# Creating marking groups for assignment evaluation

If you are teaching on a large course, you can set up groups enabling you to release assignments to members of a certain group only as well as to sort submissions by marking groups. This guide will explain how to set up groups as well as what you will have to do to make an assignment folder group-specific and how to access submissions from a particular marking group only.

## Contents

# Setting up your group category and groups

To start, navigate to the Brightspace Groups tool. You can get there by clicking on the **Communication and Collaboration** drop-down menu in your navbar. Next, select **Groups**. (Figure 1)
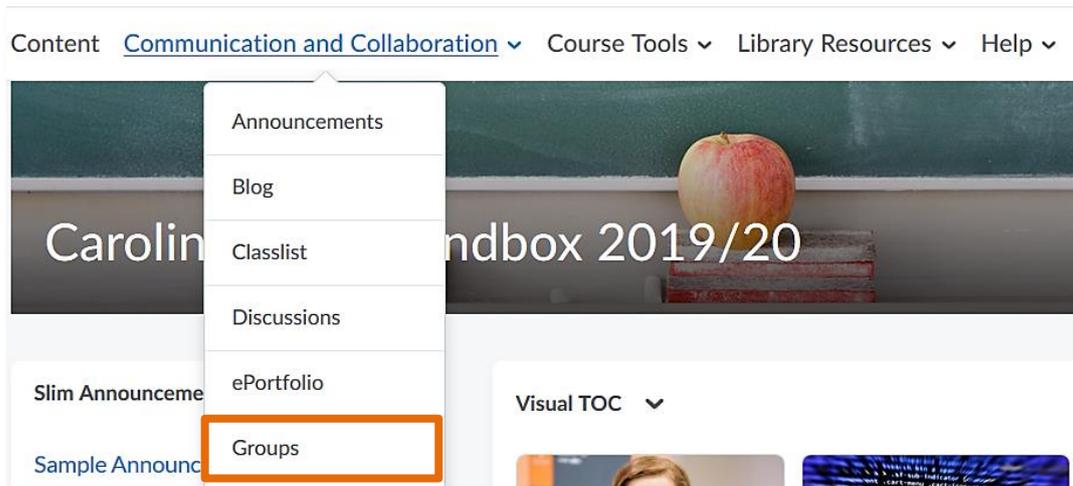


**Figure 1**

Once you are in the Groups tool, click on the blue **New Category** button. (Figure 2)
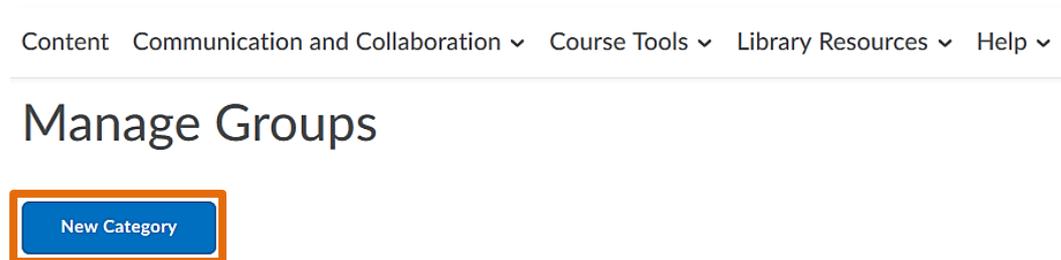


