

## Blackboard 9.1 Submitting Group Assignments

Through the Submit Assignment page, students can submit their work to satisfy Group Assignments. As with individual Assignments, Group Assignments may consist of uploaded files, text typed directly into Blackboard, or both.

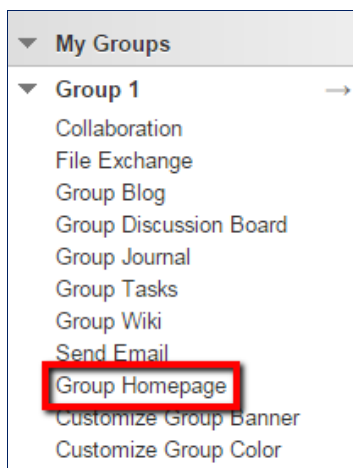
Group Assignments are accessible from the Assignments page like individual assignments. The main difference is that only members of the Groups to which the Assignments are assigned can see them there.

### Important Information to Know Before Submitting

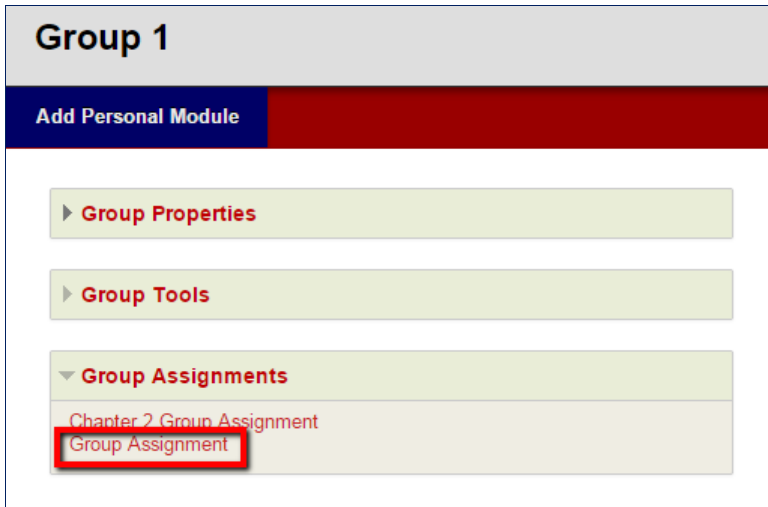
- By default, instructors give all members of the Group the same grade; however, they can give different grades to Group members based on their contributions to the Assignment.
- Prior to submission, clicking the **Save as Draft** button saves Assignments within the Course Group Area. All Group members may then navigate through the link under Group Assignments on the Group Home Page to view and modify the draft.

### How to Submit Work for a Group Assignment

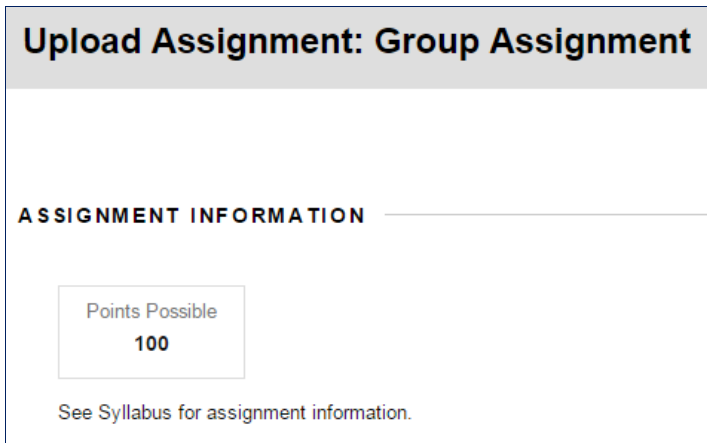
1. Select the Content Area from the Course Menu that holds the Assignment. For example, the Course Documents area or from the Group Home Page. (*For this example, we will use the Group Home Page.*)



