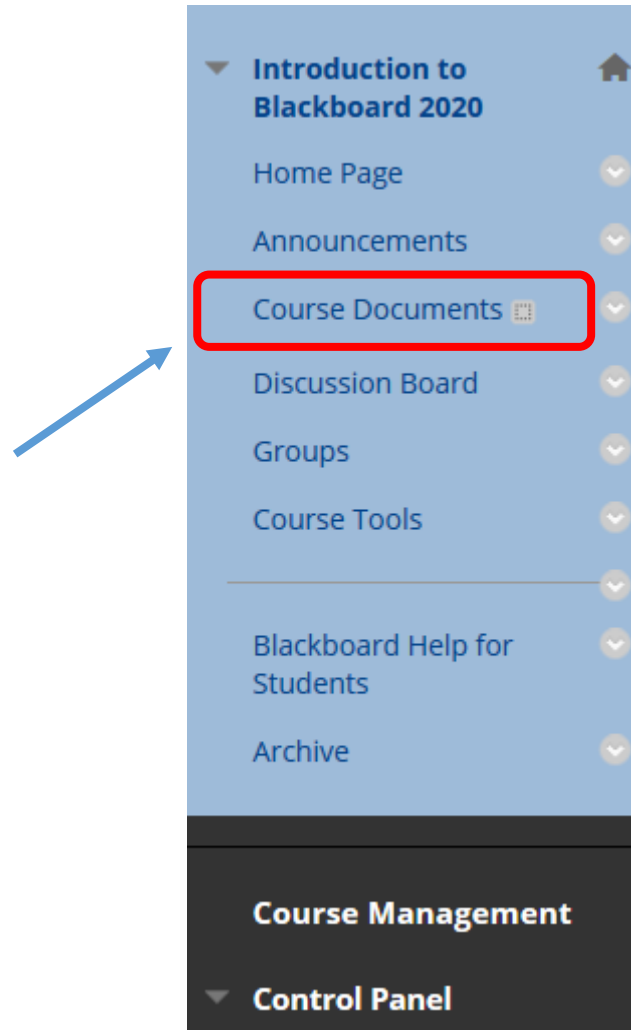


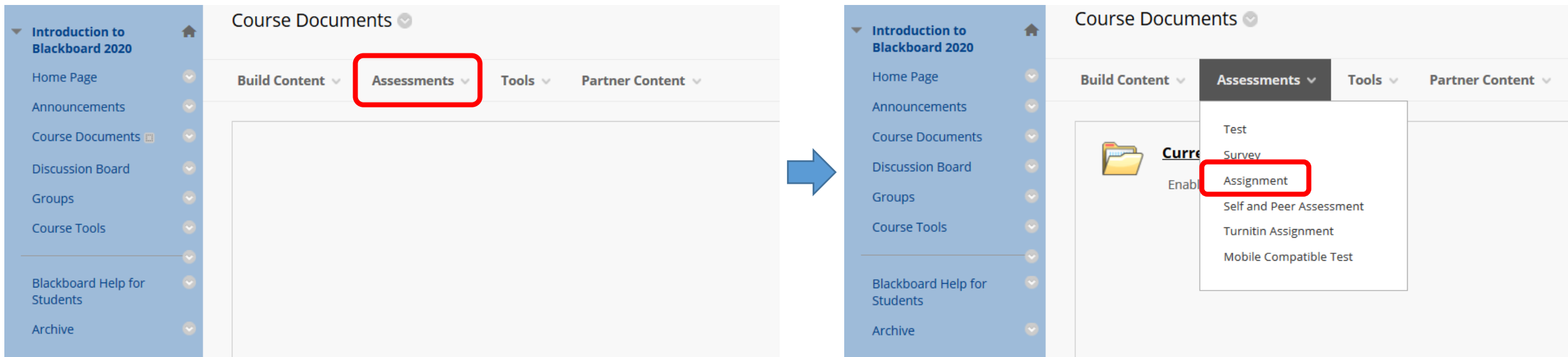


**How to Create a Group
Assignment Link on
Blackboard**

1. Log in to the Course on Blackboard. Go to a content area in your course, like ***Course Documents***.



2. Click **Assessments**, and then click **Assignment** from the drop down menu.



3. Enter a **title** for the group assignment link, a **description** of the assignment (perhaps instructions, etc.) in the text box, and **attach** any relevant files. In this example, we are creating an assignment link for Group Assignment #1, with a short description, and no attachments. Scroll down to the next section once ready.