**Figure 2**

Enter your **group category name** (1) and any **description** (2) you would like to add. (Figure 3)
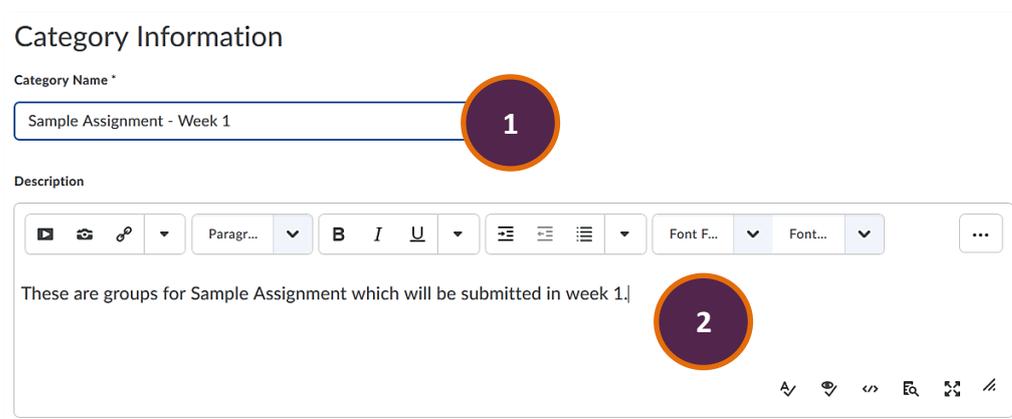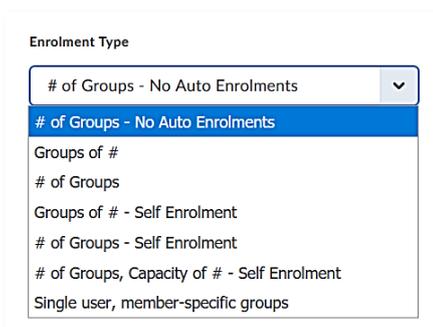


**Figure 3**

Figure 4

Next, you will need to decide on the **enrolment type**. (Figure 4)

You have the choice between:

| | |
|---|---|
| # of Groups – No Auto Enrolments | You will be able to determine how many groups you want and you will have/be able to enrol students in the groups. |
| Groups of # | You will be able to determine how many members each group should have. Students will be auto-enrolled in the groups by Brightspace. |
| # of Groups | You will be able to determine how many groups you want. Students will be auto-enrolled in the groups by Brightspace. |
| Groups of # - Self Enrolment | You will be able to determine how many members each group should have. Students will be able to self-enrol in the groups. |
| # of Groups – Self Enrolment | You will be able to determine how many groups you want. Students will be able to self-enrol in the groups. |
| # of Groups, Capacity of # - Self Enrolment | You will be able to determine how many groups you want as well as how many member should be enrolled in each group. Students will be able to self-enrol in the groups. |
| Single user, member-specific groups | The system automatically creates a groups of one for each student enrolled on the module/unit. Use this group type in connection with discussions to create a journaling area for students. |

Depending on which type of group you select, you will now have to determine the **number of users** for each group (1) and/or the **number of groups** (2). (Figure 5)



Figure 5

**Figure 6**

If you chose to have students self-enrol, you will also be able to enter a **self-enrolment expiry date** (1), and have the option to choose whether unenrolled students should automatically be allocated to a group after the deadline for self-enrolment has passed (2). Alternatively, you can also choose to enrol students in groups yourself. (Figure 6)

You could also select to restrict enrolment in a group to members of a group you have set up before (1). Below is a used case for when you might want to use this feature. In addition, you can choose a group prefix which will be used



**Figure 7**

for all groups created under this category (2). By default, the group prefix will be 'Group', but you could also choose 'Team', etc. If you would like to customise the name of the groups, you will be able to do so later once all groups have been created. (Figure 7)

Use case for **Restrict Enrolments to**:

You have two different cohorts enrolled in your Brightspace module/unit. You have previously created a group category called Cohorts and have enrolled students in two groups, Cohort 1 and Cohort 2. You are using these groups to make sure that each cohort only sees the content they are supposed to see. You are now creating marking groups for your first assignment, but you would only like students from Cohort 1 to be eligible for enrolment on these groups. Select Cohort 1 from the drop-down list. This way, only students enrolled in the group Cohort 1 can be enrolled on the marking groups for Assignment 1.



