

# CREATE GROUP ASSIGNMENT

The Assignment tool in ulearn allows you to create groups assignment in which students in a group may submit a file.

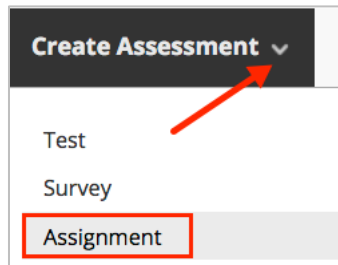
---

## Instructions

**Note:**

You must first create either [manual](#) or [random enrollment](#) groups in ulearn before proceeding.

1. Navigate to the [content area](#) or folder where you want to add the group assignment. From the **Create Assessment** menu, select **Assignment**.



2. On the Create Assignment page, in the Assignment Information section, enter a **Name** and any **Instructions** needed.

ASSIGNMENT INFORMATION

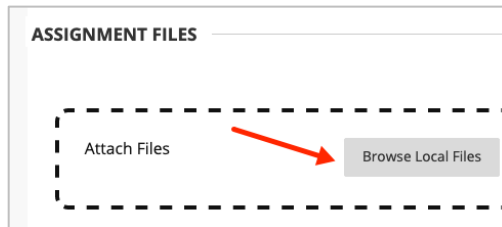
\* Name and Color  
 Black

Instructions  
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

**B** *I* U Paragraph Arial 14px

## CREATE GROUP ASSIGNMENT

- (OPTIONAL) If students need to use a file that you provide while completing the assignment, you can upload it in the **Assignment Files** section of the page by either clicking on **Browse Local Files** and locating the file(s) on your computer OR by [dragging and dropping the file\(s\)](#) into the dotted lines box. See options below for more information. SKIP to step 5 below if NOT attaching any assignment files.

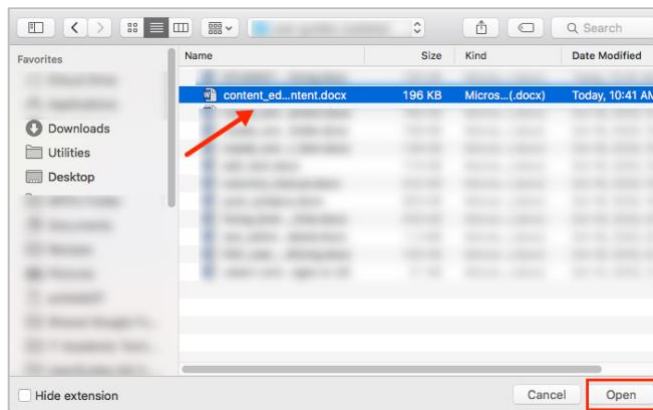


### Tip:

It is a best practice to include everything that is needed for completing the assignment within the assignment item itself, including all associated files. Refrain from listing assignment-related files as separate content items if possible.

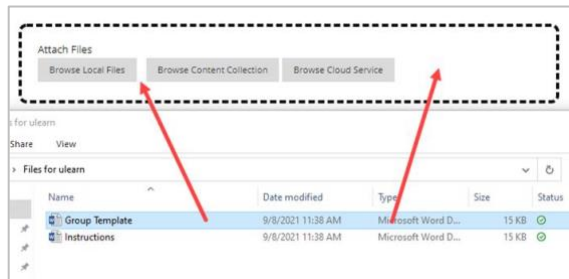
### Attach a file from a local drive.

To attach a file from a local drive, click on **Browse Local Files** to locate the file on your computer. Navigate to the file and click **Open**.

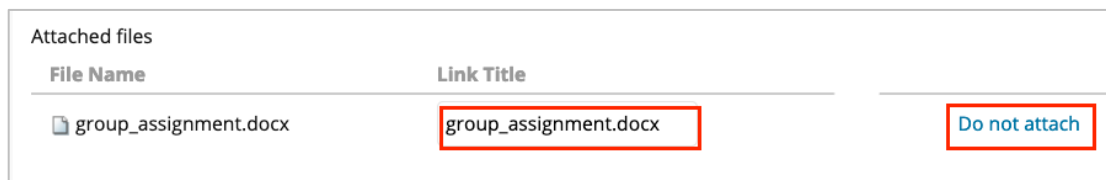


To drag and drop files, left click on the file and hold the mouse button down. Move your mouse to drag the file anywhere inside the Attach Files area (outlined with a black dotted line). Release the mouse button to drop the file. Repeat this step if you need to attach multiple files.

