

## CREATING GROUP ASSIGNMENTS

You can create a group assignment and release it to one or more groups within your course. Each group submits one collaborative assignment and all members receive the same grade. You can create a single assignment and assign it to all groups, or create several unique assignments and assign them to individual groups. Only you and the members in a group have access to the assignment.

The overall grade for an assignment can appear to users as a numeric value, letter grade, percentage, text, or as complete/incomplete, depending upon the primary display choice for the column created automatically in the Grade Center for the assignment.

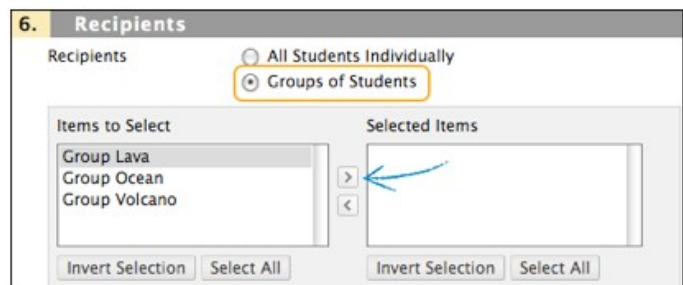
### PREREQUISITES AND CAUTIONS

- A course group must exist prior to creating group assignments for it.
- Students who are enrolled in more than one group receiving the same assignment will be able to submit more than one attempt for this assignment. You may need to provide these students with an overall grade for the assignment.
- Students who are not enrolled at the time that a group assignment has been submitted do not have access to that submission. These students can see only that the submission occurred.
- Students who are removed from a group cannot see the group assignments. They can access their submissions from My Grades.
- If you edit the assignment between creation and the due date, the entire group may lose any work already in progress.
- If you delete a group from the assignment after they have begun the work and prior to submission, they will lose access to the assignment and lose their work.

### HOW TO CREATE A GROUP ASSIGNMENT

To create a group assignment, change **Edit Mode** to **ON**.

1. Add an Assignment within your course (See the Assignments page for how to add Assignments if you are unsure how to do this)
2. In the Recipients section, select the **Groups of Students** option.
3. In the **Items to Select** box, select the group or groups. Click the right-pointing arrow to move the selection into the **Selected Items** box.
4. Click **Submit**.



In the following example, the group assignment appears in the Assignments content area where it was created and on the group homepage. The following image shows the instructor view.



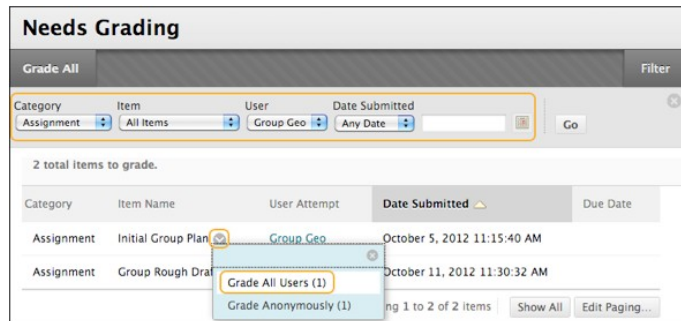
## GRADING GROUP ASSIGNMENTS

When you create a group assignment, a grade column is automatically created in the Grade Center. You can assign grades to group assignments through the Needs Grading page or through the Grade Center.

After accessing the Grade Assignment page by either method, the grading process is the same.

### HOW TO ACCESS A GROUP ASSIGNMENT FROM THE NEEDS GRADING PAGE

1. On the **Control Panel**, expand the **Grade Center** section.
  2. Select **Needs Grading**. The total number of items to grade appears on the **Needs Grading** page.
  3. Use the **Filter** drop-down lists to narrow the list of items to grade by **Category, Item, User, and Date Submitted**. For example, you can filter the list by **Category** and display only assignments and by **User** to select a specific group.
  4. Click **Go**. The filtered items appear on the **Needs Grading** page. Click a column heading or the caret to sort the items.
  5. Access the **Grade Assignment** page by clicking an item's contextual menu and selecting **Grade All Users**.
- OR-
6. Access the **Grade Assignment** page by clicking a group name in the **User Attempt** column.
  6. The **Grade Assignment** page appears and you can proceed with grading.