**Figure 8**

Lastly, you could opt to set up a discussion areas, lockers and/or assignment submission boxes for each of the groups right after creating them. You can also always attach groups to discussion areas or assignment submission folders later on, though. A locker is a file sharing area where students enrolled on a particular group can drop and exchange files for/with each other. (Figure 8)

When you are ready, click on the **blue Save button** at the bottom of the screen. (Figure 9)



**Figure 9**

You will now be able to see your new group category and the groups within that category on the Groups page. (Figure 10) In the example on the right, I opted to create two groups with no self-enrolment which means that I will have to enrol students myself.
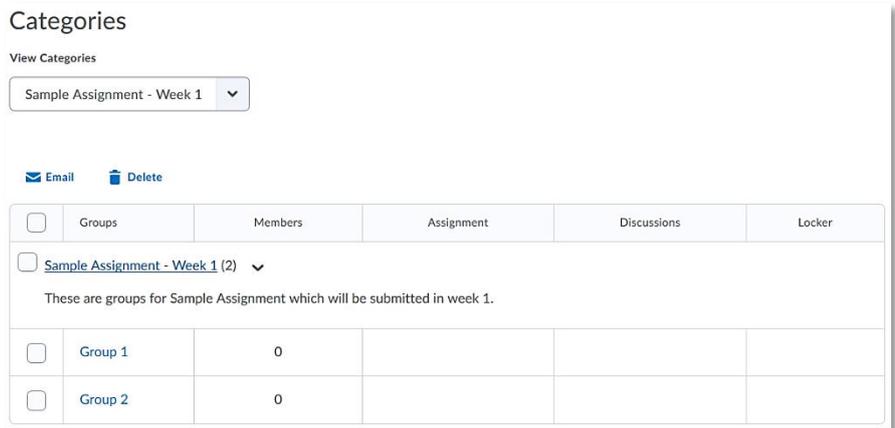


**Figure 10**

## Renaming groups and enrolling students

If you would like to customise the generic group names, click on any of the groups, i.e. Group 1. (Figure 11)
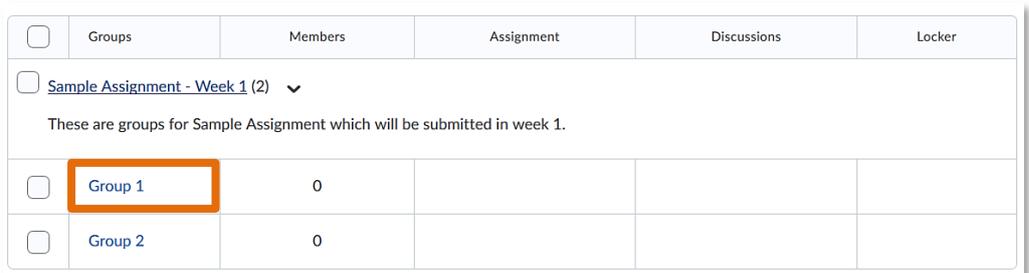


**Figure 11**

This will open an area where you can edit the group name (1) and potentially the group code (2) as well as add a description (3). At the top of the screen, you can also see that you will be able to Enrol Users or View Enrolments (4). To change the name of your group, simply
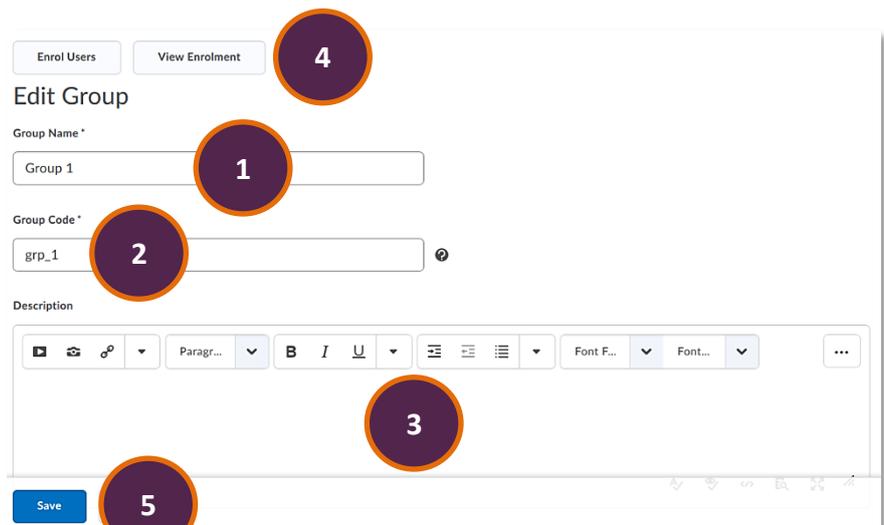


