Creating a Group Assignment

1. Login to the Bb Learn system and go to your course.

2. Locate the **Course Menu** and click on **Assignments** or the **Content Area** where the **assignment** is located.

3. Move your mouse over the **Create Assessment** button to display the drop-down list and select **Assignment**.

4. On the **Create Assignment** page, type a **Name** and **Instructions**. You may also attach a file using the **Browse My Computer** and **Browse Course** buttons.

5. Type **Points Possible** in the **Grading** section. Please note that this is a *required* field and a value (even if it is 0) must be entered here.

6. Click on the check box to **Make the Assignment Available**.

7. If you are going to allow multiple attempts, click the radio button for **Number of Attempts** and enter a value in the field.

8. Click the **Display After** and **Display Until** check boxes to limit the availability of the assignment. You can use the **Date Selection Calendar** to select the date, and **Time Selection Menu** to select the time.

9. You have the option to assign a **Due Date**. Submissions are accepted after this date, but are marked **Late**.

10. In the **Recipients** section, choose the **Groups of Students** option.

11. In the **Items to Select** box, choose the group or groups. Click the **right-pointing arrow** to move the selection into the **Selected Items** box. To select multiple groups in a row, press down **SHIFT** key and click each group. To select groups out of sequence, press down the **CTRL** key and click each group. You can also select all groups with the **Select All** function. Please note that groups must be created, populated with students and made available before a group assignment can be created.

12. Click **Submit**.