

## Creating a Group Assignment

In Blackboard, you can create Group assignments. This allows one member of the group to submit a document for everyone in the group. You must have created at least one group in your Blackboard course for the Group Assignment feature to be available. For more information about creating groups, see the create groups document: <https://www.towson.edu/technology/training/blackboard/documents/groups-create.pdf>

### When Creating an Assignment...

1. In the settings when creating an assignment, scroll down to **Grading**.
2. Click the link that says **Submission Details**.
3. Change the assignment type to **Group Submission**.
4. Select the group(s) you want to receive this assignment and click the arrow.
5. **Submit**.

The screenshot shows the 'GRADING' section of a Blackboard assignment configuration page. It includes a 'Points Possible' field set to 10, an 'Associated Rubrics' section with an 'Add Rubric' button, and a table with columns for Name, Type, Date Last Edited, and Show Rubric to Students. Below this is the 'Submission Details' section, which contains a note about multiple attempts for students in multiple groups. The 'Assignment Type' section has three radio buttons: 'Individual Submission', 'Group Submission' (which is selected), and 'Portfolio Submission'. A note below states: 'Selecting this option will require students to submit a portfolio as a response to this assignment'. The 'Items to Select' section features two lists: 'Items to Select' containing 'Group', 'Group 2', and 'Group 3'; and 'Selected Items' containing 'Group 1'. Arrows and buttons allow for moving items between these lists. At the bottom, there are 'Invert Selection' and 'Select All' buttons for both lists. The 'Number of Attempts' section is set to 'Single Attempt'.

Figure 1