

## Setting up and marking a group assignment

In some cases, you might want to set up a group assignment. When working on a group assignment, students will be able to submit contributions to their group's assignment individually but will ultimately be marked as a group. That means that all students will receive the same mark and feedback.

This guide will explain:

- [How to set up a group in Brightspace](#)
- [How to set up a group assignment in Brightspace](#)
- [How to mark a group assignment in Brightspace](#)
- [What the student experience in a group assignment is like](#)

## How to set up a group in Brightspace

When you are in your Brightspace module/unit area, select 'Groups' from the drop-down menu 'Communication and Collaboration'. (Figure 1)

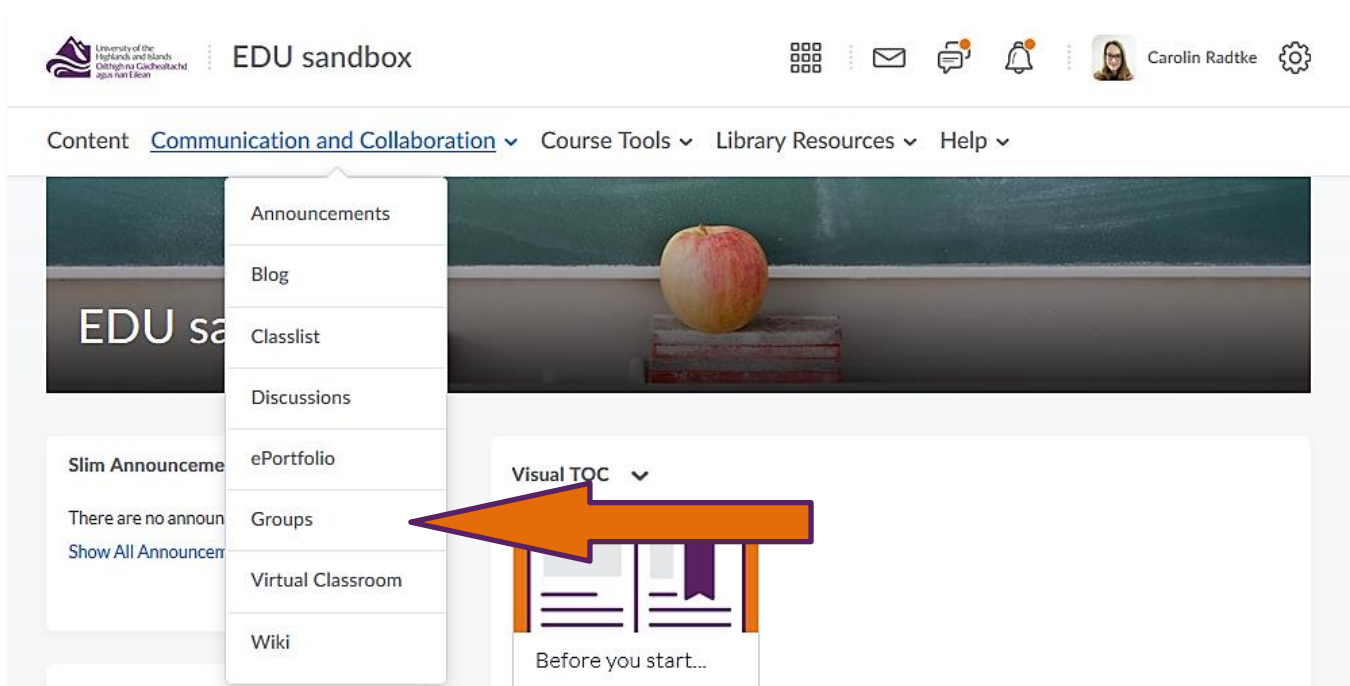


Figure 1: Brightspace module/unit homepage with the Communication and Collaboration drop-down menu

This will take you to the Groups tool in Brightspace. To start setting up a group, click on the blue 'New Category' button. (Figure 2)