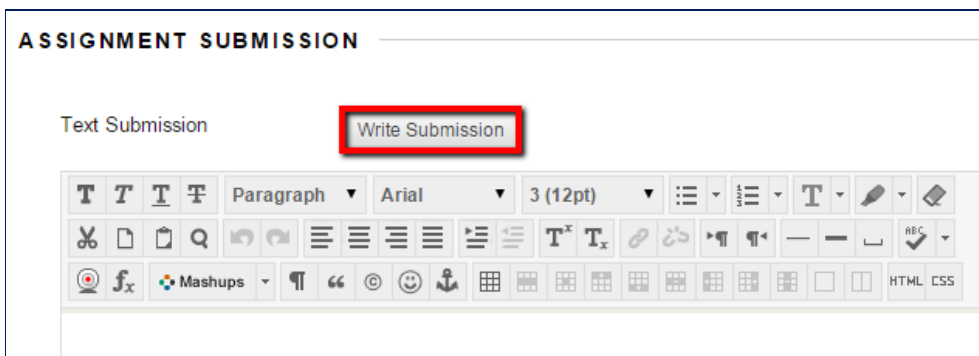
2. In the Group Assignments section, click the name of the Assignment.



3. The Upload Assignment page appears.



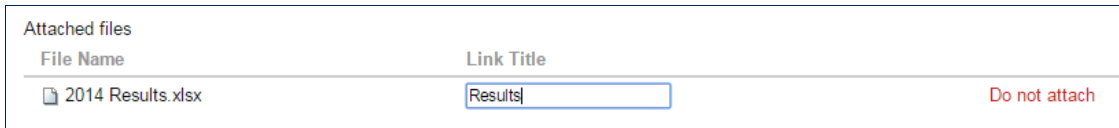
4. Click **Write Submission**, and type submission text into the Submission field if necessary.



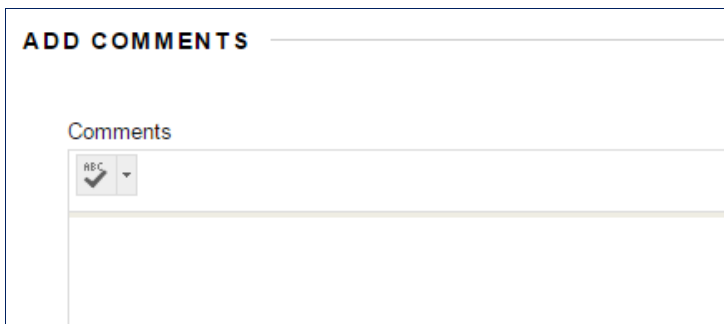
5. Click **Browse my Computer** and select a file to attach.



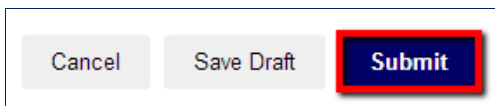
6. Enter a Name of the link to file. If the field is left blank, then the file name becomes the Link Title. Repeat step 5 to upload additional files as needed.



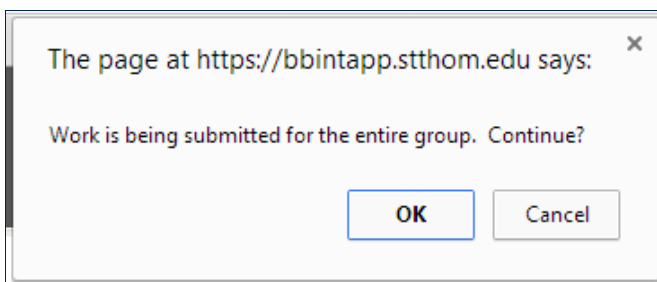
7. Add text in the Comments field if necessary.



8. Click **Submit** when the page is complete.



9. A confirmation message appears to remind you that you are submitting work on behalf of your entire Group. Click **OK** to confirm your intention.



After you have submitted the assignment, submission text and associated documents will appear on the Review Submission History page for your perusal.