Create Assignment

Assignments are a form of assessment that adds a column to the Grade Center. Use the Grade Center to assign grades and give feedback to each student. [More Help](#)

* Indicates a required field.

ASSIGNMENT INFORMATION

* Name and Color Black

Instructions

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Path: p Words:0

ASSIGNMENT FILES

Attach Files

Click **Submit** to finish. Click **Cancel** to quit without saving changes.

ASSIGNMENT INFORMATION

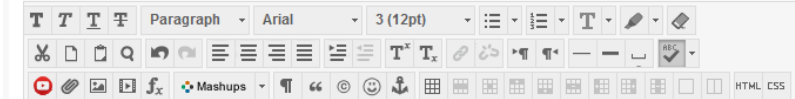
* Name and Color

Group Assignment #1

Black

Instructions

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



Please work with your group members, and write a joint response to reading excerpt from today's class. Upload the file to this assignment link.

Only one member of the group needs to submit the assignment for all members to receive credit.

Path: p

4. **OPTIONAL**: Enter a due date for the assignment. If a student submits their work to an assignment link after the due date it is marked **Late**.

Click the box marked in red below to enable the Due Date option. Then enter a date and time after which all submissions will be marked **Late**. Scroll down once ready.

ASSIGNMENT FILES

Attach Files

DUE DATES

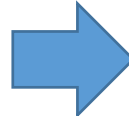
Submissions are accepted after this date, but are marked **Late**.

Due Date
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

GRADING

* Points Possible

Associated Rubrics



ASSIGNMENT FILES

Attach Files

DUE DATES

Submissions are accepted after this date, but are marked **Late**.

Due Date
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

GRADING

* Points Possible

Associated Rubrics

5. Enter the total **Points Possible** a student can earn for completing this assignment.

Next we will work on the **Submission Details** section to classify the assignment as a Group Assignment.

DUE DATES

Submissions are accepted after this date, but are marked **Late**.


Due Date 06/19/2020

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

GRADING

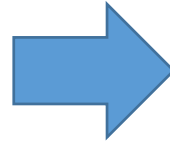
* Points Possible

Associated Rubrics

Add Rubric 

Name	Type	Date Last Edited
------	------	------------------

[Submission Details](#)



DUE DATES

Submissions are accepted after this date, but are marked **Late**.


Due Date 06/19/2020

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

GRADING

* Points Possible

Associated Rubrics

Add Rubric 

Name	Type	Date Last Edited
------	------	------------------

[Submission Details](#)

6. Click **Submission Details** to show the option to change the assignment from an Individual Submission to a Group Submission.