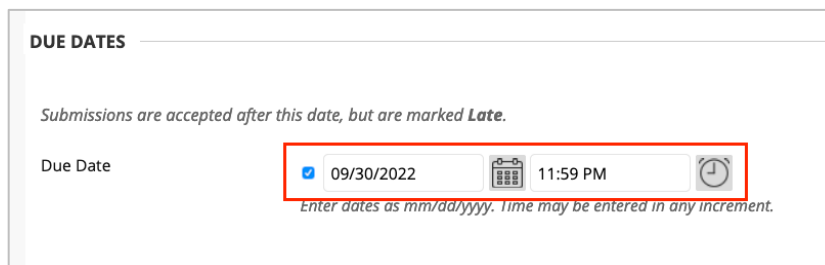
# CREATE GROUP ASSIGNMENT



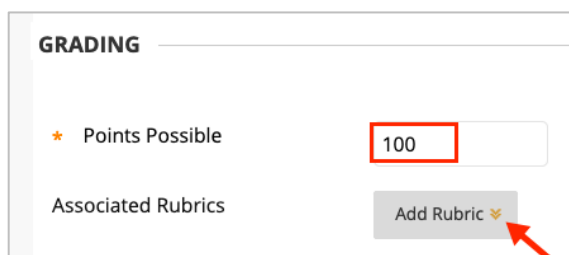
4. **(Optional)** You can rename the Link Title or remove the document to select another. Clicking “Do not attach” removes the attachment from the content item if you selected the wrong file.



5. In the Due Date section, it is important to add a **Due Date and time** for the assignment.



6. In the **Grading** section of the page, enter the **Points Possible** for the assignment. This will be the point value of the assignment in the Grade Center. You may also add a rubric to the assignment by selecting [Add Rubric](#).



7. Click **Submission Details**:

## CREATE GROUP ASSIGNMENT

- Assignment Type: select **Group Submission**. From the Items to Select box, click **Select All** to select all the groups. To move the groups into the Selected Items box click the arrow pointing right.
- Number of Attempts: Rather than a single attempt, it is recommended that faculty select **Multiple Attempts** (in case the student sends the wrong file, they have another chance to resubmit)
- Maximum Attempts: enter **2 or 3** attempts in the event a student submits the wrong document to the assignment. With multiple attempts enabled, they can simply just resubmit.
- Score attempts using: Select Last Graded Attempt

**Submission Details**

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

Assignment Type

Individual Submission

Group Submission

Portfolio Submission

*Selecting this option will require students to submit a portfolio as a response to this assignment*