**Figure 12**

delete Group 1 and type in the name you would like the group to have. Next, click on the blue Save button at the bottom of the screen (5). (Figure 12)

You will now see the new group name reflected on the overview page for this group category; in this example, I renamed 'Group 1' to 'Marker 1'. (Figure 13)

**Figure 13**

To enrol students on your group, simply click on the group you would like to enrol students on, i.e. Marker 1. (Figure 14)



**Figure 14**



Next, click on the **Enrol Users button** on the top of the page. (Figure 15)

**Figure 15**

You will now see a list of students enrolled on your module/unit. Simply select the students you would like to enrol on this group by putting a checkmark next to their name and click the blue Save button at the bottom of the page. (Figure 16)

**Tip 1:**

If you have a huge cohort, you can change the number of students displayed to you. By default, you will always see 20 students per page and will then have to go on. If you navigate to the bottom right-hand corner, though, you can choose from a drop-down menu how many students you would like to see per page. (Figure 17)



**Figure 17**



**Figure 16**

**Tip 2:**

When you are enrolling students in the groups, you can sort them by Org Defined ID, in other words their student ID, Last Name, First Name, or Username. Simply click on either of these on the top of the list, and you will be able to sort students in a way that makes it easy for you to add them to the groups. (Figure 18)



**Figure 18**



Figure 19

Once you have saved your enrolments on the group, you will be able to see the number of members for each group on the overview page for this group category. (Figure 19) If you click on the number of members, a pop-up window will open which shows you the names of the group members.

**Note**

Students can be enrolled on multiple groups which means that the names of students enrolled on Group 1 will also pop up in the list of students you can enrol on Group 2. Make sure that you know which student should be enrolled on which group.

# Group assignments vs assignments with marker groups

When you set up a new assignment, you can choose to make an assignment a **group assignment**. This means that each student in the group with access to the assignment will be able to make a submission, and that all submissions from the group members will be marked together as a group. To set this up, start by creating a new assignment in the assignment tool, give your assignment a name and provide instructions. Under Assignment Type, select **Group assignment** and select the Group Category you would like to set this assignment up for. Finish setting up your assignment and click on the blue Save and Close button on the bottom. (Figure 20)
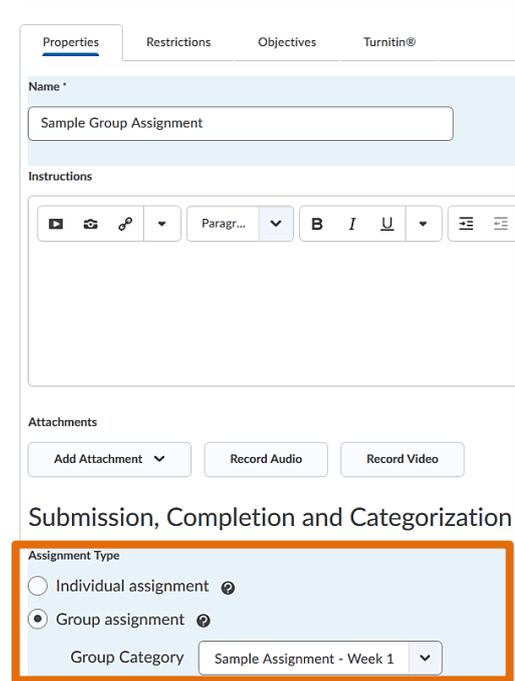