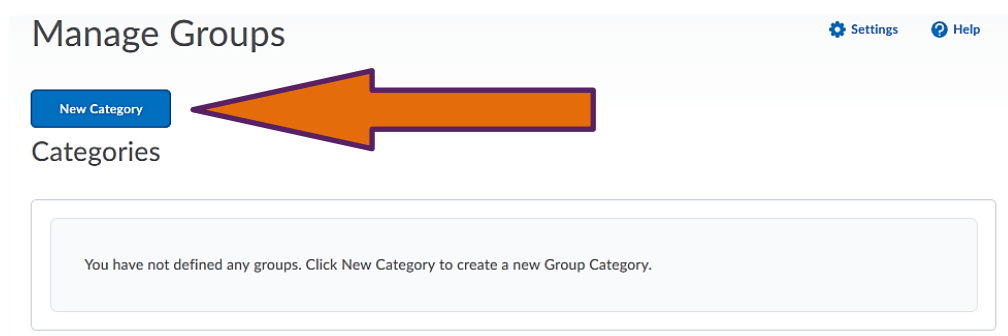


Figure 2: Manage Groups page with the blue New Category button

Give your category a **name** (1), provide a short **description** if you would like, and select the **enrolment type** (for more information about the different enrolment types, have a look at [this Brightspace guidance on enrolment types](#)) as well as the **number of groups** (2). For this example we will give the category the name 'Group Assignment', and will select '# of Groups – No Auto Enrolments' which means that we will be able to determine how many groups we want to sit in that category (in this example 2), and that students will not be auto enrolled, which means that we will have to enrol them ourselves. (Figure 3)

Figure 3: New Category page with title and description box as well as drop-down menus/boxes for the enrolment type and restrictions as well as number of groups

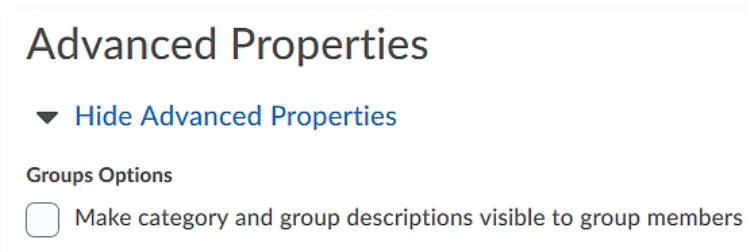


Figure 4: Advanced Properties area with Group Options check-box to make category and group description visible to group members

Under Advanced Properties, you have the option to make the category name and description visible to students. This might be particularly useful when you choose any option involving self-enrolment by the students. (Figure 4)

Next, you will be able to select additional options. You could choose to set up discussion areas for the different groups. Students would only have access to the discussion topic for their specific group and would only be able to interact with students from their group. You can also set up lockers which is a file sharing and exchange area for each of the different groups. Again, students will only have access to the locker areas for the group that they are enrolled on. In addition, you could set up group-specific assignments, where students could submit a group assignment and be assessed as a group. (Figure 5)

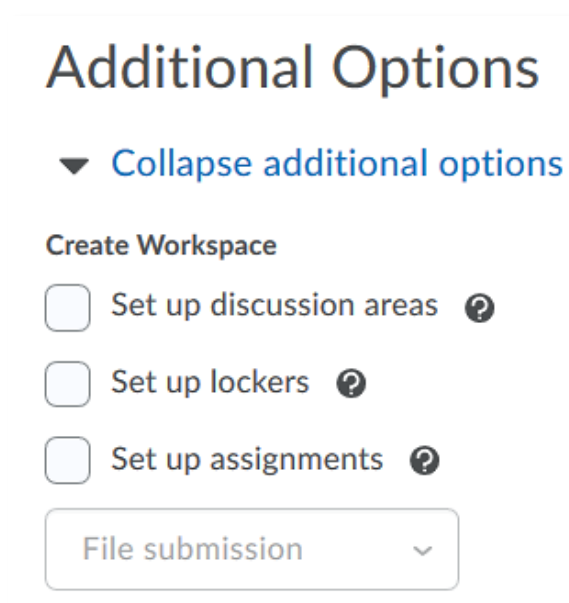


Figure 5: Additional Options area with options to set up discussion areas, lockers and/or assignments



Once you are happy with your settings, click the blue 'Save' button on the bottom of the screen. (Figure 6)

Figure 6: : Save and Cancel buttons at the bottom of the screen

You will now be taken back to the Groups homepage and will be able to see your newly created group category and the groups associated with this category. (Figure 7)

