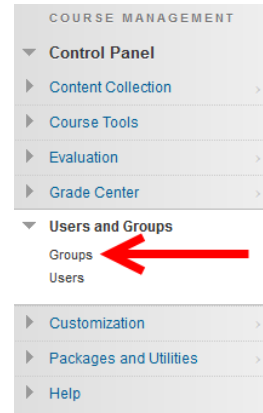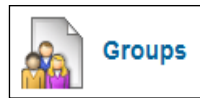# COURSE GROUPS

Course groups allow instructors and students to create groups of students within a course. These course groups have their own area in Blackboard Learn to collaborate on course work, and these spaces are equipped with tools to assist in the collaborative process. If included in a course, the course menu item **Groups** accesses the **Groups** page.

ACCESSING GROUPS

On the **Control Panel**, expand the **Users and Groups** section and select **Groups**.

-OR-

Access groups using the default **Tools** link on the course menu. On the **Tools** page, select **Groups**.
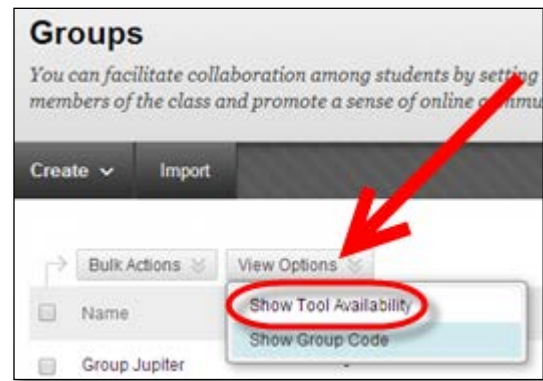
GROUPS PAGE

The groups page lists all existing groups for a course, as well as gives options for adding groups and viewing which groups students are in.

VIEWING GROUP TOOL AVAILABILITY

1. Move your mouse over the **View Options** button.
2. Select **Show Tool Availability**

Display changes to shows tool availability for each group.

✔ Tool available	✘ Tool unavailable

Click the ✔ in a tool's column to make it unavailable—a ✘ appears.
Click the ✘ in a tool's column to make it available—a ✔ appears.

COURSE TOOLS

Only the instructor and the group members can access tools enabled for a group, with the exception of the group blog and group wiki tools. Group blogs and wikis appear to all course members when the tools are accessed on the Tools page.

The following list describes the available group tools.

- **Group Blog**: Users within a group can add entries and comments to the group blog to share ideas. You can grade group blogs, but after you enable grading for a group blog, you cannot change that setting. When you add a grade for a group blog, the grade is automatically given to all the members of the group and is populated in the corresponding column in the Grade Center for each group member. All members are assigned a grade, regardless if a member did not contribute. You can edit an individual member's grade to assign a different grade than the group's.

- **Collaboration Tools:** Users within a group can create and attend real-time chat or virtual classroom sessions.

- **Group Discussion Board**: Users within a group can communicate as a group, as well as create and manage their own forums. The group discussion board is available only to group members, not to the entire course.

- **Email**: The group email tool allows for efficient communication. The recipient list is automatically populated with group members, so you can quickly select all or some of them. Emails are sent to members' external email addresses.

- **File Exchange**: You and group members can use this tool to upload documents to the group area, and delete files, regardless of who added them. Files appear in the order they were uploaded. Uploaded images appear in a new browser window. This tool is only available to groups.

- **Group Journal**: Users within a group can share their thoughts with each other and communicate with you. Journal entries made in the group journal are visible to all group members and you. You can grade group journals, but after you enable grading for a group journal, you cannot change that setting. When you add a grade for a group journal, the grade is automatically given to all the members of the group and is populated in the corresponding column in the Grade Center for each group member. All members are assigned a grade, regardless if a member did not contribute. You can edit an individual member's grade to assign a different grade than the group's.

- **Group Tasks**: Users within a group can define and separate the workload into tasks, while distributing the list to the entire group. Each task has a status and a due date to help keep members on track. Group members can view the group assigned tasks in the group tasks tool or in the course tasks tool. You and other course members will not see tasks for groups they are not enrolled in when viewing the course tasks tool.