## HOW TO ACCESS A GROUP ASSIGNMENT FROM THE GRADE CENTER

In the Grade Center, group assignments that have been submitted, but not graded, are indicated with an exclamation mark—the needs grading icon. All group members' cells display the exclamation mark, regardless of who submitted the group assignment.

If a group submits an incorrect file—and only one submission is allowed—you must clear that attempt so the group can resubmit.

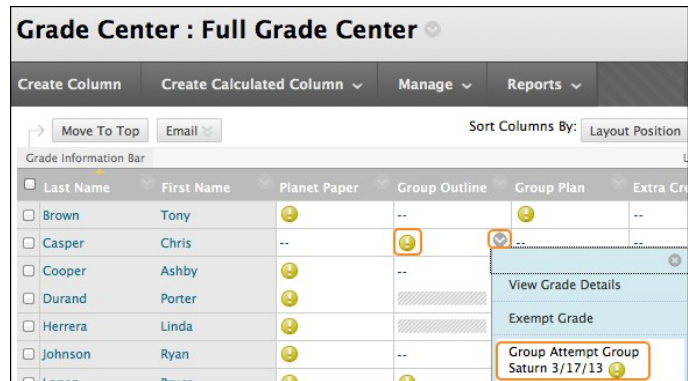
1. On the **Control Panel**, expand the **Grade Center** section and select **Assignments** or **Full Grade Center**.
2. In the Grade Center, access the group assignment column's contextual menu and select **Grade Attempts**.

-OR-

Locate any group member's cell for the group assignment containing an exclamation mark. Point to the cell to access the contextual menu.

Select the **Group Attempt**.

3. The **Grade Assignment** page appears and you can proceed with grading.



## HOW TO GRADE ON THE GROUP ATTEMPT PAGE

You can view, comment, and grade group student-submitted assignment files without leaving the **Grade Assignment** page. When you view a document submitted in an assignment, that document is converted to a format that is viewable inside the web browser. Supported document types that can be converted are Word (DOC, DOCX), PowerPoint (PPT, PPTX), Excel (XLS, XLSX), and PDF (PDF). The converted document is displayed in a viewer on the **Grade Assignment** page. Formatting and embedded images of the original document are preserved in the conversion.

NOTE: Assignment submissions created with the content editor are not compatible with inline grading. Submissions of this type show in the window, but annotation is not available.

---

## EDITING A GROUP GRADE

---

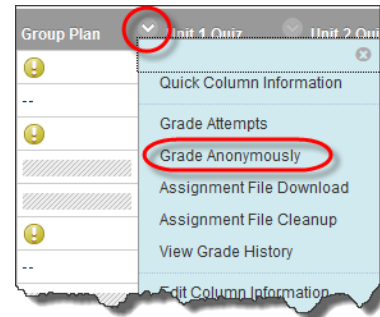
Follow the same steps for adding a group grade to change a group's grade. Edit the grade and feedback, and click **Submit**.

## GRADING GROUP ASSIGNMENTS ANONYMOUSLY

You can grade items without viewing student information. The attempts will be displayed in a random order, without system identifying information, to you (or your designated grader) for grading. Anonymous grading is helpful to reduce potential bias from the instructor, grader, or teaching assistant

when grading. Anonymous grading may also be appropriate when having students grade each other's work.

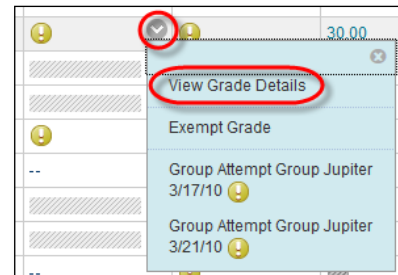
**Grade Anonymously** is available from the column header's contextual menu in the Grade Center. This action will open a new attempt with all system user identification removed. Any unsaved changes to the current attempt will be lost.