Email		Delete				
<input type="checkbox"/>	Groups	Members	Assignment	Discussions	Locker	
<input type="checkbox"/>	Group Assignment (2) ▼					
<input type="checkbox"/>	Group 1	0				
<input type="checkbox"/>	Group 2	0				

Figure 7: Groups homepage with new group category and associated groups

<input type="checkbox"/>	Groups	Members
<input type="checkbox"/>	Group Assignment (2) <span>▼</span>	
<input type="checkbox"/>	Group 1	Edit Category
<input type="checkbox"/>	Group 2	Add Group

If you need to edit the group category, click on the drop-down menu next to the category name and select Edit Category. (Figure 8)

**Figure 8: Group category with the drop-down menu and Edit Category option**

You will then be taken back to an area where you can make edits to the category, i.e., add further groups (1) as well as edit the description or add a discussion area, etc. You will however not be able to edit the enrolment type and any associated information anymore. (Figure 9)

## Edit Category - Group Assignment

Add Group
1

### Category Information

Category Name \*

Description

Paragrap ▼
B I U ▼
List icons ▼

Font Farr ▼
Font Siz ▼
...

A
Eye
Undo
Find
Fullscreen
Help

### Category Setup

Enrolment Type

# of Groups - No Auto Enrolments

**Figure 9: Edit group category area with the option to add additional groups**

If you have selected the group type **# of Groups – No Auto Enrolment**, you will need to enrol students on the groups. To do so, go back to the overview page of your newly created group category and the associated groups. (Figure 10) There, you will see how many members are enrolled in a group (1), as well as information on assignments, discussions and group files in the locker area (2) if you have enabled these features.

<input type="checkbox"/>	Groups	Members	Assignment	Discussions	Locker
<input type="checkbox"/>	Group Assignment (2) <span>▼</span>				
<input type="checkbox"/>	Group 1	0			
<input type="checkbox"/>	Group 2	0			

**Figure 10: Groups homepage with enrolment and associated activity information**

To enrol users (and rename groups), click on one of the group names, for instance Group 1. (Figure 11)

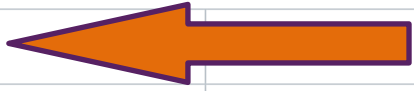
<input type="checkbox"/>	Groups	Members	Assignment	Discussions	Locker
<input type="checkbox"/>	Group Assignment (2) ▾				
<input type="checkbox"/>	Group 1				
<input type="checkbox"/>	Group 2				
		0			

Figure 11: Groups homepage


### Edit Group - Group 1

#### Edit Group

Group Name \*

Group Code \*

Description



Once you are in the group, you can rename the group in the text box underneath Group Name and add a group specific description. (1) To enrol users click on the Enrol Users button. (2) (Figure 12)

Figure 12: Edit Group area with Enrol Users button

Display

Group 1 ▾

Search For... [Show Search Options](#)

[Advanced Search Options](#)

Last Name ▾, First Name, Username, Org Defined ID	Group 1 Users: 1
Test, Edu, EDUbrighttest, EDUbrighttest	<input checked="" type="checkbox"/>
Brightspace Test 2, ED, EDUbrighttest2, EDUbrighttest2	<input type="checkbox"/>

Figure 13: Enrol users area with classlist

This will take you to the enrolment page, where you will see the classlist of your module/unit with all students enrolled in it. Check the box next to a student's name to enrol this student on the group. When you are done, click on the blue 'Save' button. (Figure 13)

**Note:** You can enrol students on multiple groups within one category if you would like to do so.

Once you have enrolled the student, you can verify the enrolment in the members column on the group category overview page. (Figure 14)

<input type="checkbox"/>	Groups	Members	Assignment	Discussions	Locker
<input type="checkbox"/>	Group Assignment (2) ▼				
<input type="checkbox"/>	Group 1	1			
<input type="checkbox"/>	Group 2	0			

Figure 14: Groups homepage with one new member enrolled on Group 1

## How to set up a group assignment in Brightspace

Once you have set up your group, you will be able to set up your group assignment. You can either do so when you set up the group, but **we would recommend that you set up the assignment via the Assignment tool in Brightspace.**

When you set up assignments in the Groups tool, you will only be able to see what would be the Properties tab when you set up an assignment in the assignment tool. You will therefore not be able to set any restrictions right away or associate the assignment to Turnitin.

