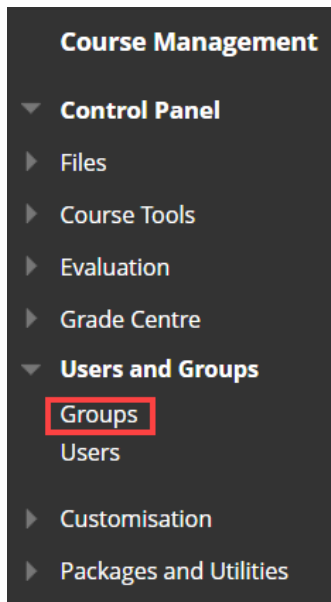


[STAFF] Blackboard Assignments: Managing Submissions with Multiple Markers

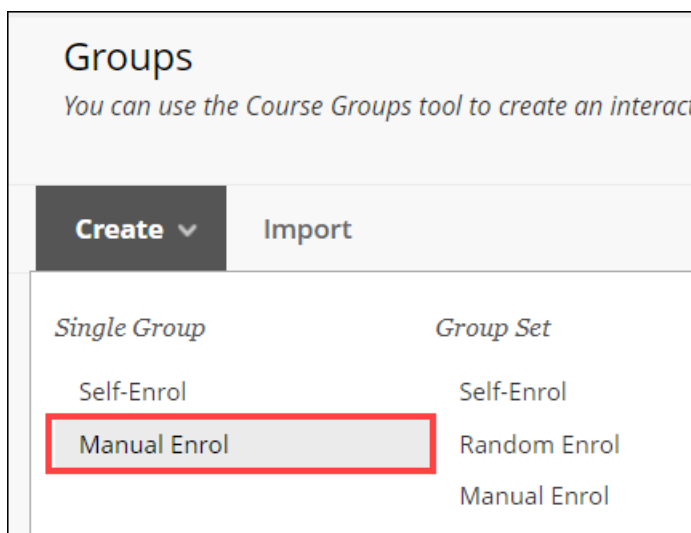
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Step 1: Create Marking Groups

1. In the Control Panel, with Edit Mode On, scroll down to **Users and Groups** and select **Groups**.



2. Click **Create** then **Single Group** followed by **Manual Enrol**.



3. **Name the group** clearly and set **Group Visibility to Students to No** (unless it is required for students to see the other group members).

Create Group

You can create formal groups of students to collaborate on work. [More Help](#)

* Indicates a required field.

GROUP INFORMATION

* Name

Description

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

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P

* Group is visible to students ☒ No ☐ Yes

4. Under Tool Availability, **uncheck** all boxes.

TOOL AVAILABILITY

☐ Blogs
 ☒ No marking
 ☐ Mark: Points possible:

☐ Discussion Board
 ☒ Allow any group members to create
 ☐ Do not allow student group members to create

☐ Email

☐ File Exchange

☐ Journals
 ☒ No marking
 ☐ Mark: Points possible:

☐ Tasks

☐ Class Collaborate Ultra
 ☐ Allow all group members to create
 ☒ Do not allow student group members to create

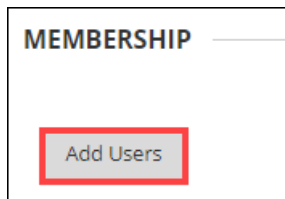
☐ Wikis
 ☒ No marking
 ☐ Mark: Points possible:

The following tools are turned off for the course

☐ Academic Materials

☐ Content Market Tools

5. **Uncheck** the **Personalisation** setting.
6. Under Membership, click **Add Users**.



7. **Select the users** you wish to add to the group and click **Submit**.

Add Users

Search: Any Not Blank Go ☐ Show all users regardless of role

<input type="checkbox"/>	USERNAME	FIRST NAME	LAST NAME	ROLE
<input type="checkbox"/>	mzdjafb6	Fac HUM B	BbTest B	Student
<input checked="" type="checkbox"/>	mzdjafb7	Fac HUM A	BbTest A	Student

Displaying 1 to 2 of 2 items Show All Edit Paging...

Add Users 1 ☐ Cancel **Submit**

8. Click **Submit** again.

MEMBERSHIP

Add Users Remove Users

Added selected users to group.

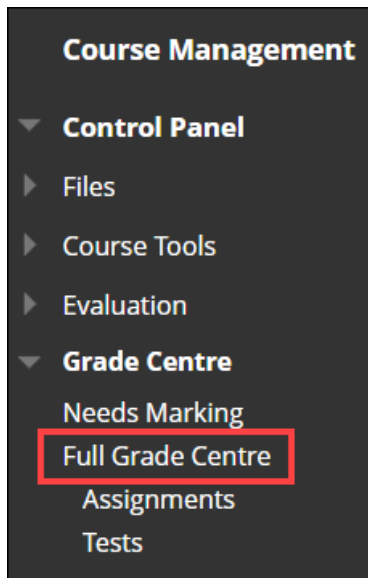
USERNAME	FIRST NAME	LAST NAME	ROLE
mzdjafb7	Fac HUM A	BbTest A	Student

Click **Submit** to proceed.

