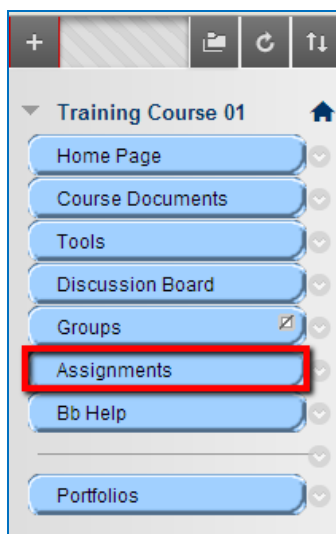


Creating Group Assignments

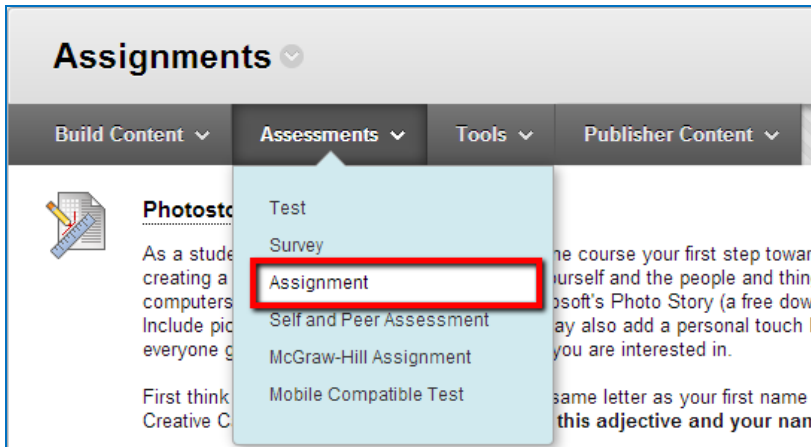
The Assignment Tool allows students or groups multiple (or even unlimited) attempts to submit an assignment for a grade. This is useful for multiple drafts of a paper or submission of project components at different times. All submitted attempts are accessible by the Instructor through the Grade Center. A grade for all members of a group can now be set for automatic entry.

Students can click the Assignment link in a Content Area to view and upload documents related to the assignment; in the case of groups, one student might upload all documents on behalf of the entire group.

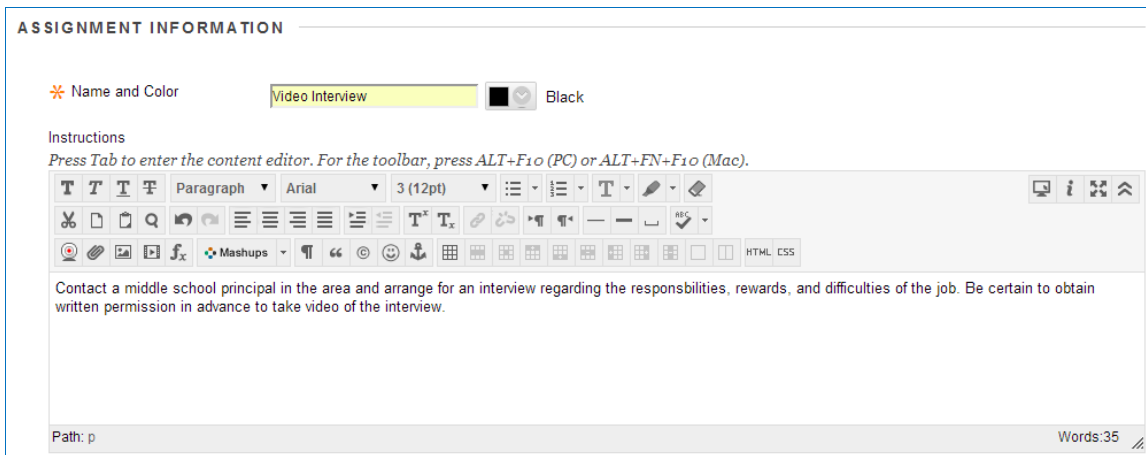
1. Select a Content Area within the course.



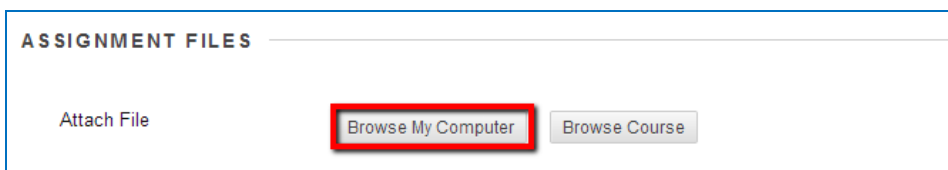
2. Point to **Assessments** on the action bar, and select **Assignment**.



3. In the Assignment Information section, type in the Name and Assignment Instructions.



4. In the Assignment Files section, click **Browse My Computer** or **Browse Course** to upload one or more assignment files. Under Grading, the **Points Possible** field must contain a numeric value for the assignment. If necessary, associate a Rubric with the assignment.



5. Set a due date and time for the assignment.

DUE DATES

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

Due Date 09/26/2014 05:00 PM

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

- Set the Points Possible for the assignment (required). If necessary, click **Add Rubric** to assign a rubric for evaluating the assignment.

GRADING

* Points Possible

Associated Rubrics

- Click the **Submission Details** link to expand that section. For a group assignment, select the **Group Submission** option, and select which group or groups will be responsible for the assignment.

Submission Details

If any students are enrolled in more than one group receiving the same assignment they will submit more than one attempt for this assignment. It may be necessary to provide these students with an overall grade for the assignment.

Assignment Type

Individual Submission
 Group Submission
 Portfolio Submission
Selecting this option will require students to submit a portfolio as a response to this assignment

Items to Select	Selected Items
Training Self Enroll	Group 1

Number of Attempts

- Click the **Grading Options** link to expand that section. If desired, check **Enable Anonymous Grading** to avoid seeing the submitters' names or **Enable Delegated Grading** to have the grading assigned to a Teaching Assistant.

Grading Options

You can choose to hide student names from submission attempts during grading, making them anonymous. 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 Anonymous Grading
Student names are hidden during the grading process.

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

9. Click the **Display of Grades** link to expand that section. Determine how the grade will appear in My Grades and whether it will be used for Grade Center calculations.

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
 Score None
 (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

10. In the Availability section, set the assignment availability and the Number of Attempts permitted. Specify **Display After** and **Display Until** dates if desired. The assignment can be kept unavailable until it is ready to be assigned to one or more groups of students.

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 08/25/2014 11:00 AM

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

Display Until 10/03/2014 05:00 PM

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

Track Number of Views

11. Click the **Submit** button to deploy the assignment in the Content Area.



The assignment appears at the bottom of the Content Area. You can drag it up or down to reposition it.

A screenshot of an assignment card in a content area. On the left side of the card, there is a vertical yellow bar with diagonal stripes and a small square icon containing a double-headed vertical arrow, which is highlighted with a red border. To the right of this icon is a document icon with a pencil. The title of the assignment is 'Video Interview' followed by a small downward-pointing chevron. Below the title, the text reads: 'Availability: Item is not available. It will be available after Aug 25, 2014 11:00 AM. Contact a middle school principal in the area and arrange for an interview regarding the responsibilities, written permission in advance to take video of the interview.'