## HOW TO CHANGE AN INDIVIDUAL MEMBER'S GROUP GRADE

You can assign an individual group member a different grade than the group by editing the grade for the member in the Grade Center. If a group member's grade is changed and a new group grade is given, the new group grade does not affect the individual's new grade. The individual's new grade does not appear to the other group members.

1. In the Grade Center, access the member's **Grade Details** page.
2. On the **Grade Details** page, click **Edit User Grade**. Click **Grade Group Attempt** to review the submission before changing the grade.
  - Click **Allow Additional Group Attempt** so you can add a grade and feedback and allow the group to refine and improve their grade with another attempt.
  - Click **Delete User Attempt** to remove that attempt from the current member's cell.
  - **Ignore Attempt** will not include the attempt's score in that student's grade calculations and will not count the submission against the maximum number of attempts. Ignoring an attempt applies only to an individual student, not to the entire group.



User **Ashby Cooper (aacooper)** < > Column **Group Plan (Assignment)** < >

**Current Grade:** Needs Grading ⚠ out of 50 points **Exempt**  
 Grade based on Last Graded Attempt  
 Due: None  
 Calculated Grade  
[View Attempts](#)

**Attempts** | Manual Override | Column Details | Grade History

Delete Last Attempt [v] Go

Date Created	Date Submitted (or Saved)	Value	Feedback to User	Grading Notes	Actions
Jan 12, 2012 8:02:19 AM	Mar 21, 2010 6:10:08 PM (Needs Grading)	⚠			<a href="#">Grade Group Attempt</a> <a href="#">Delete User Attempt</a> <a href="#">Ignore Attempt</a> <a href="#">Edit User Grade</a>
Jan 12, 2012 8:02:19 AM	Mar 17, 2010 2:31:35 PM (Needs Grading)	⚠			<a href="#">Grade Group Attempt</a> <a href="#">Delete User Attempt</a> <a href="#">Ignore Attempt</a> <a href="#">Edit User Grade</a>

Group Group Jupiter 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](#)

3. On the group member's **Grade Details** page, type a new grade in the **Current Grade Value** text box.
4. Type optional **Feedback to User**. Optionally, use the content editor functions to format the text and include files, images, external links, multimedia, and mashups to your feedback.
5. Type optional **Grading Notes**, only available to you.
6. Click **Save**.

The new grade for the group member appears on the member's **Grade Details** page and in the member's cell in the Grade Center. The member's grade is designated as an overridden grade.

Group Rough	Weighted Total	Total
	--	9.00
	--	--
46.00	--	95.00
49.00		
49.00		

View Grade Details

Quick Comment

Exempt Grade

Group Attempt Group Geo 10/2/12 45.00

Overridden Group Attempt Group Geo 10/5/12 46.00  
Group Score: 49.00

## HOW TO REVERT A MEMBER'S EDITED GRADE

You can revert a member's edited grade to the original group grade that all group members received.

1. In the Grade Center, access the member's Grade Details page.
2. After you edit a member's group grade, you can access the Revert To Group Grade function.
3. Click OK. The member's grade is changed to the original group grade.
4. Click Return to Grade Center to return to the Grade Center page and view the grades.

## ADDING AND DELETING GROUP MEMBERS

If you add a member to a group after you assign a grade for a group assignment, the new member does not receive a grade, as they were not part of the process. Even if you update the group grade, the new member does not receive a grade. You can assign a grade for the new member from the member's Grade Details page, but there is no submission available to view when grading.

If you remove a member of a group and you have assigned a grade for a group assignment, any grading updates are applied to that group member's cell. To remove a score for a member removed from a group, click Delete User Attempt on the member's Grade Details page. You are asked if you are sure you want to delete the attempt. The group assignment grade is deleted from the member's cell in the Grade Center.