To start setting up your assignment, navigate to the Course Tools drop-down menu in Brightspace. Select Assignments from this drop-down menu. (Figure 15)

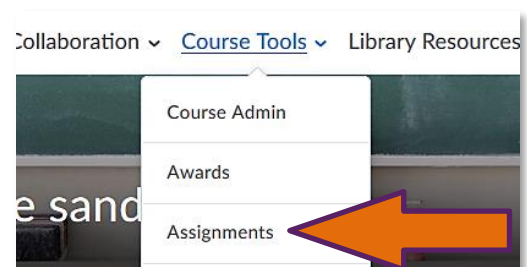


Figure 15: Course Tools drop-down menu

Once you are in the assignment tool, click on the blue New Assignment button. (Figure 16) This will open the Brightspace assignment set-up.

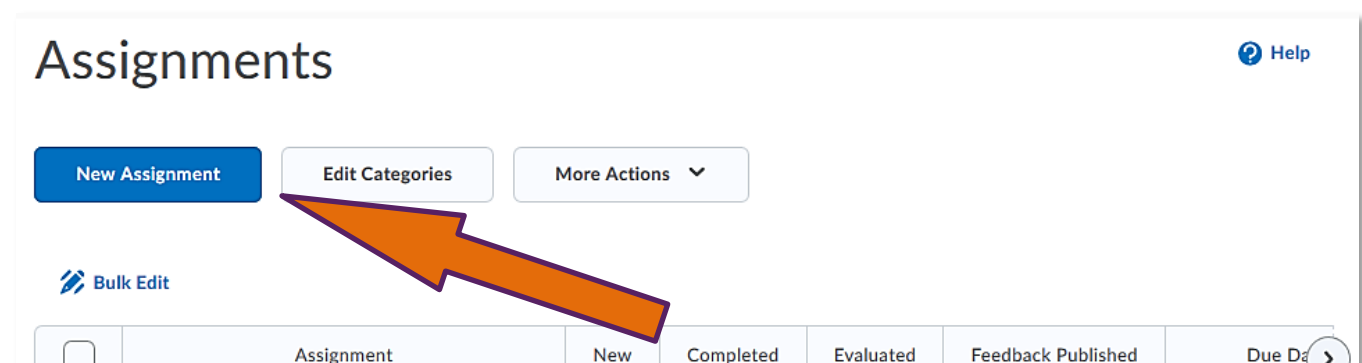


Figure 16: Assignment tool homepage with blue New Assignment button

Once you are in the assignment set-up, set up your assignment as you wish. For more information on all the features of the Assignment tool, have a look at our [Assignment, feedback and grades guidance](#). To make an assignment a group assignment, you will need to scroll to the Assignment Type settings under Submission, Completion and Categorization in the Properties tab. By default, all assignments are individual assignments. That means that each student submits their own assignment and gets their own mark/feedback.

To make an assignment a group assignment, select the checkbox next to Group Assignment (1). Next, select the group category you would like to associate with the assignment. (2) This will automatically set