- **Group Wiki**: Use group wikis to create a collaborative space for group members to view, contribute, and edit content. By default, all course members can read group wikis, but only members of the group can make a comment on their group wiki page. You can change the default setting to allow only group members to view a group wiki. You can grade group wikis, but after you enable grading for a group wiki, you cannot change that setting. When you add a grade for a group wiki, the grade is automatically given to all the members of the group and is populated in the corresponding column in the Grade Center for each group member. All members are assigned a grade, regardless if a member did not contribute. You can edit an individual member's grade to assign a different grade than the group's.

ALL USERS (GROUP MEMBERSHIPS)

The All Users page displays a list of all students within the course and groups they are a member of. You can easily add or delete group membership from this page.

Access the All Users page by clicking the All Users button in the top right corner of the Groups page.
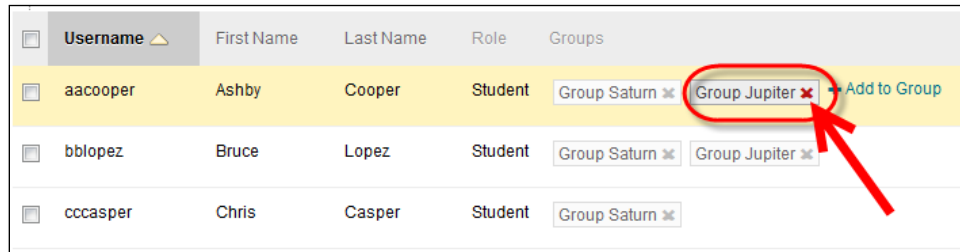

ADD STUDENTS TO A GROUP

There are two ways to add students to a group from the All Users page.

Add one student at a time	Add Multiple Students at one time.
1. Locate the student to add from the list. 2. Move your mouse of the students name. 3. In the Groups column (far right), click **Add to Group** that appears. 4. From the dropdown, select the **Group** to add the student. 5. Click **Submit**.	1. Select the checkbox to the left of the students to add. 2. Select the **Add Multiple Users to Groups** button. 3. From the dropdown, select the **Group** to add the students. 4. Click **Submit**.

REMOVING USERS FROM GROUPS

To quickly remove students from a group:

1. Move your mouse over the group name for the student to remove.
2. Click the Red X that appears on the group button.

CREATING GROUPS

You can create formal groups of students to collaborate on work, and create these groups one at a time or in sets. You can manually select group members or allow students to self-enroll. Each group has its own space, or homepage, with links to tools to help students collaborate. Only you and group members can access the group tools.

Two group creation options:

- Create a single group
- Create a group set

ABOUT GROUP ENROLLMENT METHODS

Self-Enroll allows students to add themselves to a group using a sign-up sheet. You can make sign-up sheets available to students on the groups listing page or by adding a link to a course area, such as a content area, learning module, lesson plan, or folder. When you create a group using sign-up sheets, you can make the group immediately available to use or available after all members have signed up. Self-enrollment is an option available for both single groups and group sets.
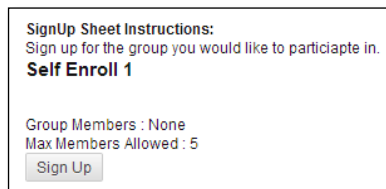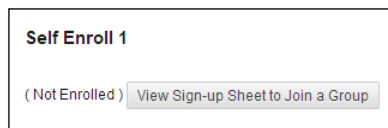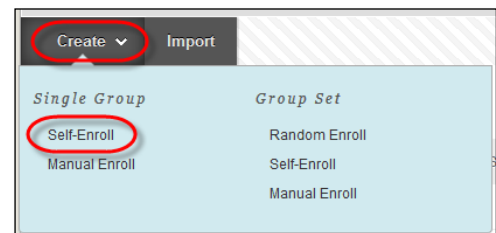

NOTE: Students cannot unenroll themselves from groups.

Manual Enroll allows you to assign each student in your course to a group. Manual enrollment is available for both single groups and group sets.

Random Enroll is available for group sets only and automatically distributes membership into groups based on a designated number of students per group or the designated number of groups. Random distribution applies only to students who are currently enrolled in your course. You can enroll additional students manually. When naming a set of groups, the name of each group has a number added to it when they are first created. For example, a set of groups named "Research" results in groups named "Research 1," "Research 2," and "Research 3," depending upon the number of groups in the set. After creation, you can edit the group names.