**Figure 20**

For more information on how to set up an assignment, have a look at the [Assignments, Feedback and Grades](#) resource in the EDU Support Portal.
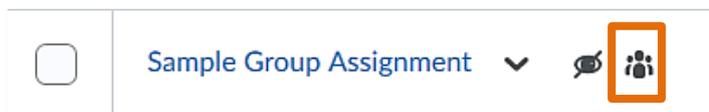


**Figure 21**

Once you have saved the assignment, you will see it in your list of existing assignments. You will be able to recognise it as a group assignment by the little icon of the group next to the assignment name. (Figure 21)

If you would like to set up an **assignment with marker groups** where each student receives a mark for their individual submission, start by setting up your assignment as you usually would. Give your assignment a name and provide instructions. Under Assignment Type, leave the default of **Individual assignment** enabled, and continue to set up your assignment as you usually would. (Figure 22)
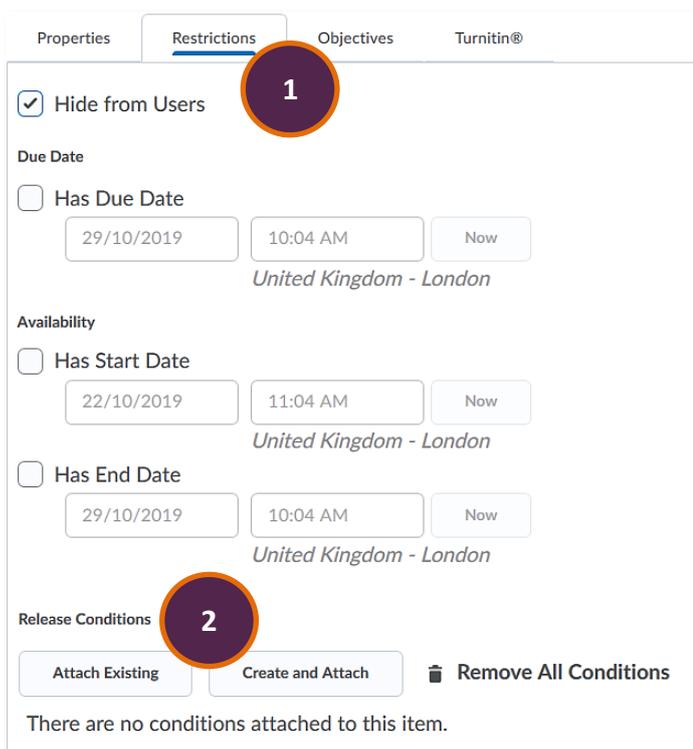


**Figure 22**

**Figure 23**

To make sure that only students enrolled on a certain group or a group within a certain group category can see the assignment, navigate to the **Restrictions tab** (1), and then the **Release Conditions** area (2). (Figure 23) Generally, release conditions allow you to personalise a learner's journey by releasing content, quizzes, assignments, discussions, and even announcements once a specific condition has been fulfilled. In this case, we will set a release condition which will release the assignments to members of a specific group or group category only.

If you would like to learn more about release conditions, have a look at our [Release Conditions](#) guide in the EDU Support Portal.