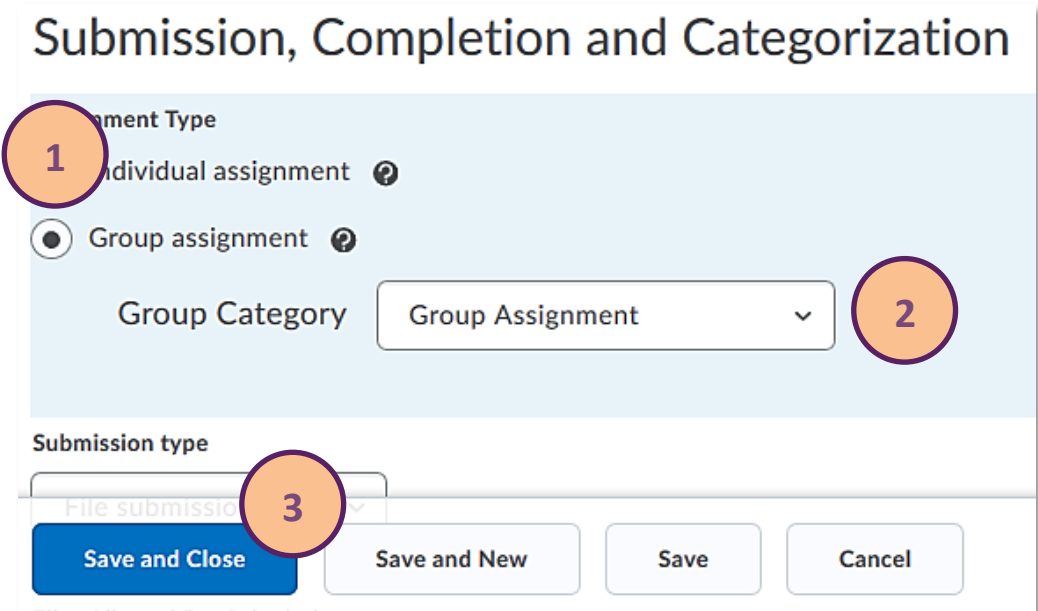


Figure 17: Assignment type settings in the Properties tab of the Assignment set-up area

this assignment up for all groups in this category. Finish setting up your assignment as usual. When you are done, click on the blue Save and Close button at the bottom of the screen. (3) (Figure 17) You have now set up the group assignment.

## How to mark a group assignment in Brightspace

Once students have submitted their assignments, you will be able to open and mark the assignments in Brightspace as usual.

To start, locate your group assignment in the list of assignments, and click on it to open it. (Figure 18)

<input type="checkbox"/>	Group assignment				1/2	1/2	1/2	
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Figure 18: Assignment folder in the assignment tool

Once you are in the assignment folder, you will see that instead of by name as usual, submissions are organised by group. (1) Students' submissions are nested under the group that they belong to. With each submission, you will see information on who made the submission and when. (2) To give a mark and feedback to the group, click on Evaluate. (3) (Figure 19)

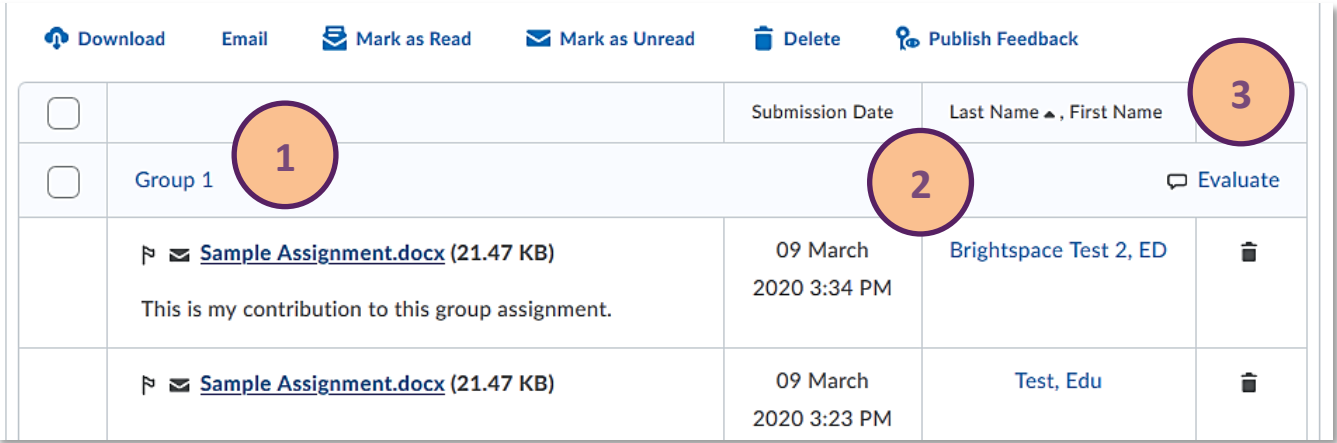


Figure 19: Submission area with student group submissions

Once you are in the evaluation area for the group assignment, you will see a familiar interface. On the left-hand side you can open the group submissions to review and annotate them. On the right-hand side you will see the evaluation pain, including feedback box, any attached rubric and score box. Note that there is a warning reminding you that the grade you give this assignment will be applied to all members of the group. (Figure 20)