GRADING

* Points Possible

Associated Rubrics

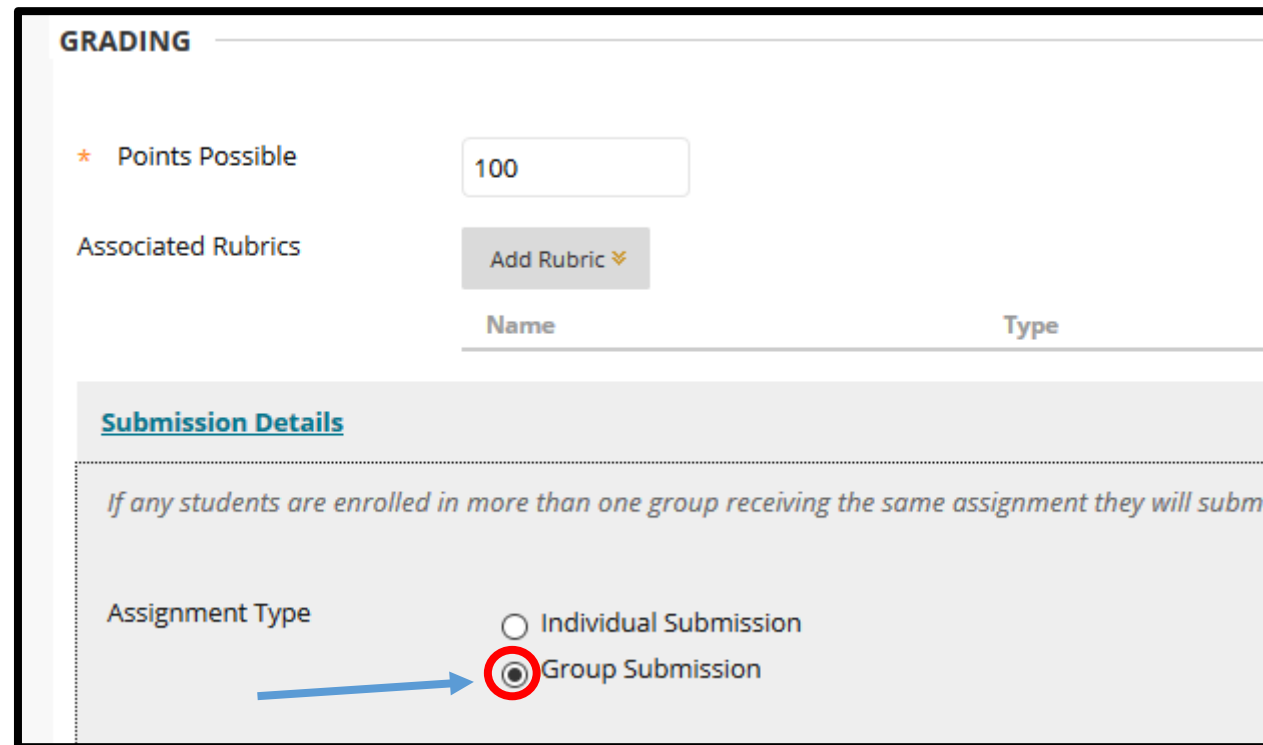
Name	Type
Submission Details	

If any students are enrolled in more than one group receiving the same assignment they will submit

Assignment Type Individual Submission Group Submission

7. Click the circle next to **Group Submission** to convert the assignment into a Group Assignment. You will now see a list of the Groups in your course.

This means that only one member of the group has to submit the assignment, and when you grade that singular submission it submits a grade for all members of the group simultaneously.



The screenshot shows the 'GRADING' section of a course management interface. It includes a 'Points Possible' field set to 100 and an 'Associated Rubrics' section with an 'Add Rubric' button. Below this is the 'Submission Details' section, which contains a note: 'If any students are enrolled in more than one group receiving the same assignment they will submit...'. Underneath, the 'Assignment Type' is set to 'Group Submission', indicated by a selected radio button (circled in red) and a blue arrow pointing to it from the left. The 'Individual Submission' radio button is unselected.

8. Click to highlight the name of the group(s) you want to participate in the assignment, and then click the arrow pointing to the right to move the group(s) into the **Selected Items** box.

Once you move the Group names from **Items to Select** to **Selected Items**, this signifies that those groups will be able to submit to this assignment link.

Now scroll down to the **Availability** section.

Submission Details

If any students are enrolled in more than one group receiving the same assignment they will submit more than one attempt

Assignment Type

Individual Submission

Group Submission

Items to Select

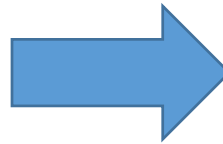
Team A

Team B

Selected Items

Invert Selection Select All

Invert Selection Select All



Submission Details

If any students are enrolled in more than one group receiving the same assignment they will submit more than one attempt

Assignment Type

Individual Submission

Group Submission

Items to Select

Selected Items

Team A

Team B

Invert Selection Select All

Invert Selection Select All

9. Under the **Availability** section select **Make the Assignment Available** if you are ready for students to view and submit to the assignment link in your course.

OPTIONAL:

You can configure each **Assignment Link** you create (by following this guide) to schedule the links to appear and disappear from Student's view of your course progressively throughout the semester, without having to manually intervene or set a due date. Assignment links will appear for students at the set Date / Time under **Display After**, and disappear at the set Date / Time of **Display Until**.

Click the boxes to the left of **Display After** and **Display Until** to activate those features.

In this example, I will configure *Homework #1* to **Display After** on June 8th at 12:55pm, and **Display Until** on June 15th, 2020 at 11:59pm.

The image shows two side-by-side screenshots of the 'AVAILABILITY' section in a course management system, with a blue arrow pointing from the left to the right. Both screenshots have a header 'AVAILABILITY' and a sub-section 'Limit Availability'. In the left screenshot, the 'Make the Assignment Available' checkbox is checked and highlighted with a red box. Below it, the 'Display After' and 'Display Until' checkboxes are unchecked and also highlighted with red boxes. In the right screenshot, the 'Make the Assignment Available' checkbox is checked. The 'Display After' checkbox is checked, and its corresponding date and time fields are filled with '06/08/2020' and '12:55 PM', both highlighted with red boxes. The 'Display Until' checkbox is also checked, and its corresponding date and time fields are filled with '06/15/2020' and '11:59 PM', both highlighted with red boxes. Below each date and time field is the text 'Enter dates as mm/dd/yyyy. Time may be entered in any increment.'

10. Click **Submit** on the bottom right to finalize **Group Assignment Link** creation. Continue on the next page for an example of what the **Group Assignment Link** will look like for students.