Items to Select

Group 1  
Group 2  
Group 3  
Group 4  
Group 5  
Group 6

Invert Selection **Select All**

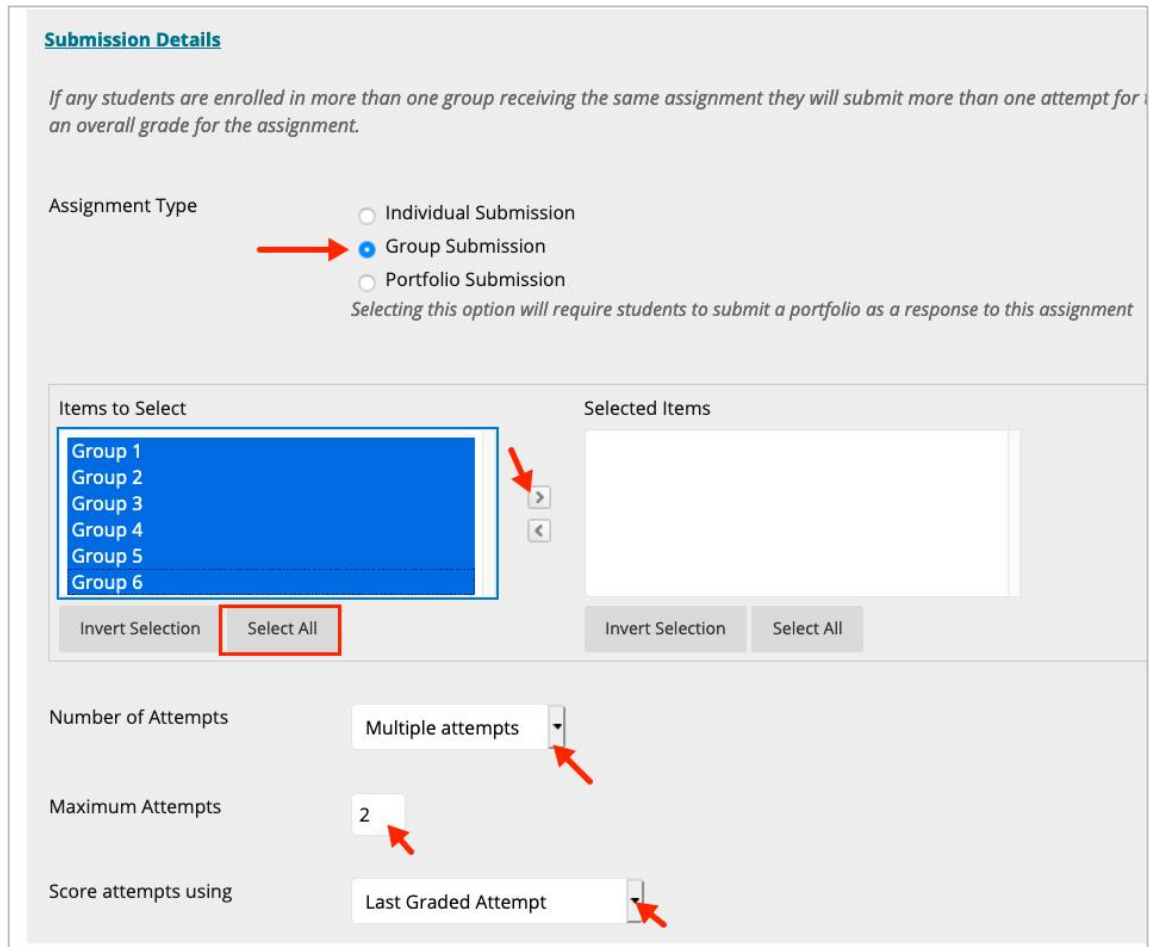
Selected Items

Invert Selection Select All

Number of Attempts: Multiple attempts

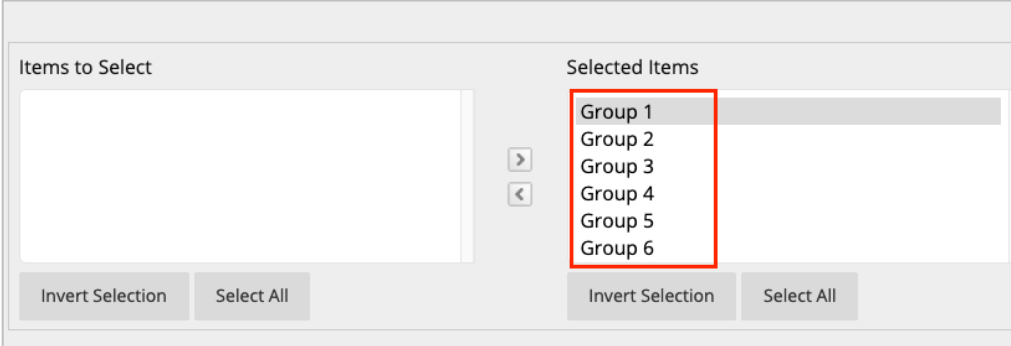
Maximum Attempts: 2

Score attempts using: Last Graded Attempt

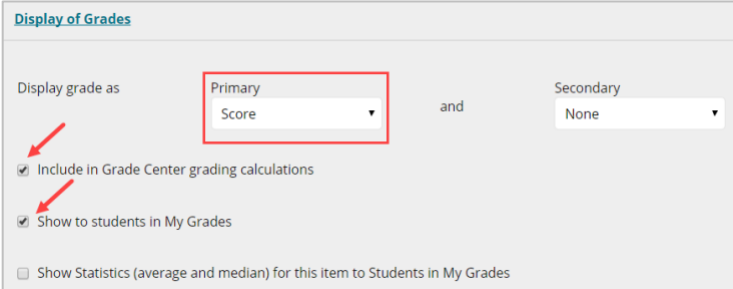


Once you've moved over all the groups, it should look like this.

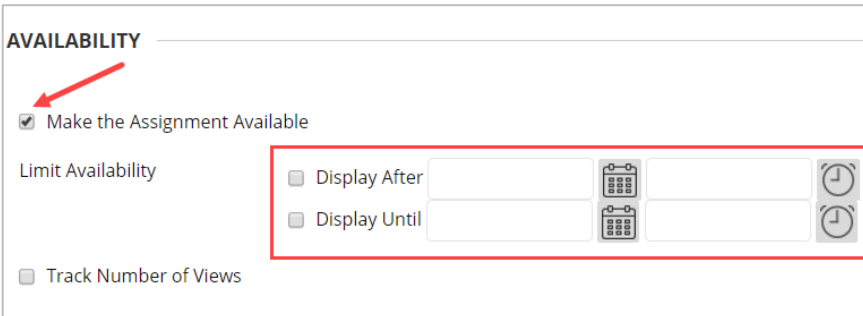
# CREATE GROUP ASSIGNMENT



8. Under **Display of Grades**, leave Primary display set to **Score**. Ensure that both **Include in Grade Center grading calculations** and **Show to students in My Grades** (if you wish for students to see their grades listed in My Grades) are **checked**.



9. In the **Availability** section of the page, leave Make the Assignment Available checked. You may also opt to include dates/times for assignment availability and whether you want to track student views of the assignment.



10. Scroll to the bottom of the page and click **Submit** when done.