Click on **Create and Attach**. (Figure 24)



**Figure 24**
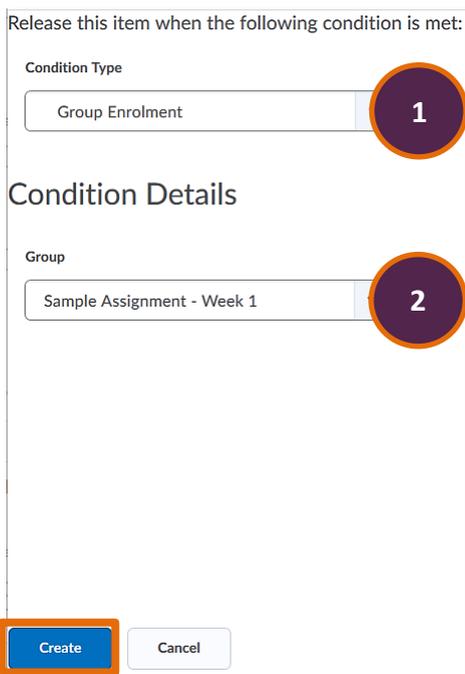


**Figure 25**

This will open a pop-up window which will let you select the Condition Type as well as the Condition Details. From the Condition Type drop-down menu, select **Classlist > Group Enrolment** (1). Next, navigate to the Condition Details and select the group or group category you would like to use (2). For this example, I will use the Sample Assignment – Week 1 group category which means that as long as students are enrolled on either of the groups in this category, they will be able to see the assignment. If you choose a particular group, only students enrolled on that particular group will be able to see the assignment. When you are done, click the blue Create button at the bottom of the screen. (Figure 25)

You will now see that the release condition has been attached to the assignment. (Figure 26)

Finish setting up your assignment and click on the blue Save and Close button on the bottom.
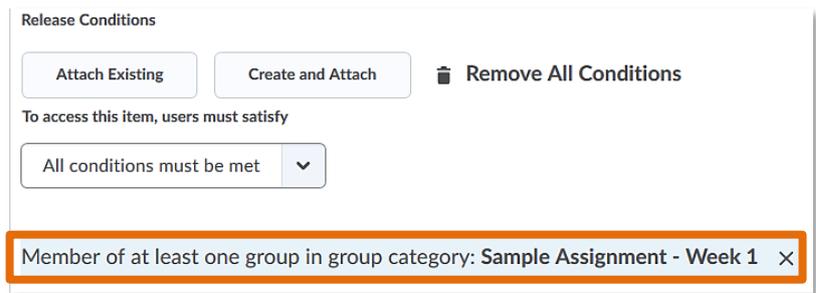


**Figure 26**

## Marking assignments via a marking group
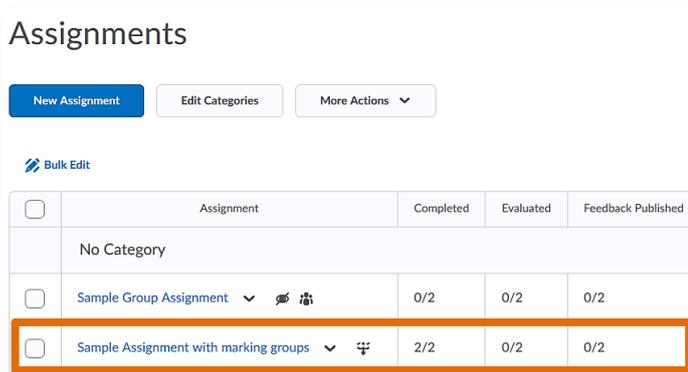


**Figure 27**

To mark the assignments from a particular marking group, start by selecting the assignment you would like to mark. (Figure 27)