HOW TO CREATE A SINGLE GROUP: SELF-ENROLL

1. Access the **Groups** listing page and point to **Create** on the action bar to access the drop-down list.
2. Select **Self-Enroll**.
3. On the **Create Group** page, type a **Name** and optional **Description**.

4. Select the **Yes** option to make the **Group Available**. If you do not want the group to be available at this time, select **No**.

5. Select the check boxes for the course tools you want to make available to the group.

6. Select the **Grade** option and type **Points possible** for **Blogs**, **Journals**, and **Wikis**, if you want to grade student submissions.

7. Select the check box for **Allow Personalization** to allow students to add personal modules to the group homepage. Only the group member who added the modules can view them.

8. Complete the Sign-Up Options:
   A. Type the **Name of Sign-up Sheet**.
   B. Enter **Sign-up Sheet Instructions**. You might tell students that they cannot unenroll themselves from groups.

C. Type the **Maximum Number of Members**. Once the maximum has been reached, no additional students may sign up for that group.

D. Select to **Show Members** if you would like students to see who has already signed up for each group.

E. Select **Allow students to sign-up from the groups listing page** to allow students to sign-up from the Groups area along with any location you have added into the course.

9. Select the option for **Create smart view for this group** to add a Smart View in the Grade Center.

GROUP OPTIONS

☐ Create smart view for this group

The newly created group appears on the **Groups** listing page.

HOW TO CREATE A SINGLE GROUP: MANUAL ENROLL

1. Access the **Groups** listing page and point to **Create** on the action bar to access the drop-down list.
2. Select **Manual Enroll**.

Create ∨   Import

Single Group   *Group Set*

Self-Enroll   Random Enroll

Manual Enroll   Self-Enroll

Manual Enroll

3. On the **Create Group** page, type a **Name** and optional **Description**.

4. Select the **Yes** option to make the **Group Available**. If you do not want the group to be available at this time, select **No**.

5. Select the check boxes for the course tools you want to make available to the group.

6. Select the **Grade** option and type **Points possible** for **Blogs**, **Journals**, and **Wikis**, if you want to grade student submissions.

7. Select the check box for **Allow Personalization** to allow students to add personal modules to the group homepage. Only the group member who added the modules can view them.

8. Select the option for **Create smart view for this group** to add a Smart View in the Grade Center.

9. Complete the **Membership** section:
   A. Select the **Add Users** button.
   B. Select the checkbox next to each student's name to add to the group.
   C. The total selected students can be see under the Add Users area in the bottom left corner of the page.
   D. Click **Submit**.

10. Students are added into the **Membership** area.
    A. Add additional students by clicking the Add Users button.
    B. Remove all the students listed below by clicking the Remove All Users button.
    C. Remove one student at a time from the group by clicking the red X to the right of the student's name.

11. Click **Submit**.

The newly created group appears on the **Groups** listing page.

HOW TO CREATE A GROUP SET: RANDOM ENROLL

1. Access the **Groups** listing page and point to **Create** on the action bar to access the drop-down list.
2. Select **Random Enroll**.
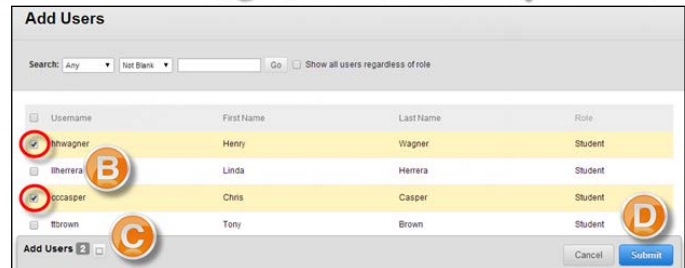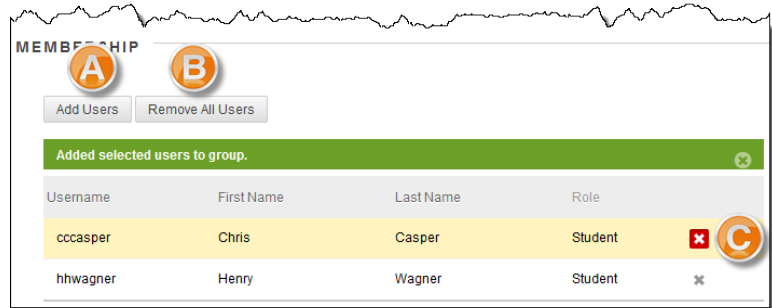3. On the **Create Random Enrollment Group Set** page, type a **Name** and optional **Description**.

