






How do I enable group submissions for an assignment?

Select Assignments.

 Discussions


 Assignments




 Tests & Quizzes

In the target Sakai site, select **Assignments** from the Tool Menu.

Add a new assignment or edit a draft assignment.

Select Add to create a new assignment.

 **ASSIGNMENTS**



Assignments

Add

Assignments by Student

Grade Report

Student View

Reorder


Options

Trash

Permissions

To add a new assignment, select **Add** from the Actions Menu.

Or, select Edit to edit a draft assignment.

Assignment Title	For	Status	Open Date	Due Date	In / New	Scale	Remove?
Draft - Midterm Assignment  Duplicate	Entire Site	Draft	Nov 17, 2021 12:30 PM	Nov 24, 2021 12:30 PM		0-20.00	<input type="checkbox"/>

Select the **Edit** link beneath the title of a draft assignment to edit the assignment.



Note: The group submission option may only be enabled for a new or draft assignment. Once the assignment has been posted for students, this setting cannot be changed.

Display only to selected groups.

Assign To

Once posted, an assignment cannot be switched between individual and group.

- ☐ Each individual member of the site
- ☒ Each individual member of the selected group(s)
- ☐ The selected group(s), as a group assignment (one group member submits on behalf of the entire group)

The screenshot shows a dropdown menu for group selection. At the top, a grey bar contains the text "You must select at least one group" followed by a downward arrow. Below this is a search bar with the placeholder text "Search group" and a clear button (an 'x' in a circle). The dropdown list contains three items, each with a checkbox: "Select All Groups", "Group-1", and "Group-2".

1. If **Each individual member of the selected group(s)** is selected, a dropdown menu appears.
2. Select the menu to show a list of all existing groups in the site.
3. Select one or more groups to display the assignment to those groups only.



Note: The first two options in the Assign To portion of the assignment settings only control the visibility of the assignment for users in different groups. By default, each member of the group still submits an individual assignment, but this display setting allows instructors to identify different assignments for different groups or sections.



*Tip: To set only one submission per group, use the **The selected group(s), as a group assignment** option below.*

Select group submission—one submission per group.

Assign To

Once posted, an assignment cannot be switched between individual and group.

- ☐ Each individual member of the site
- ☐ Each individual member of the selected group(s)
- ☒ The selected group(s), as a group assignment (one group member submits on behalf of the entire group)

You must select at least one group

Search group

☒ Select All Groups

☐ Group-1

☐ Group-2

- If the option **The selected group(s), as a group assignment** is selected, a dropdown menu appears. This option allows any member of a group to submit an assignment on behalf of the group.
- Select the menu to show a list of all existing groups in the site.
- Select one or more groups to display the assignment to those groups only.

Note: There must be existing groups in the site in order for the group option to appear.

Tip: By default, the same grade is applied to all group members when the item is graded. However, the instructor can also override the group grade for any individual member of the group.

Check for duplicate participants.

Assign To

Once posted, an assignment cannot be switched between individual and group.

- ☐ Each individual member of the site
- ☐ Each individual member of the selected group(s)
- ☒ The selected group(s), as a group assignment (one group member submits on behalf of the entire group)

All the groups are selected (2)


Group assignments require that the selected groups don't have any participants in common.

Check Now

Success! There are no students who are members of more than one of the selected groups.



After selecting more than one group, a note will appear prompting to check for duplicate participants. Select the **Check Now** button to scan for names that appear in both groups. If there are no duplicate names, a **Success** message will appear.

-  The following students are members of multiple selected groups:
 - Demo Student 1 (M/W Class, T/TR Class)

If a duplicate name is detected, an alert will appear, and the assignment will not be able to post until the error is resolved. To learn more about managing group participants, see [How do I create groups?](#)

Select Post.

Post

Preview

Save Draft

Cancel

Once all of the assignment settings are entered, scroll down to the bottom of the page. Select **Post** to apply changes and publish the assignment.