Creating a Group Assignment

Note: The group must be created **before** the assignment, so that the group can be selected in submission settings. For more information access Create Groups

Creating a Group assignment within Blackboard allows one member of the group to submit on behalf of all members. These submissions are housed within the Grade Center and can be graded and assessed by the instructor as an overall group grade as well as an individual grade.

Build an Assignment

1. To create an assignment, select the content area where the assignment will be displayed, for example Assignments.


2. Select **Assessments > Assignments.**
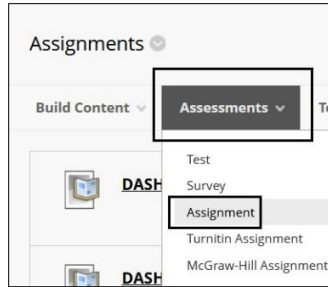
Assignment Information

3. On the Create Assignment page, enter the name of the assignment.

4. In the Content Editor, instructions can be added for the assignments. Additional items can be added such as tables, hyperlinks and formatting options. Images, videos and links to other resources can be found by clicking on the **circle plus symbol.**
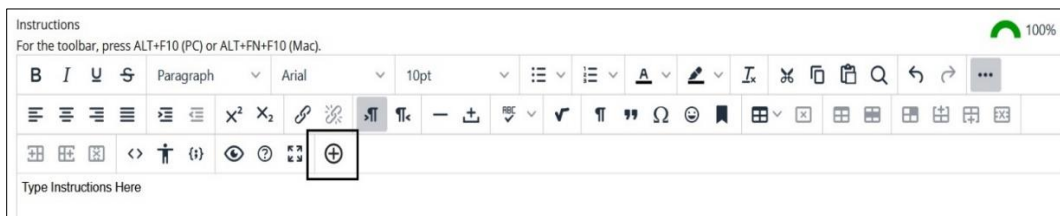
5. Add local files from the computer by selecting **Insert Local Files**
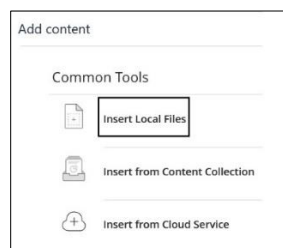
6. To embed videos within the content editor box, select the **Source Code** button. Paste the embed code into the box and select **Save**
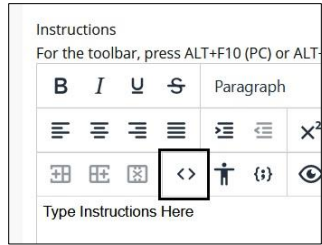
Note: For a more in depth look at the new Content Editor features watch [New Content Editor](#)

Assignment Files

7. Additional files can be dragged and dropped into the dotted line or by choosing **Browse Local Files.**
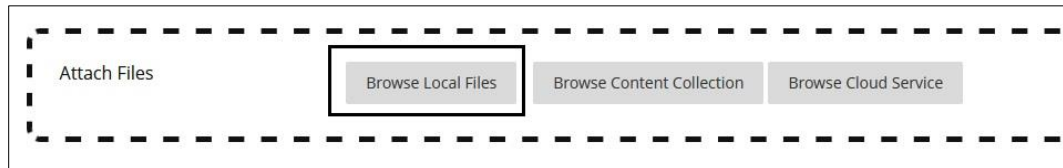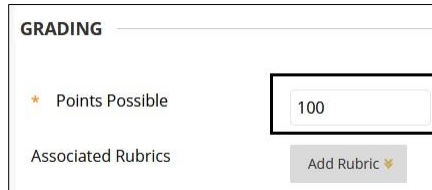

Due Date

8. Enter a Due Date, this allows for the assignment to appear in the Course Dashboard and the Course Calendar.

Note: A Due date does **NOT** restrict students from submitting their work. Access restrictions are set under **Availability.**