This will open the assignment folder, and you will now be able to see all assignment submissions made to the folder. By default, you will view submissions by User. (Figure 28)
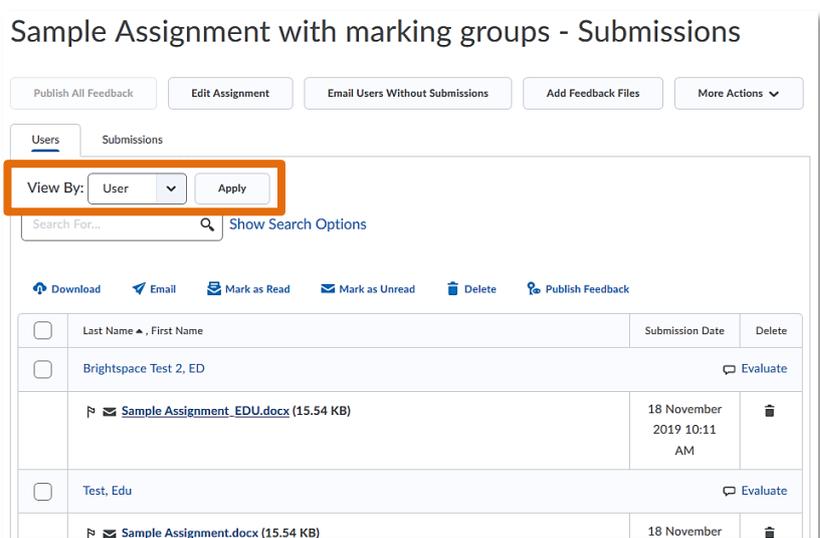


**Figure 28**
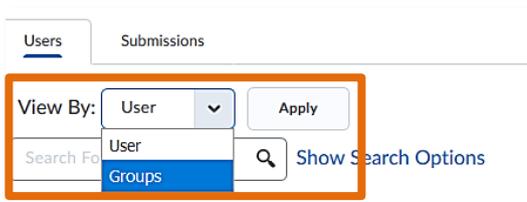


**Figure 29**

To be able to view the submissions of a particular marking group only, click on the drop-down menu next to **View By** and select **Group**. Next, click the **grey Apply button** next to the drop-down menu. (Figure 29)

Next, select your **marking group** from the **Groups** drop-down menu, and click **Apply**. (Figure 30)
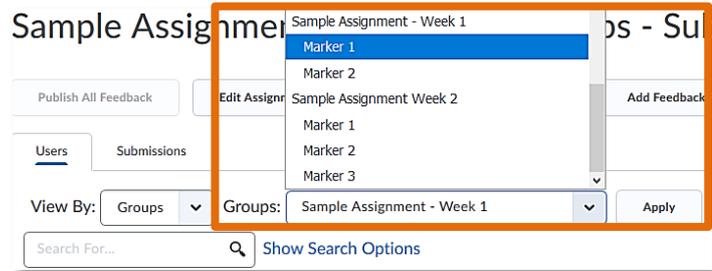


**Figure 30**



**Figure 31**

Once you have selected and applied a particular group, you will be able to see student submissions from that group only. You can now either download assignments or mark them within Brightspace. (Figure 31)
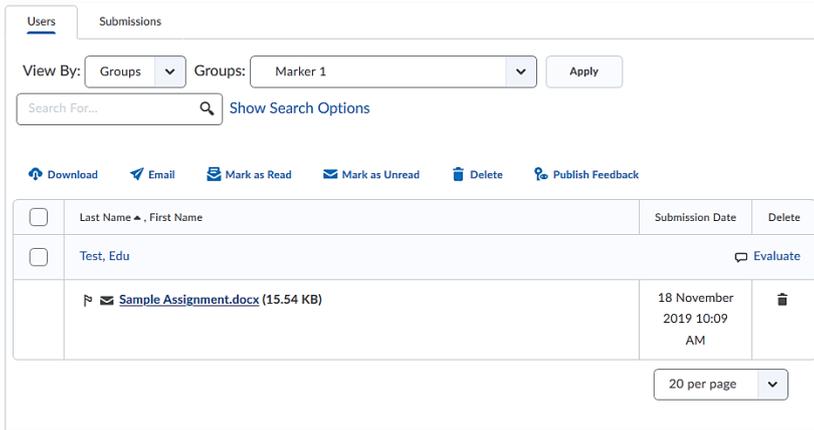
For more information on how to mark an assignment, have a look at the Assignments, Feedback and Grades resource in the EDU Support Portal.