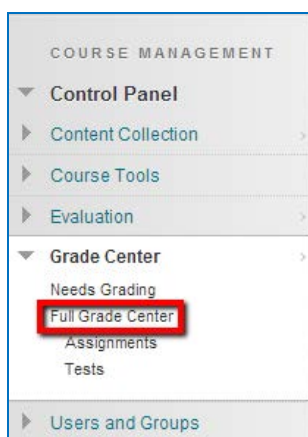


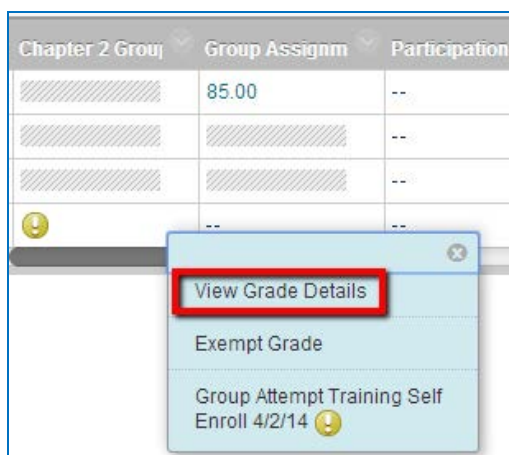
Viewing Group Assignments

This tutorial applies to assignments submitted by groups of students. The process itself is not very different from that for individual students' assignments, but there are more and different buttons. See the *Group Management* tutorials for more information on creating and maintaining Groups.

1. Under Control Panel, click **Grade Center**, then **Full Grade Center**.



2. Point to a cell, click the contextual menu icon, and select **View Grade Details** from the list.
Cells for assignments waiting to be graded will display a Needs Grading icon (⚠).



NOTE: You can also click the **Group Attempt (group name and date)** command on the menu to bypass the Grade Details page and proceed directly to the assignment. The Grade Details page will display the history of all attempts so far for any assignment that allows multiple attempts.

3. From the Grade Details page, click the **View Attempts** button or the **Grade Group Attempt** button.

User Test Student (collindb_s) < > Column Chapter 2 Group Assignment (Assignment) < >

Current Grade: Needs Grading 0 out of 100 points Exempt
Grade based on Last Graded Attempt
Due: None
Calculated Grade

View Attempts

Attempts Manual Override Column Details Grade History

Delete Last Attempt Go

| Date Created | Date Submitted (or Saved) | Value | Feedback to User | Grading Notes | Actions |
|-------------------------|---|-------|------------------|---------------|--|
| Apr 2, 2014 10:02:55 AM | Apr 2, 2014 10:02:55 AM (Needs Grading) | 0 | | | Grade Group Attempt Delete User Attempt Ignore Attempt Edit User Grade |

Group Training Self Enroll has submitted the maximum number of attempts allowed for this assignment. You may allow this group to submit an additional attempt.

Allow Additional Group Attempt

Icon Legend

4. The Grade Assignment page will display the student's document submitted for the assignment in the Crocodoc Viewer. In the right pane there are places to
 - view the grade of the previous attempt;
 - enter a grade for this attempt;
 - enter individual grades for each member of the group;
 - download the file for offline grading; and
 - view the comments (if any) that the student included with the upload.
5. There are also buttons to navigate to other students' attempts or other assignments that need grading.
 - A. Go to a specific attempt by a specific group.
 - B. Expand the Instructions pane and view the instructions for the assignment.
 - C. Move to the previous or next group's submission of this assignment.
 - D. Zoom in or out, add comments, draw or type remarks directly on the page.
 - E. Navigate to the previous or next page of the document.
 - F. Enter a numeric grade for the attempt.
 - G. Use links to switch between multiple documents submitted for the assignment.
 - H. Download any document submitted for the assignment.

I. Enter numeric grades for individual group members based on their contributions.

Grade Assignment: Chapter 2 Group Assignment
*Assign a grade and feedback for the current assignment attempt. Override the overall grade for the assignment by typing a grade in the grade field. If multiple attempts for a test have been allowed, a Student's grade is not released until all of the attempts have been graded. Click **Hide User Names** to grade attempts with user names hidden. Click **Show User Names** to display user information. [More Help](#)*

Jump to... Hide User Names Refresh

Viewing 1 of 1 gradable items

Group 1 (Attempt 1 of 1)

Assignment Instructions

Yotta, yotta, yotta.

Assignment Details

NAME
Chapter 2 Group Assignment

CLASS STATISTICS

| Average | Median |
|---------|--------|
| 0 | 0 |

GRADE
LAST GRADED ATTEMPT /100
Group Members

ATTEMPT
8/22/14 1:33 PM /100

SUBMISSION
[Submission Text](#)

GROUP MEMBERS

| | |
|--------------|------|
| Test Student | /100 |
| Test Student | /100 |
| Test Student | /100 |

6. Click the **Exit** button to return to the Grade Details page.

Jump to... Show User Names Refresh

Exit