4. Select the **Yes** option to make the **Group Available**. If you do not want the group set to be available at the present time, select **No**.

Path: p

★ Group is visible to students   ○ No   ● Yes

TOOL AVAILABILITY

☑ Blogs
   ● No grading
   ○ Grade: Points possible:

☑ Collaboration

☑ Discussion Board
   ● Allow any group members to create forums.
   ○ Do not allow student group members to create forums.

☑ Email

☑ File Exchange

☑ Journals
   ● No grading
   ○ Grade: Points possible:

☑ Tasks

☑ Wikis
   ● No grading
   ○ Grade: Points possible:

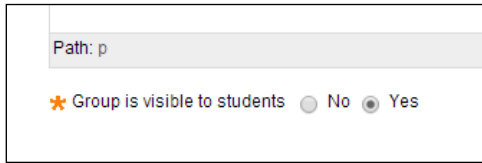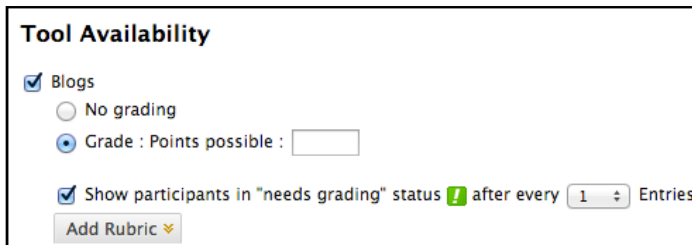*The following tools are turned off for the course. They are turned on for the course.*

☑ Commercial Content Tools

5. Select the check boxes for course tools you want to make available to the group set.
6. Select the **Grade** option and type **Points possible** for **Blogs**, **Journals**, and **Wikis**, if you want to grade student submissions.

Tool Availability

☑ Blogs
   ○ No grading
   ● Grade : Points possible :

   ☑ Show participants in "needs grading" status ⚠ after every [1 ▼] Entries
   Add Rubric ⚡

7. Select the check box for **Allow Personalization** to allow individual group members to add personal modules to the group homepage. Only the group member who added the modules can view them.

MODULE PERSONALIZATION SETTING

Allow individual group members to personalize group modules.

☑ Allow Personalization

8. Select the option for **Create smart view for this group** to add a Smart View for each group in the Grade Center.

GROUP OPTIONS

☐ Create smart view for this group

9. For the **Membership** section:

a. Type the **Number of Students per Group** to create or the **Number of Groups**.

- Number of Students per Group – set the amount of students, and Blackboard will determine the number of groups.
- Number of Groups – set the number of groups, and Blackboard will determine how many student go into each group.

b. Select an option to **Determine How to Enroll any Remaining Members** in the groups.

- Distribute the remaining members amongst the groups –students will be distributed evenly across the groups.
- Put the remaining member in their own group – students will be placed into their own group. This will add an additional group.
- Manually add the remaining members to groups – provides you with a list of each group current members, and "extra" students, allowing you to place the remaining students into the group of your choice.

10. Click **Submit**.

The newly created group set appears on the **Groups** listing page with students added according to the selected options.

HOW TO CREATE A GROUP SET: SELF-ENROLL

1. Access the **Groups** listing page and point to **Create** on the action bar to access the drop-down list.
2. Select **Self-Enroll**.
3. On the C**reate Random Enrollment Group Set** page, type a **Name** and optional **Description**.

