CENTER FOR
TEACHING, LEARNING, AND TECHNOLOGY
Illinois State University

CTLT provides faculty support for ReggieNet by e-mail, phone, and in person. Please email CTLT@ilstu.edu or call (309) 438-2542 if you have questions..

ReggieNet: Group Assignments

With groups created in your course, you can create group assignments by creating a new assignment or editing an existing assignment. Groups must be created first (see *ReggieNet: Managing Groups*).

Creating a Group Assignment

1. While in the Assignments tool, if the Assignments home page is not displayed, click the **Assignments** home button. The Assignments home button is near the top left of the page.
2. On the menu bar, click **Add**. The Add new assignment screen will be displayed.
3. Enter information for all fields as you would for an individual assignment (see *ReggieNet: Creating Assignments*).
4. Under **Access**, highlight the radio button for **Display only to selected groups** and choose the appropriate groups.
5. Under **Additional Assignment Options**, select **Group submission – One submission per group**.
6. Select **Post** to add the group assignment, **Preview** to review, **Save Draft** to save and use later, or **Cancel** to delete the assignment.

Note: Once a group has been attached to an assignment in this fashion, the group is locked and membership cannot be edited. In order to do so, you need to edit the assignment, unselect a group(s), and save the assignment. You can then edit group membership, then edit the assignment again to re-add the group.

After the assignment opens, any student within the group can upload their work to the assignment, where it can be accessed and edited by other students in the group.

Important Note: Group assignment submissions can only be edited by group members prior to the work being submitted. Work in progress should be saved using Save Draft. If students click Submit, the assignment will be submitted and it cannot be edited, unless the instructor allows resubmission.

Grading group assignments

Group assignments are graded in a similar fashion to individual assignments, except you will see a list of groups instead of individual student names. On the grading page for the group submission, you can assign a grade and provide feedback that will be seen by all the members of the group. There is an additional option to **Assign Grade Overrides**. Checking this box will open a list of group members, with a grade box for each.