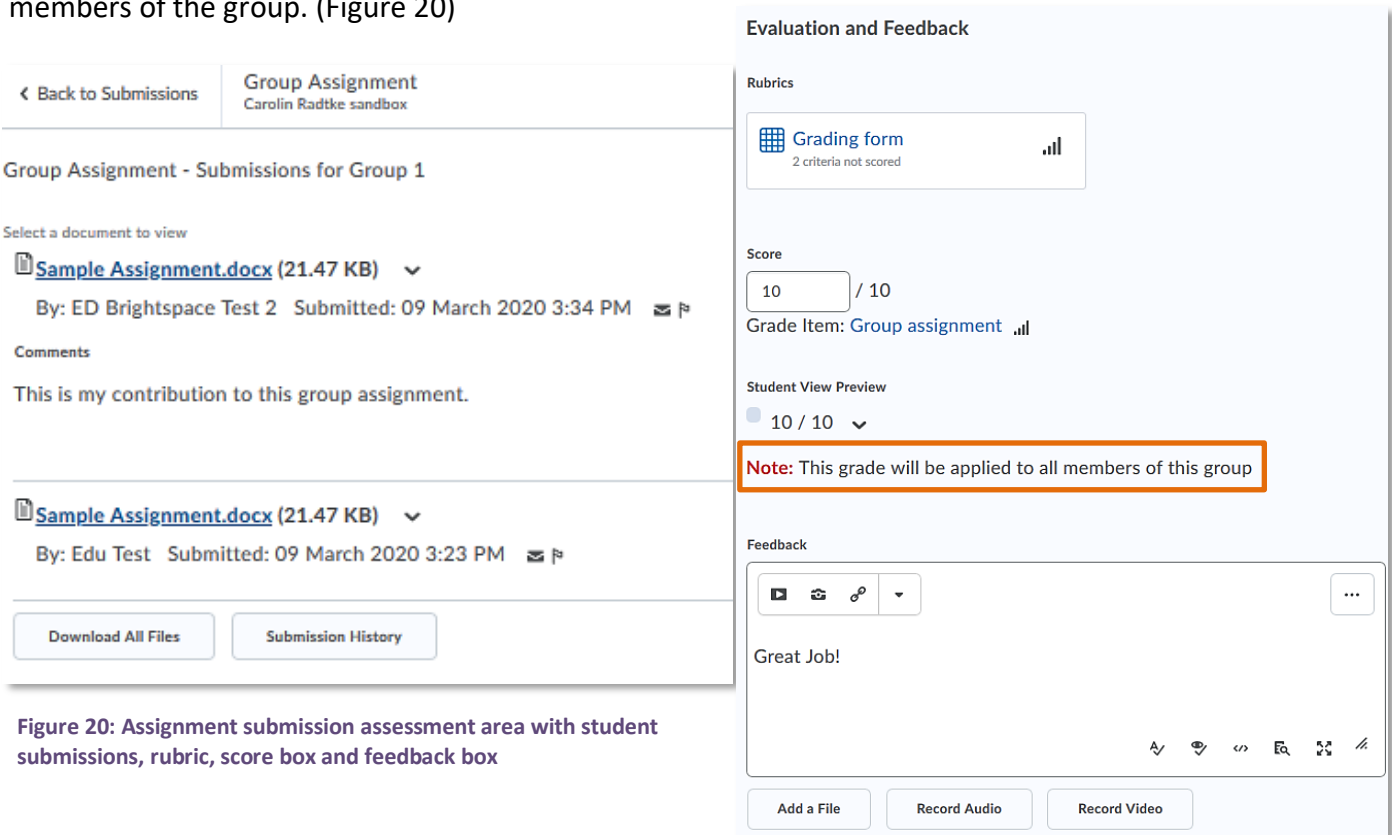


Figure 20: Assignment submission assessment area with student submissions, rubric, score box and feedback box





Figure 21: Save Draft and Publish button

When you are done evaluating the assignment, save your feedback as draft and continue evaluating the other groups' submissions. (Figure 21)

Once you are done evaluating all assignments, you can publish the feedback in bulk by selecting all assignments and then selecting Publish feedback. (Figure 22)