4. Select the **Yes** option to make the **Group Available**. If you do not want the group set to be available at the present time, select **No**.
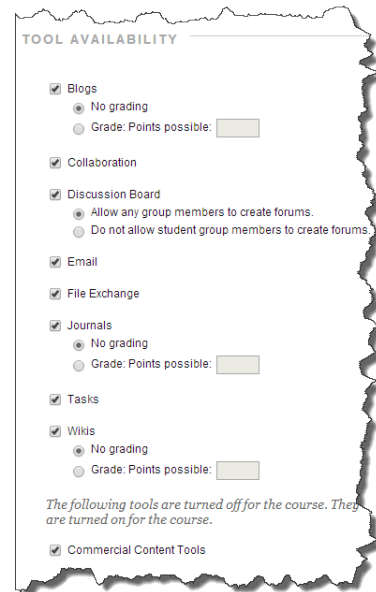

5. Select the check boxes for course tools you want to make available to the group set.
6. Select the **Grade** option and type **Points possible** for **Blogs**, **Journals**, and **Wikis**, if you want to grade student submissions.

7. Select the check box for **Allow Personalization** to allow individual group members to add personal modules to the group homepage. Only the group member who added the modules can view them.

8. Complete the Sign-Up Options:
   A. Type the **Name of Sign-up Sheet**.
   B. Enter **Sign-up Sheet Instructions**. You might tell students that they cannot unenroll themselves from groups.
   C. Type the **Maximum Number of Members**. Once the maximum has been reached, no additional students may sign up for that group.
   D. Select to **Show Members** if you would like students to see who has already signed up for each group.
   E. Select **Allow students to sign-up from the groups listing page** to allow

   students to sign-up from the Groups area along with any location you have added into the course.

9. Enter the **Number of Groups** to be created and select the option for **Create smart view for this group** to add a Smart View for each group in the Grade Center.

GROUP SET OPTIONS

⁕ Number of Groups [   ]
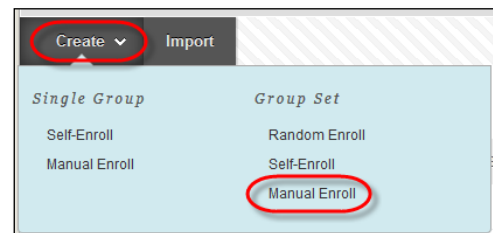
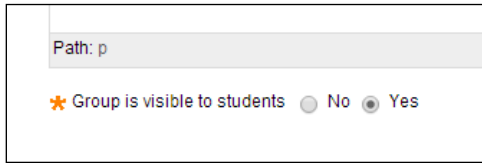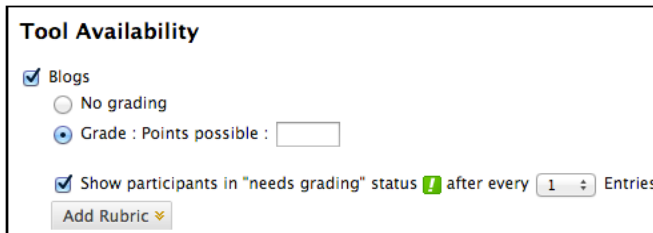☐ Create smart view for each group in set.

10. Click **Submit**.

The newly created group set appears on the **Groups** listing page with students added according to the selected options.
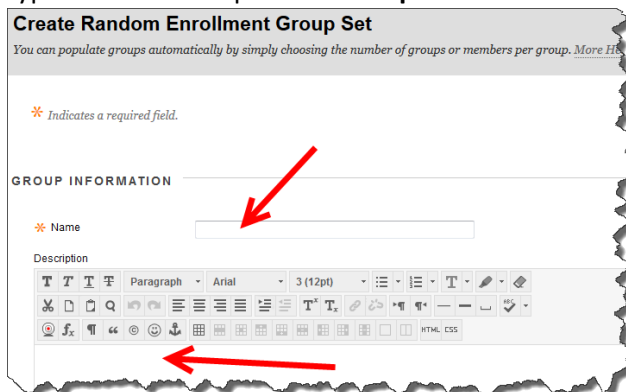
HOW TO CREATE A GROUP SET: MANUAL ENROLL

1. Access the **Groups** listing page and point to **Create** on the action bar to access the drop-down list.
2. Select **Manual Enroll**.
3. On the C**reate Random Enrollment Group Set** page, type a **Name** and optional **Description**.

