

## University of St. Thomas – Blackboard 9 Training

### Group Assignments

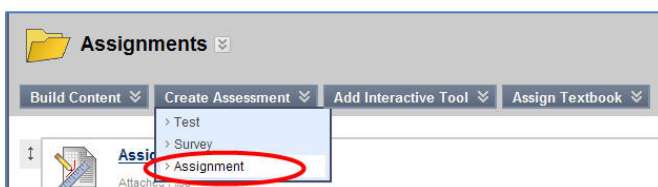
The Assignment Tool in Blackboard 9 allows unlimited or multiple attempts for an Assignment unlike the previous Blackboard 8 version. This is useful for multiple drafts of a paper or submission of project components at different times. All attempts are accessible through the Grade Center. A grade for all members of a group can now be set for automatic entry. Notice the “View/Complete Assignment” link is no longer available. Students will click on the assignment name at the top.

### Creating a Group Assignment

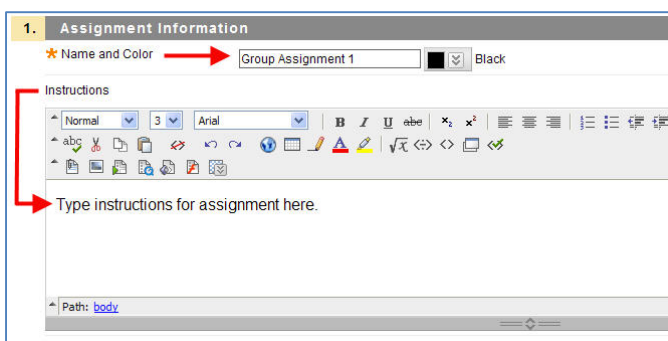
1. Select a Content Area within the course.



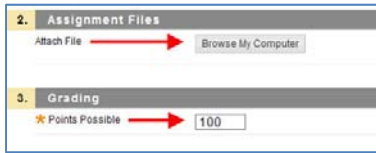
2. Click Create Assessment on the Action Bar and select Assignment.



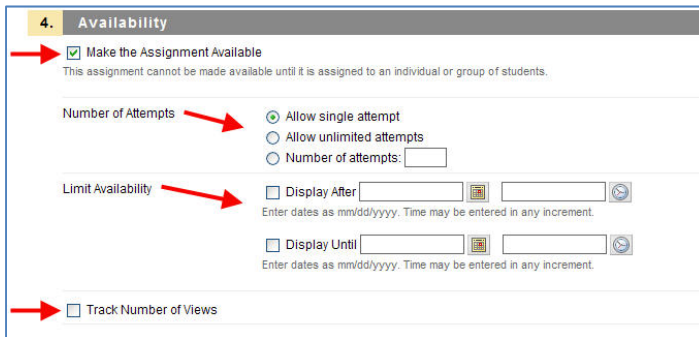
3. In Section 1, fill out the **Name** and **Assignment Instructions**.



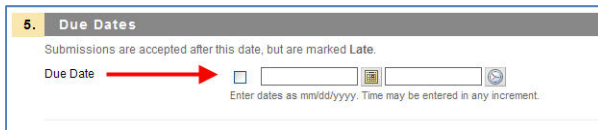
- In Section 2, click Browse My Computer to upload an Assignment file. In Section 3, type the points possible for the assignment.



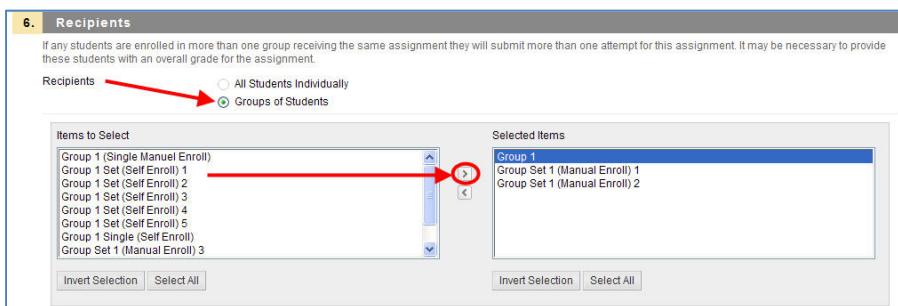
- In Section 4, select the assignment availability (The assignment cannot be made available until it is assigned to an individual or group of students).



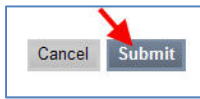
- In Section 5, select a due date for the assignment (Submissions are accepted after this date, but are marked Late).



- In Section 6, determine the Recipients for the Assignment by selecting the Groups of Students option. Select the desired Groups moving them from the Items to Select box to the Selected Items box using the right-pointing arrow.



8. Click Submit.



Blackboard 9 does not offer the Digital Dropbox option of posting files, thus the Assignment link is recommended. However, Groups still have a location for file sharing, named "File Exchange."