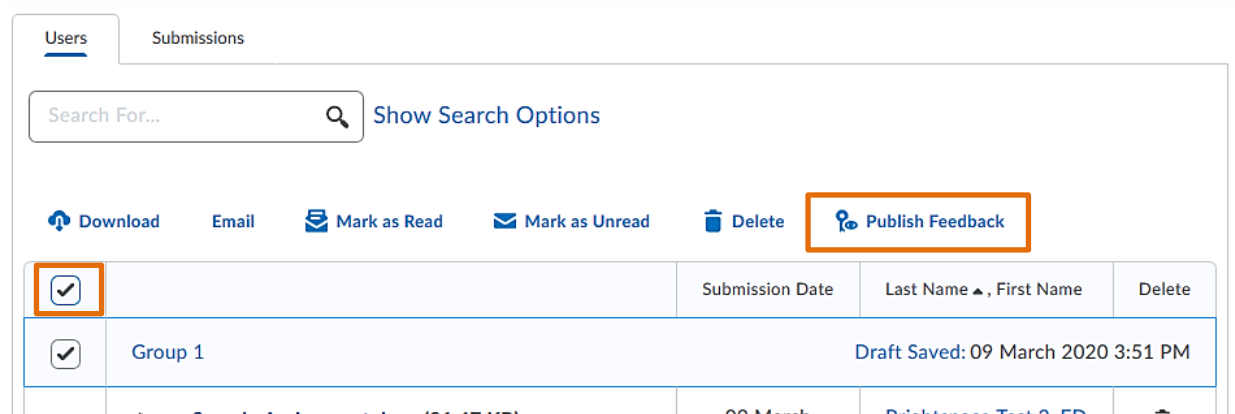


Figure 22: Submission area with option to bulk publish feedback

## What the student experience in a group assignment is like

Students will submit their assignment just as they normally would. If they are the first person to submit the assignment, they will be able to see their own submission once they have made it. If they click on their submission, they will be taken into the submission history. (Figure 23)



Figure 23: Student view of the submission area in the Brightspace assignment tool, including their own submission

In this area, students will be able to review their own assignment, and can also see information about when the assignment was submitted. (Figure 24)

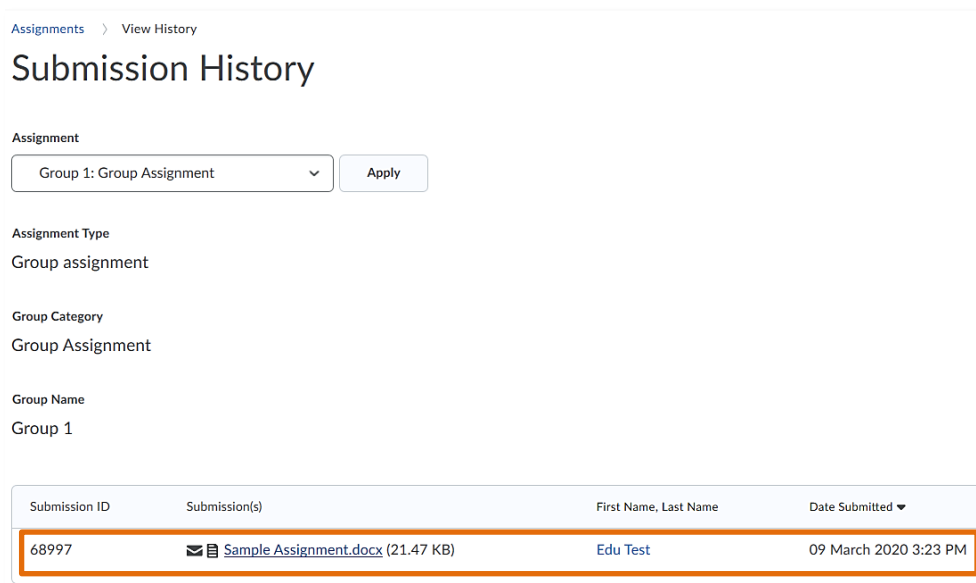


Figure 24: Submission History area with a student's own submission

Once another student has contributed to the group assignment, the assignment folder will update to show that there are two submissions now. If students now click on the submissions, they will be taken into the submission history again where they can review their own as well as any group members' submissions. (Figure 25)

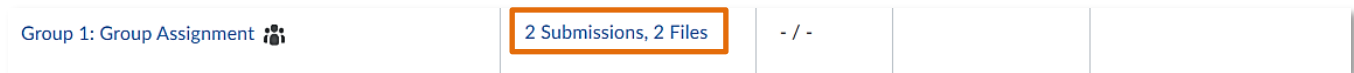


Figure 25: Student view of the submission area in the Brightspace assignment tool, including all submissions made to the group assignment