Create Random Enrollment Group Set

You can populate groups automatically by simply choosing the number of groups or members per group. More He

⁕ *Indicates a required field.*
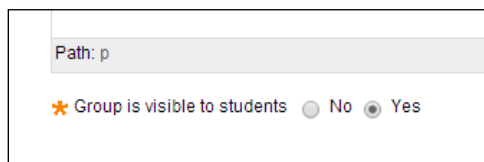
GROUP INFORMATION

⁕ Name [   ]

Description

Create ∨	Import

Single Group	Group Set
Self-Enroll	Random Enroll
Manual Enroll	Self-Enroll
	Manual Enroll

4. Select the **Yes** option to make the **Group Available**. If you do not want the group set to be available at the present time, select **No**.

Path: p

⁕ Group is visible to students ○ No ● Yes

TOOL AVAILABILITY

☑ Blogs
   ● No grading
   ○ Grade: Points possible: [   ]

☑ Collaboration

☑ Discussion Board
   ● Allow any group members to create forums.
   ○ Do not allow student group members to create forums.

☑ Email

☑ File Exchange

☑ Journals
   ● No grading
   ○ Grade: Points possible: [   ]

☑ Tasks

☑ Wikis
   ● No grading
   ○ Grade: Points possible: [   ]

The following tools are turned off for the course. They are turned on for the course.
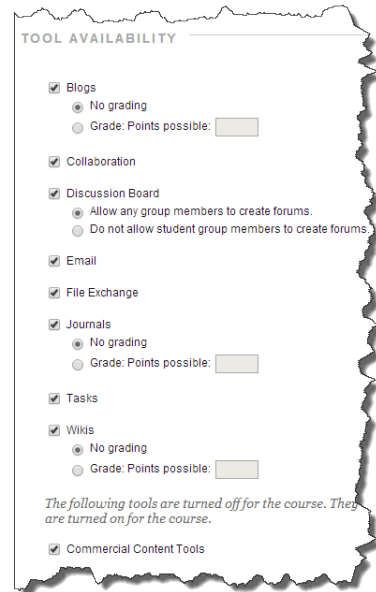
☑ Commercial Content Tools

5. Select the check boxes for course tools you want to make available to the group set.

6. Select the **Grade** option and type **Points possible** for **Blogs**, **Journals**, and **Wikis**, if you want to grade student submissions.

Tool Availability

☑ Blogs
  ○ No grading
  ◉ Grade : Points possible : [____]

  ☑ Show participants in "needs grading" status ⚠ after every [1 ◆] Entries
  [Add Rubric ☒]

7. Select the check box for **Allow Personalization** to allow individual group members to add personal modules to the group homepage. Only the group member who added the modules can view them.

MODULE PERSONALIZATION SETTING

Allow individual group members to personalize group modules.

☑ Allow Personalization

8. For the **Group Set Options** section, type the **Number of Groups** to create.

4. Membership

★ Determine Number of Groups by   ◉ Number of Students per Group [4]
                                    ○ Number of Groups [____]

★ Determine How to Enroll any Remaining Members   ◉ Distribute the remaining members amongst the groups
                                                   ○ Put the remaining members in their own group
                                                   ○ Manually add the remaining members to groups

9. Click **Submit**.
10. Set **Group Set Enrollments**:
    A. Hide members already in another group in this set – As you are selecting students to add to each group, this option will hide a student who has already been added to another group, preventing a student from accidentally being added to more than one group.
    B. Randomize Enrollments – Select this button to have Blackboard automatically add students across the groups for you to then change individual students.
    C. Name – Change the group name, if desired.
    D. Add Users – Add students by selecting the Add Users button.
    E. Delete Group – Delete this group entirely.
    F. Add Group – Add an additional group.

GROUP SET ENROLLMENTS

Filter Available Members   ☑ Hide members already in another group in this set **(A)**

(B) [Randomize Enrollments] [Collapse All]

⊟ **groups 1**
   ★ Name [groups 1] **(C)**
   [Add Users] **(D)**
   No users have been added.
   [Delete Group] **(E)**

⊟ **groups 2**
   ★ Name [groups 2]
   [Add Users]
   No users have been added.
   [Delete Group]

⊟ **groups 3**
   ★ Name [groups 3]
   [Add Users]
   No users have been added.
   [Delete Group]

[Add Group] **(F)**

EDITING GROUPS

On the Groups listing page, you can create groups, as well as edit and manage them. Each group's contextual menu provides quick access to the group homepage and email. You can also access the options to edit group properties.

