Brightspace: Setting up Group Assignments

Learning Design, January 2022
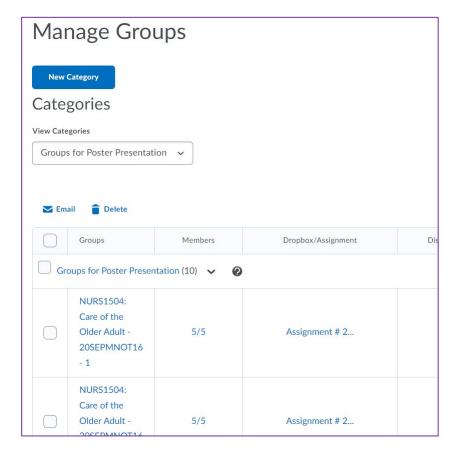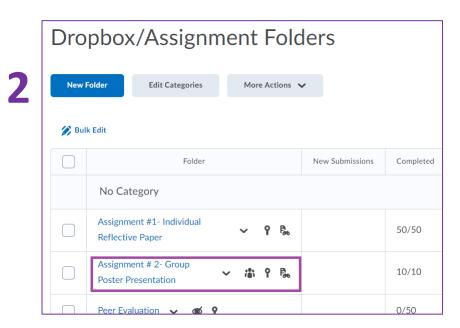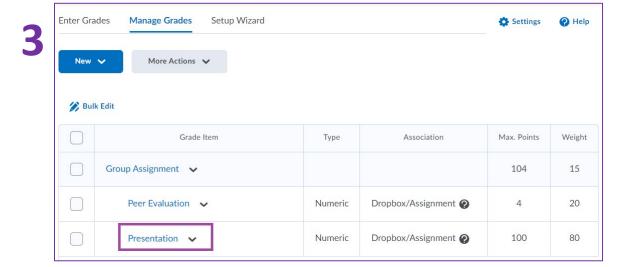
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Areas to Align

Create new course elements - or modify setting of existing ones - in the order provided.

1 - Communications > Groups

2 - Assessments > Dropbox/Assignment

3 - Assessments > Grades

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1

Manage Groups

New Category

Categories

View Categories

Groups for Poster Presentation ⌄

✉ **Email**   🗑 **Delete**

☐	Groups	Members	Dropbox/Assignment	Dis
☐ Groups for Poster Presentation (10) ⌄ ❓				
☐	NURS1504: Care of the Older Adult - 20SEPMNOT16 - 1	5/5	Assignment # 2...	
☐	NURS1504: Care of the Older Adult - 20SEPMNOT16	5/5	Assignment # 2...	

2

Dropbox/Assignment Folders

New Folder   Edit Categories   More Actions ⌄

✏ **Bulk Edit**

☐	Folder	New Submissions	Completed
	No Category		
☐	Assignment #1- Individual Reflective Paper ⌄ 🔑 🔓		50/50
☐	Assignment # 2- Group Poster Presentation ⌄ 👥 🔑 🔓		10/10
☐	Peer Evaluation ⌄ 👁 🔑		0/50

3

Enter Grades   **Manage Grades**   Setup Wizard   ⚙ Settings   ❓ Help

New ⌄   More Actions ⌄

✏ **Bulk Edit**

☐	Grade Item	Type	Association	Max. Points	Weight
☐	Group Assignment ⌄			104	15
☐	Peer Evaluation ⌄	Numeric	Dropbox/Assignment ❓	4	20
☐	Presentation ⌄	Numeric	Dropbox/Assignment ❓	100	80