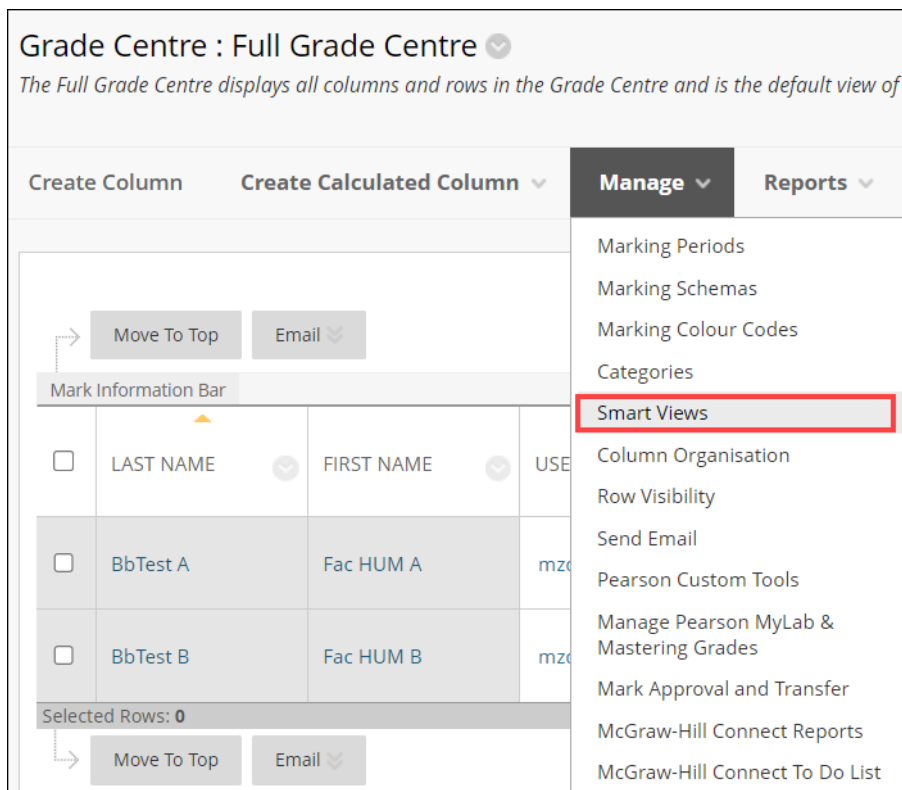
Cancel **Submit**

Step 2: Create Smart Views in the Grade Centre

1. First click on **Full Grade Centre**.



2. Click the **Manage** tab and select **Smart Views** from the dropdown list.



- When the Smart Views window opens, press the **Create Smart View** button.

Smart Views

Smart Views are focused views

Create Smart View

- Give the new Smart View a meaningful **title** and select **Course Group** from the Type of View section.
- From Select Criteria, choose the **relevant course group**.
- Press **Submit**.

Create Smart View

* Indicates a required field.

SMART VIEW INFORMATION

*

Name

Group 3 (Marker 3)

Description

Type

Custom

Add as Favourite

☐

SELECTION CRITERIA

Type of View

☒ **Course Group** View one or more Course Groups.

☐ **Performance** View specific users based on their performance on a single iter

☐ **User** View individual users.

☐ **Category and Status** View items by their category and status.

☐ **Custom** Build a query based on user criteria.

Select Criteria

Select the groups to include in this Smart View. Hold down the Ctrl button to select

User Criteria:

Condition:

Value:

Group

Equal to

Group 1 (Marker 1)

 Group 1 (Marker 2)

Group 3 (Marker 3)

Filter Results

Columns to Display in Results:

All Columns

☐ Include Hidden Information

*Click **Submit** to proceed.*

Cancel

Submit

Repeat the step 3 to 6 above to create any additional Smart Views you want.

7. From the list of Smart Views you have created, select the **relevant group(s)** to **Add as Favourite** (green star), then press **OK**.

Smart Views

Create Smart View

Favourites

Delete

<input type="checkbox"/>	TITLE	DESCRIPTION	TYPE	ADD AS FAVOURITE
<input type="checkbox"/>	Group 1 (Marker 1)		Custom	
<input type="checkbox"/>	Group 1 (Marker 2)		Custom	
<input type="checkbox"/>	Group 3 (Marker 3)		Custom	

Favourites

Delete

Displaying 1 to 3 of 3 items

Show All

Edit Paging...

OK

This creates a view of submissions from the members of **only** the selected group(s).

Grade Centre

Needs Marking

Full Grade Centre

Group 1 (Marker 1)

Group 1 (Marker 2)

Group 3 (Marker 3)

These Smart View Favourites can now be accessed quickly from the left-hand menu.