Editing a group allows you to add or remove members, as well as change its name, availability, and tools. In addition, you can allow students to create their own self-enroll groups.
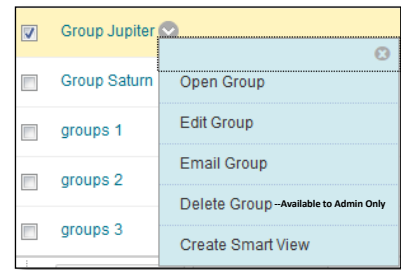
- **Open**: This option opens the group homepage, where you can add course or group modules.
- **Edit**: This option opens the Edit Group page. Edit any of the initial options chosen when you created the group, with the exception of changing the Grade option for gradable group blogs, journals, and wikis.
- **Email**: This option allows you to send an email message to the entire group or to select members in it. To learn more, see Sending Email to a Course Group.
- **Delete**: To remove a group you no longer need, please contact your instructional designer with your course details and exact names of the group(s) you would like deleted. If grade columns exist in the Grade Center for the group you would like deleted, such as for gradable group blogs, journals, or wikis, let your instructional designer know what columns you would like to retain, if any. For example, in the Delete Confirmation page, your instructional designer can uncheck boxes for any columns that you need to preserve.
- **Create Smart View:** Quick access to add a Smart View to the Grade Center if you have not already added one.
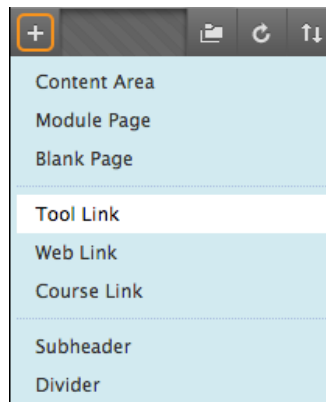
STUDENTS ACCESSING THE GROUP PAGE

Students can access the group page in a number of ways. By default, students can access the Groups page through the Tools area, but you can also add a course menu link, as well as a link within content to the Groups area, or a particular group.

HOW TO ADD A GROUPS LINK TO THE COURSE MENU

If you want students to access groups often, you can add a link to the course menu for one-click access to the tool. You can customize the name of the link to fit your needs.

1. Change **Edit Mode** to **ON** and point to the plus sign above the course menu. The **Add Menu Item** drop-down list appears.
2. Select **Tool Link**.
3. Type a **Name** for the link.
4. From the **Type** drop-down list, select **Groups**.
5. Select the **Available to Users** check box.
6. Click **Submit**.

The new tool link appears last in the course menu list. Press and drag the arrows icon to move the link into a new position. Access the link's contextual menu. You can rename, delete, or hide the link from students.

HOW TO ADD A GROUP LINK IN A COURSE AREA

You can manually add links to individual groups and sign-up sheets in content areas, learning modules, lesson plans, and folders. You can set up a content area to include all the content and tools your students need for the week. After reading the weekly lecture, and viewing the slide presentation, students can also access the groups tool to complete the group assignment. Students do not need to navigate anywhere else in your course to complete all the required activities for the week.

When you add a link to a specific group in a content area, all students will see the link, however, if a student is not a member of the group, he or she will not be able to access the group homepage.

You can follow the same steps for adding link to learning modules, lesson plans, and folders.

1. Change **Edit Mode** to **ON** and access the course area where you want to add a group link, for example, the **Week 2** content area.
2. On the action bar, click **Tools** to access the drop-down list.
3. Select **Groups**.
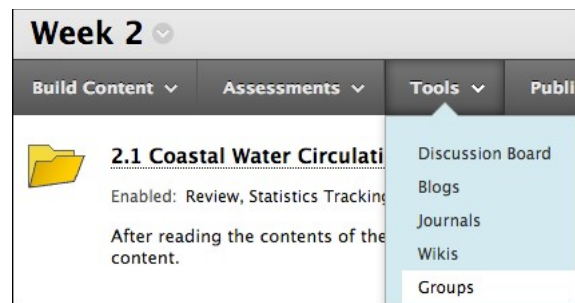
4. On the **Create Link: Group** page, select the type of link: groups page, to a group, or to a group set. If linking to a group or group set, select it from the list.

