A dropdown menu set to "Multiple attempts".
- Maximum Attempts:** An empty text input field.
- Score attempts using:** A dropdown menu with the following options: "Last Graded Attempt" (selected), "Last Graded Attempt", "Highest Grade", "Lowest Grade", "First Graded Attempt", and "Average of Graded Attempts".
- Grading Options:** A link to view more settings.

3. Plagiarism Tools

1. If you'd like to check submissions for plagiarism, turn on the **Check submissions for plagiarism using SafeAssign** option. You can also choose to allow students to view their SafeAssign reports and exclude submissions from the institutional and Global Reference Databases. Please see the "Exclude Submissions" option (For use with Multiple Drafts of the same assignment) section on the [SafeAssign Reference](#) page for more information on using this feature.

The screenshot shows the "Plagiarism Tools" section with the following options:

- Check submissions for plagiarism using SafeAssign.
- Allow students to view SafeAssign originality report for their attempts.
- Exclude submissions from the Institutional and Global Reference Databases.

2. The **Grading Options** menu includes options to enable [Anonymous Grading](#) and/or assign a delegate to grade this Assignment.


The screenshot shows the "Grading Options" section with the following options:

- Enable Anonymous Grading
Student names are hidden during the grading process.
- Enable Delegated Grading
Delegate grading responsibilities to one or more additional grader.

1. With **Enable Anonymous Grading**, you're able to set a date at which the grading is no longer anonymous, either by a specific date or after all submissions have been graded.

Enable Anonymous Grading
Student names are hidden during the grading process.

Disable Anonymous Grading



On specific date 

Enter dates as mm/dd/yyyy

- Using **Delegated Grading** will allow you to assign the grading of this Assignment to another user in your course. You can also choose to delegate grading to multiple graders. Each grader provides separate grades, feedback and notes to students. Users with the ability to reconcile grades may review all the grades given to a submission and set the official grade for the attempt. By default, instructors have reconciling abilities.

Enable Delegated Grading
Delegate grading responsibilities to one or more additional grader.

Show: All Possible Graders

GRADER	SUBMISSIONS TO GRADE	VIEW SETTINGS	RECONCILE GRADES
 Aubrey Larimore Vargas Instructor	All Submissions	<input checked="" type="checkbox"/> Can view other graders' scores, feedback, and notes	

- Display of Grades** allows you to set how the scores are displayed in your Grade Book and to students, if the grade should be included in your total score, if the grade is shown to students, and if you'd like to display statistics (average and median) for this item to students in My Grades.

Display of Grades
Grades must be entered using the format selected for Primary display. Grades display in this format in both the Grade Center and My Grades. The secondary display option is shown in the Grade Center only.

Display grade as: Primary and Secondary (displayed in Grade Center only)

Include in Grade Center grading calculations
Scores on anonymously graded assignments will not be included in column calculations until the submissions are no longer anonymous.

Show to students in My Grades



Show Statistics (average and median) for this item to Students in My Grades



- Under **Availability**, choose if the assignment will be available and set your availability dates (optional). You can also choose to "Track Number of Views".

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.

Track Number of Views

- When you have finished creating your group assignment, click **Submit**.