Grading

9. Enter a **Points Possible** under Grading. Blackboard created rubrics can be attached to an assignment for further feedback and a breakdown of the grading structure.
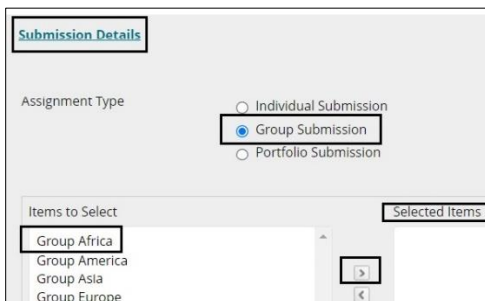

Note: For more information on how to create and use Rubrics within Blackboard access Grading Rubrics

10. Select **Submissions Details** > **Group Submissions.** This will display the previously created groups. Select the group under **Items to Select** and **move the group using the left/right arrows** over into the **Selected Items** column.
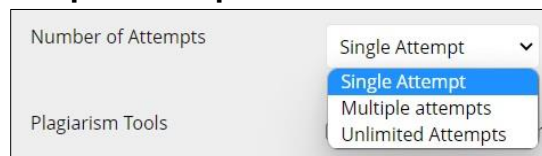
11. **Choose Number of Attempts** by selecting the dropdown option. Selection can be **Single Attempt, Multiple Attempt** and **Unlimited Attempts**.

12. Select **Check submission for plagiarism** box if the assignment will be checked by SafeAssign, a built-in plagiarism checker in Blackboard.
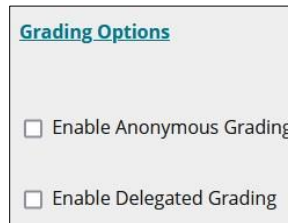

Note: For more information access SafeAssign

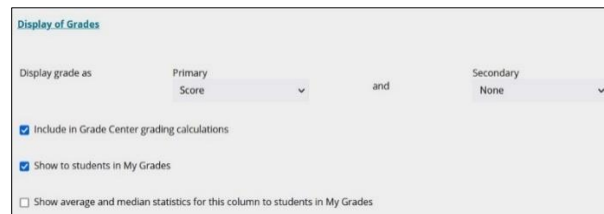13. Under **Grading Options**, Enable Anonymous Grading or Delegating Grading can be selected.

Note: Anonymous Grading can be turned on and off until a student submits. After the first submission, it can only be turned off.

Note: Teaching Assistant roles automatically have the rights to grade, these roles do not need to be assigned as Delegated Graders.

14. Under **Display Grades**, selections can be chosen on how the assignment grade is displayed to the student. By default, the assignment is included in the Grade Center calculations and visible to students in My Grades.


Availability

15. Under **Availability**, set the time frame in which the assignment submission link will be available and visible to students. By default, the assignment is available to students. Select the **Display After/Display Until** boxes to set a specific date and time frame. Select the **Track Number of Views** to keep track of how many times students click on the assignment link. **Select Submit** to save all changes.

16. Group assignments will display in the Group itself under the module Group Assignment as well as the Content area.
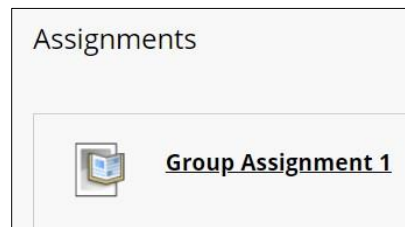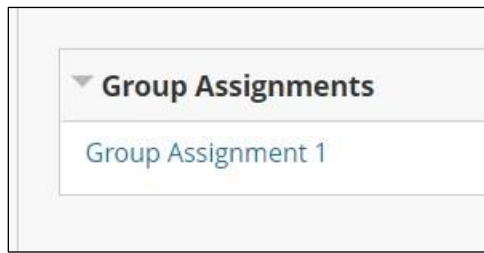
Note: Only members of the group will see the specific Group Assignment within the Content area.

For more information and assistance, please email DOES Blackboard Support at blackboard@jjay.cuny.edu