5. Click **Next**.
6. On the next **Create Link: Group** page, complete the **Link Information** to specify how it will appear in the content area. Select **Options**, if you want.

7. Click **Submit**.

ACCESSING THE GROUPS LINK

Navigate to the content area, and click the group link to access the group homepage.

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.
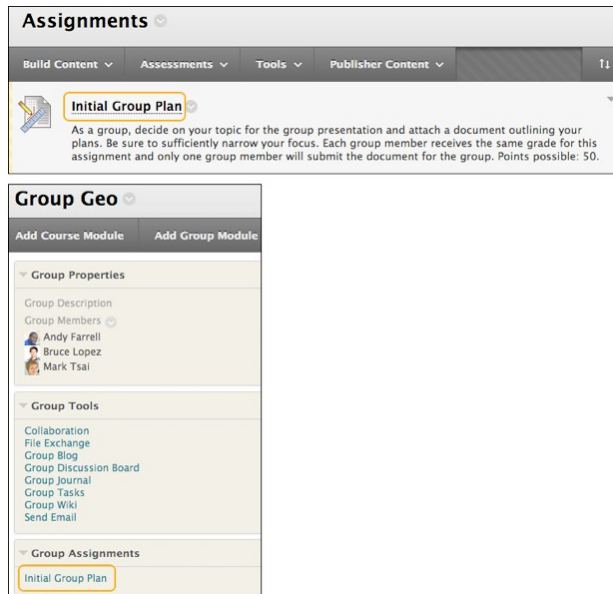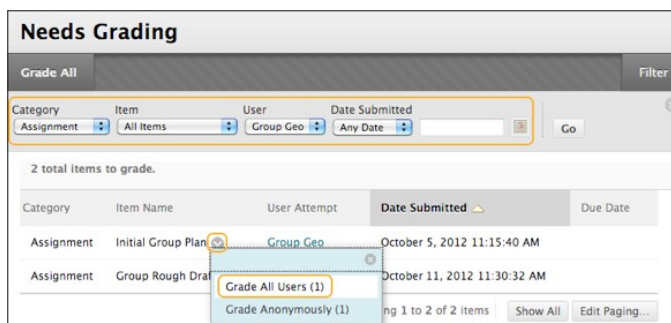

GRADING GROUP ASSIGNMENTS

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-
   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.

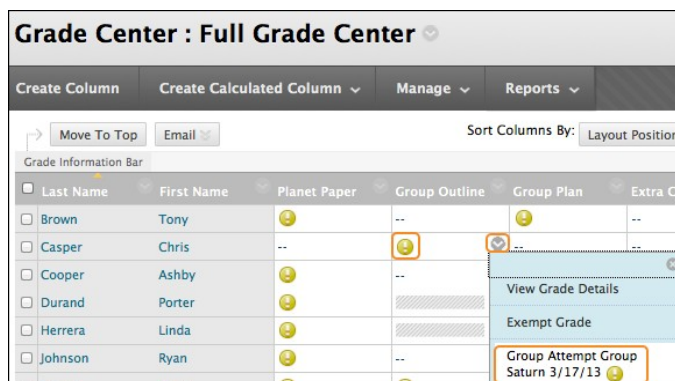## HOW TO ACCESS A GROUP ASSIGNMENT FROM THE GRADE CENTER

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.
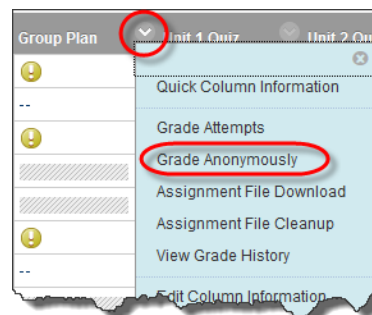
EDITING A GROUP GRADE

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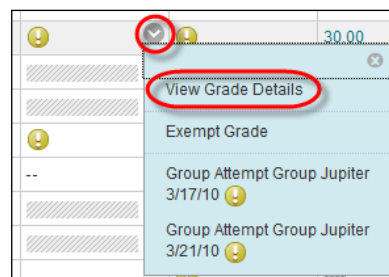
Grade Anonymously is available from the column header's contextual menu in the Grade Center. This action will open a new attempt with all system user identification removed. Any unsaved changes to the current attempt will be lost.

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.

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.

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.