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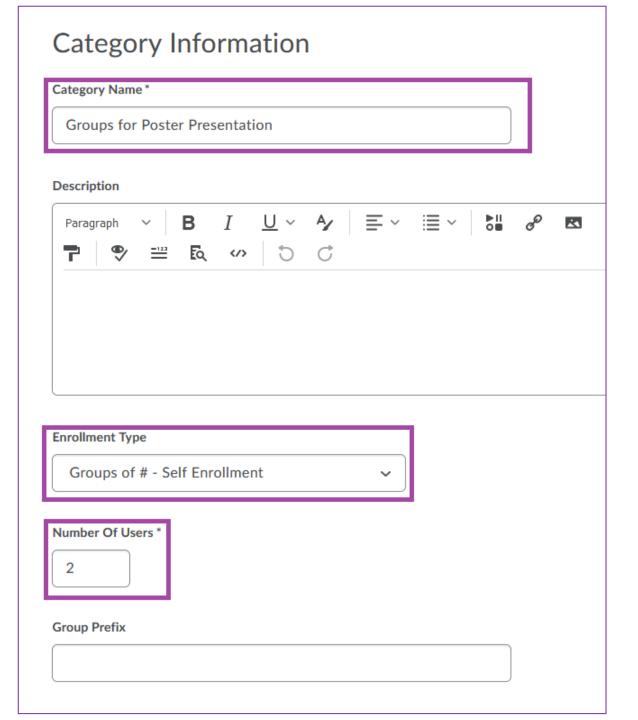# Create Groups

1. Navigate to Communication > Groups

2. Click New Category

3. Complete Category Information (minimum info required displayed here)

Other options:

- You could randomly assign learners to groups, manually assign them, or allow them to join groups

- Choosing Set up dropbox folders, you can initiate creating assignment.

- You can create lockers and discussion areas for groups as well.

Category Information

Category Name *

Groups for Poster Presentation

Description

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Enrollment Type

Groups of # - Self Enrollment

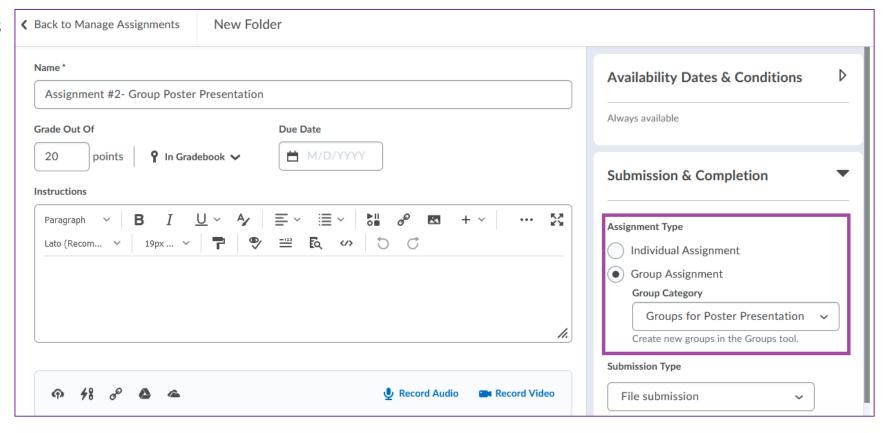**Number Of Users ***

2

Group Prefix

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Create Assignment

1. Navigate to Assessments > Dropbox/Assignment

2. Click New Folder

3. Complete required fields

Under Submission & Completion settings, connect the assignment to the group category you created.

‹ Back to Manage Assignments | New Folder

Name *

Assignment #2- Group Poster Presentation

Grade Out Of

20 | points | 📍 In Gradebook ⌄

Due Date

📅 M/D/YYYY

Instructions

Paragraph ⌄ | B | I | U ⌄ | A̲ | ≣ ⌄ | ≣ ⌄ | ▸‖ | 🔗 | 🖼 | + ⌄ | ⋯ | ⤢

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☁ ⚡ 🔗 △ ☁ | 🎤 Record Audio | 📹 Record Video

Availability Dates & Conditions ▷

Always available

Submission & Completion ▼

Assignment Type

◯ Individual Assignment

⦿ Group Assignment

Group Category

Groups for Poster Presentation ⌄

Create new groups in the Groups tool.

Submission Type

File submission ⌄

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Adjust Grade Item

A Grade item is created in the Grades page for the assignment you created. You may need to adjust its properties.

1. Navigate to Assessments > Grades
2. Click on item name
3. Make adjustments

Main fields to consider

- Weight
- Category