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

7. 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.

8. 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.
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.

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.

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.