Once students are in the Submission History area, they will now be able to see their own as well as submissions submitted by other group members. They can review their group member's submissions by clicking on their submissions. (Figure 26)

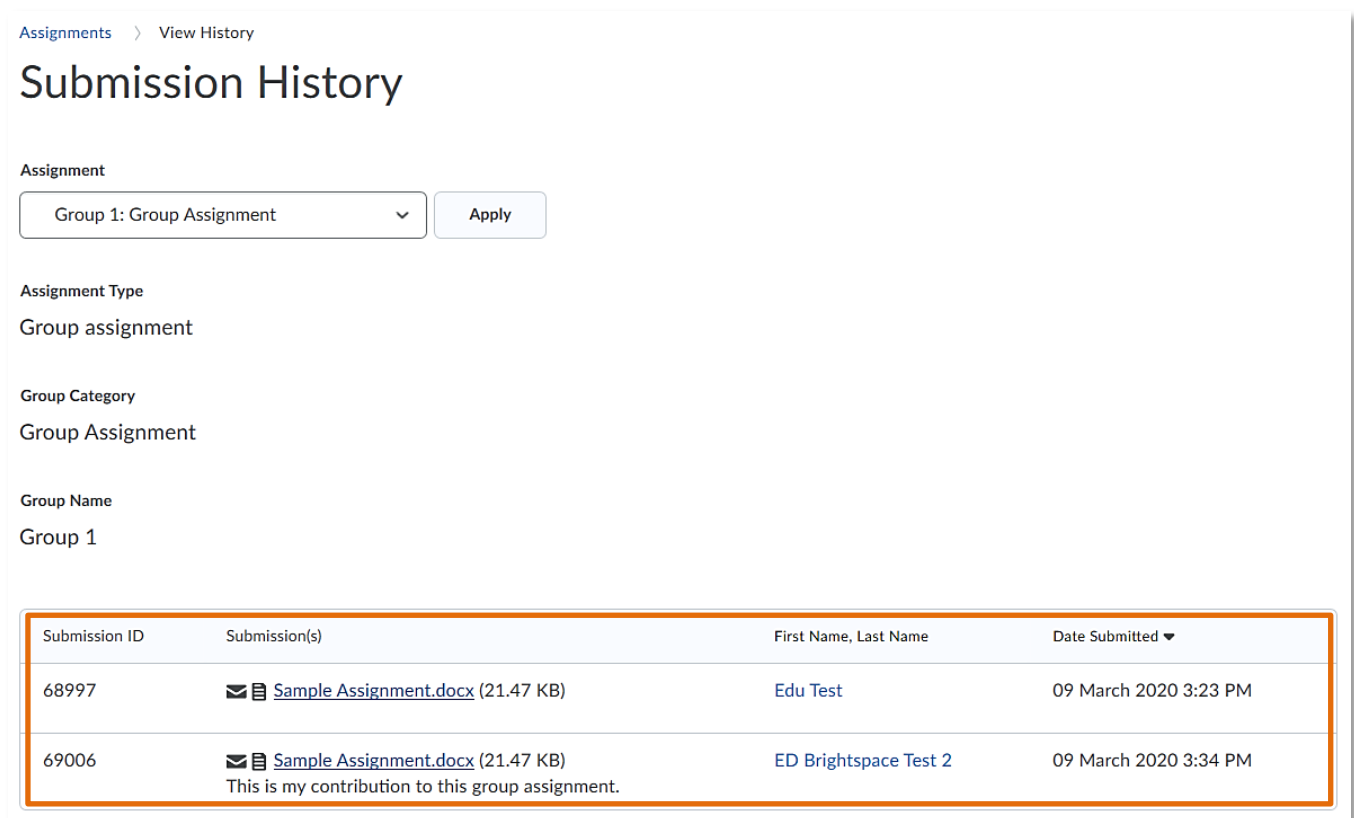


Figure 26: Submission History area with all group members' submissions

Once the groups' marks and feedback have been published, they will be able to access them as usual. As mentioned before, all students will see the same marks and feedback.