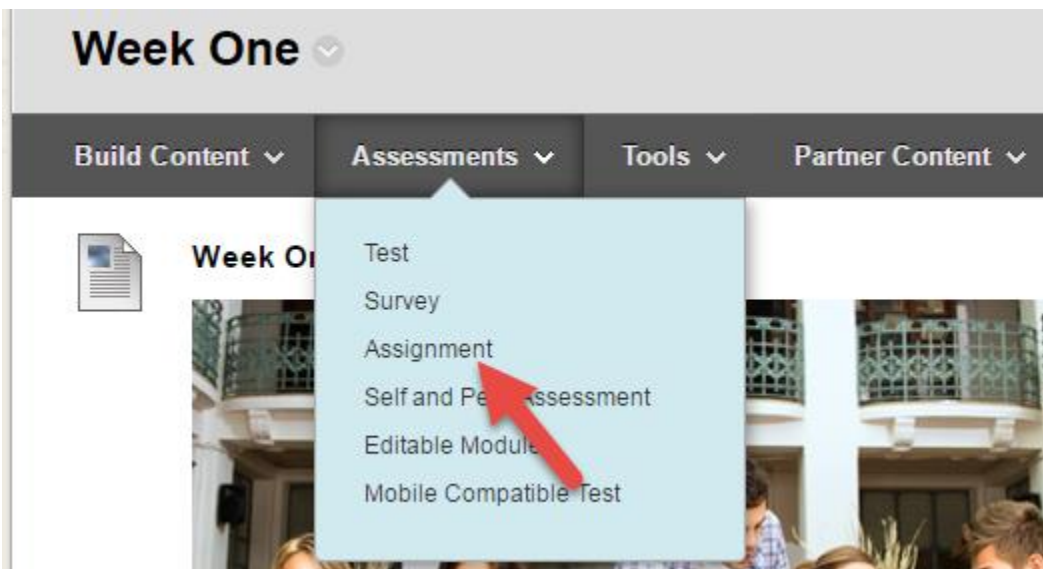




Job Aid Objective: Provide faculty with the steps associated with creating Group Assignments in Blackboard.

*Note: You will need to first create a Group before you create a Group Assignment. Please see job aid on **Creating Groups in Blackboard** to see the steps to create Groups in a course.

Step 1: In your Weekly Content Area, hover your mouse over Assessments and click on **Assignment**.



Step 2: Give your Assignment a name and provide instructions.

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.

* Indicates a required field.

ASSIGNMENT INFORMATION

* Name and Color Black

Instructions



Step 3: Scroll down until you see the Grading heading, put in the Points Possible (attach a rubric if necessary) and then click on **Submission Details**.

GRADING

* Points Possible

Associated Rubrics

Name	Type	Date Last Edited
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[Submission Details](#)

[Grading Options](#)

[Display of Grades](#)

Step 4: Next to Assignment Type, click the radio button next to **Group Submission**.

Submission Details

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

Assignment Type

Individual Submission

Group Submission



Step 5: Select the Group associated with the Assignment and click the right arrow button to move it into the Selected Items box.

The screenshot shows two side-by-side list boxes. The left box is titled 'Items to Select' and contains 'Group A' highlighted in blue. The right box is titled 'Selected Items' and is currently empty. Between the two boxes are two arrow buttons: a right-pointing arrow and a left-pointing arrow. A red arrow points to the right-pointing arrow button. Below each list box are two buttons: 'Invert Selection' and 'Select All'.

Step 6: You will then see your Group in the Selected Items box.

The screenshot shows the same interface as in Step 5. The 'Items to Select' list is now empty. The 'Selected Items' list now contains 'Group A', which is circled in red. The right-pointing arrow button between the lists is now highlighted in blue. The 'Invert Selection' and 'Select All' buttons are still present below each list.

Step 7: Then click **Submit**.

The screenshot shows two buttons: a grey 'Cancel' button on the left and a blue 'Submit' button on the right. A red arrow points down towards the 'Submit' button.

Step 8: This will automatically create a new column in your Grade Center.