GRADING

* Points Possible

Associated Rubrics

Name	Type	Date Last Edited	Show Rubric to Students
------	------	------------------	-------------------------

[Submission Details](#)

[Grading Options](#)

[Display of Grades](#)

AVAILABILITY

Make the Assignment Available

Limit Availability

Display After


Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until

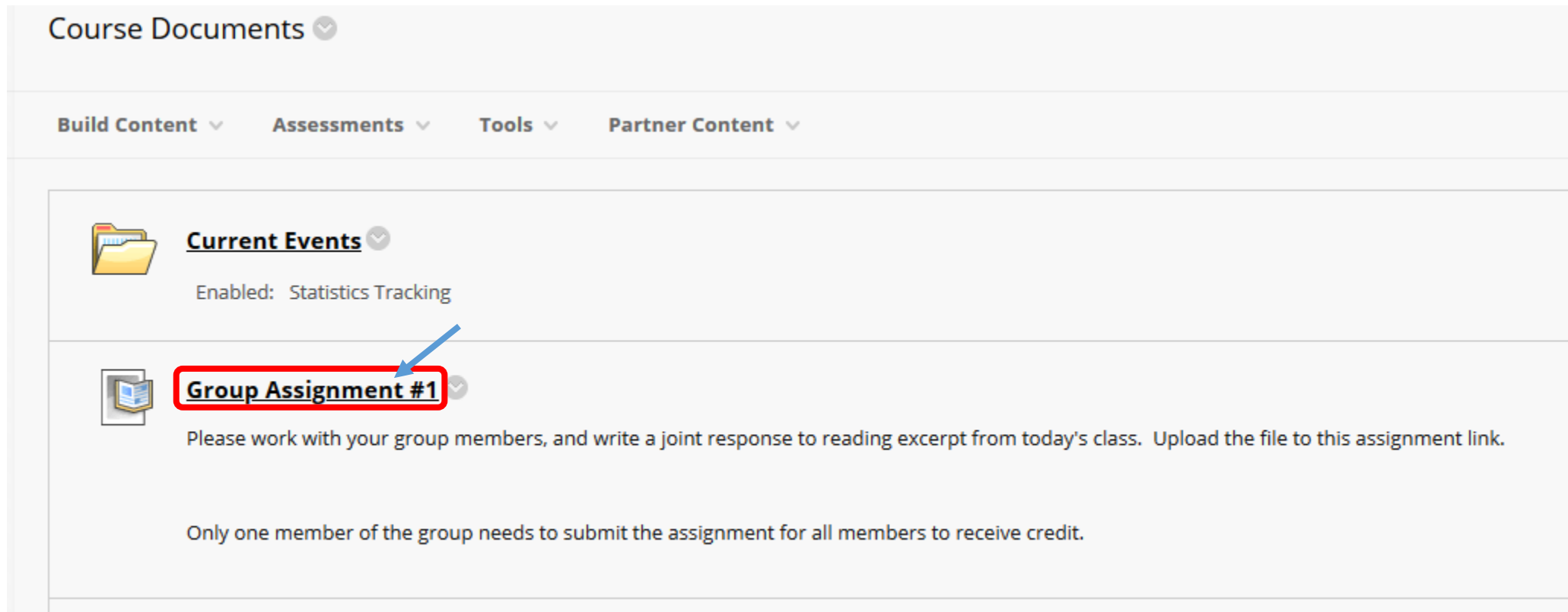
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Track Number of Views

Click **Submit** to finish. Click **Cancel** to quit without saving changes.



Below is a screenshot of the **Group Assignment Link** created in this guide. Students would click the **title of the Group Assignment Link** to submit their work.



The screenshot displays a 'Course Documents' interface. At the top, there is a header 'Course Documents' with a dropdown arrow. Below this, there are four menu items: 'Build Content', 'Assessments', 'Tools', and 'Partner Content', each with a dropdown arrow. The main content area is divided into two sections. The first section is titled 'Current Events' with a folder icon and a dropdown arrow, and it includes the text 'Enabled: Statistics Tracking'. The second section is titled 'Group Assignment #1' with a document icon and a dropdown arrow. The title 'Group Assignment #1' is highlighted with a red rectangular box, and a blue arrow points to it from the right. Below the title, there is a paragraph of text: 'Please work with your group members, and write a joint response to reading excerpt from today's class. Upload the file to this assignment link.' At the bottom of this section, there is another paragraph: 'Only one member of the group needs to submit the assignment for all members to receive credit.'