

## Grading Group Work

Before you can grade a group Assignment, you must first create Groups. If you need more information on how to create a group, please read the Creating Groups document:

<https://www.towson.edu/technology/training/blackboard/documents/groups-create.pdf>

1. Navigate to [blackboard.towson.edu](https://blackboard.towson.edu).
2. Log in with your Towson University **Net ID** and **Password**.
3. Enter the course with the **Group Assignment** you'd like to grade.
4. Click on the **Grade Center** on the left hand side.
5. Select **Needs Grading**.
6. Choose the **Group Assignment** you'd like to grade by selecting the **Group Name**.
7. You'll now see the Group grading page.
8. To the right, you have the option to grade to entire **Attempt** as one grade for that will apply to all students in the group.
9. Below that, you can download the **Submission**.
10. Under the **Submission**, you have the ability to grade each student individually.

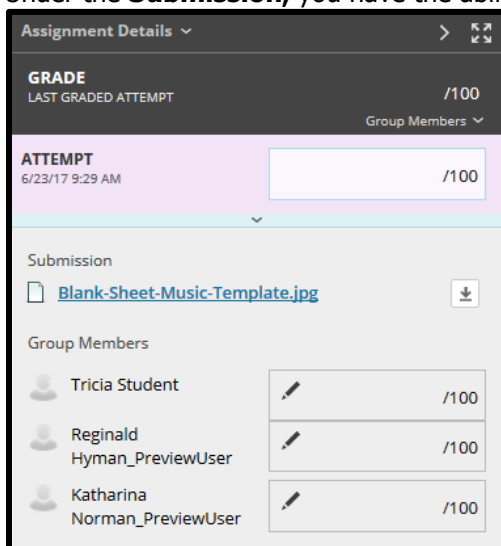


Figure 1

11. To grade each student individually, select the **pencil icon** to the right of the student you'd like to grade.
12. Input a grade for that student.
13. Click the **green checkmark** below the grade to finalize it.

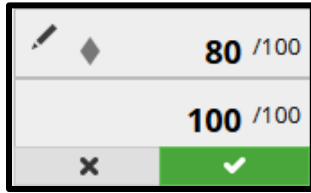


Figure 2