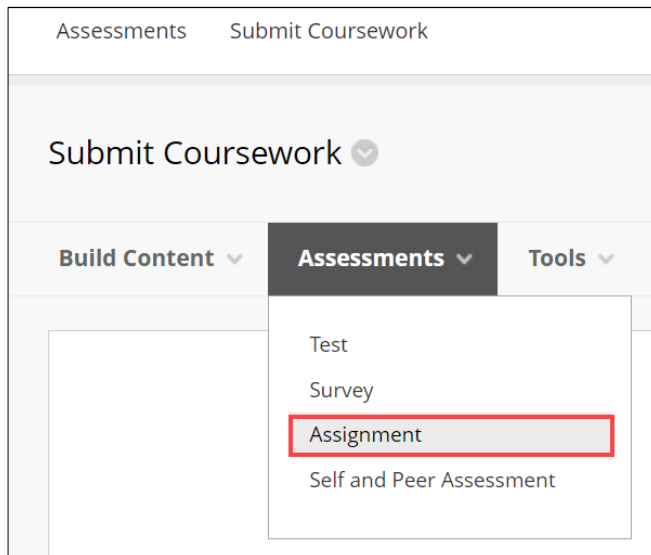# [STAFF] Blackboard Assignments:
Setting up a Submission Link for Group Submissions

1. In a suitable content area, with Edit Mode ON, click the **Assessments** tab and select **Assignment**.

2. Give the assignment a **meaningful title** and some **clear instructions** for students.
N.B. For a group submission (presentation, video, etc), one student will submit on behalf of the group. Marks will be pulled through to the Grade Centre for each student.

3. Set a **suitable date and time** for the assignment.

4. Specify the **number of points** possible (usually 100).

5. Click **Add Rubric** and either **Select Rubric** or **Create Rubric** as appropriate.

DUE DATES

*Submissions are accepted after this date, but are marked **Late**.*

Due Date ③ ☑ 30/01/2023 🗓 12:00 🕐

Enter dates as dd/mm/yyyy. Time may be entered in any increment.

MARKING

* Points Possible 100 ④

Associated Rubrics | Add Rubric ⌄ | | ⑤ | Date Last Edited
| Select Rubric |
| Create New Rubric |
| Create From Existing |

Select Rubrics

☐	NAME △	DESCRIPTION	DATE LAST EDITED
☑	🖵 Demo Rubric		26/01/23 12:04
☐	🖵 Example Rubric		26/01/23 12:05

Displaying **1** to **2** of **2** items   Show All   Edit Paging…

Selected Rubrics **1** ☐   Cancel   **Submit**

6. Click **Submit**.

7. **Set the visibility** of the rubric to students (as required).

Name	Type	Date Last Edited	Show Rubric to Students
⊗ 🖵 📇 **Demo Rubric**	📋⌄ Used for Marking	26-Jan-2023 12:04:37	✔⌄ Yes (Without Rubric Scores)
			Yes (With Rubric Scores)
			After Marking
			No

8. **Click Submission Details** to see all the options and select **Group Submission**.

Submission Details

If any students are enrolled in more than one group receiving the s...
with an overall mark for the assignment.

Assignment Type   ○ Individual Submission
                         ● Group Submission

N.B. If groups have been set up correctly, the groups will be visible here.

9. **Click the arrows** to select the appropriate groups for the assignment.

Items to Select   Selected Items

Group 2 (Marker 2)   Group 1 (Marker 1)
Moderation Group A

Invert Selection   Select All   Invert Selection   Select All

10. Select the **number of attempts** allowed for this assignment.

Number of Attempts   Single Attempt   ▼
                            Single Attempt
                            Multiple Attempts
                            Unlimited Attempts

N.B. The Marking Options (below) will change according to your selection for the **Number of Attempts**. For **Unlimited and Multiple Attempts**, select your **preferred option** from the **Score attempts using** dropdown list. For **Multiple attempts**, you will **also** need to specify the **maximum number of attempts**.

11. Ignore the Plagiarism Tools option.

12. **Click Marking Options** to see all the options and select to **enable anonymous marking**, unless there are specific circumstances which mean this is not necessary. [Read **more on anonymous marking in this guide**.]

13. **Select a date** on which anonymity can be lifted.

14. Beneath Anonymous Marking, you will see an option for **Delegated Marking**. [Please **read this guide** for further information on delegated marking.]

15. **Click Display of Marks** to see all the options and select your preferred choice.

16. **Click Availability** to see all the options and click to make the **assignment available and visible** to students or, if you would like to limit availability, set a suitable date and time.

17. You may also want to select **Track Number of Views** so that student engagement with the assignment can be monitored via reports.

18. Finally, click **Submit**.

19. The **Assignment link** will be displayed:

Continued on next page …

![The University of Manchester logo — MANCHESTER 1824]
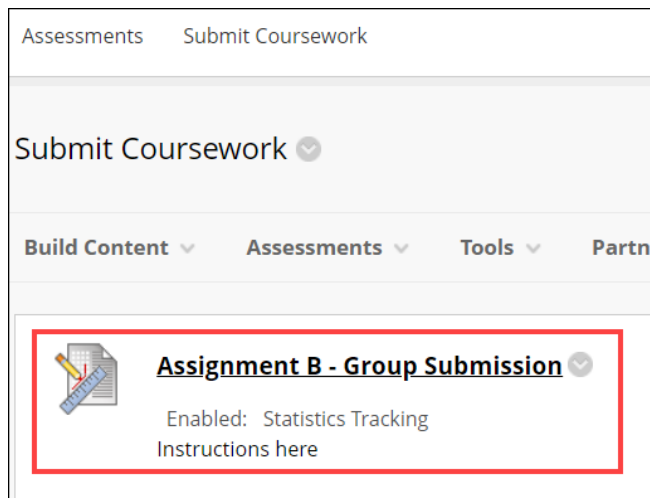
Finally: Hide the Grade Centre Column for the Assignment

To make sure that all students see their grade in My Marks at the same time, it is good practice to **hide the assignment column** in the Grade Centre until you want to release and reveal the marks. To do this:

1. Go to the assignment column in the Grade Centre and click the grey action link next to the assignment title to see the options.
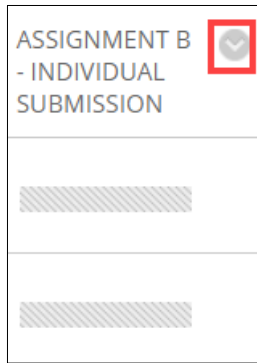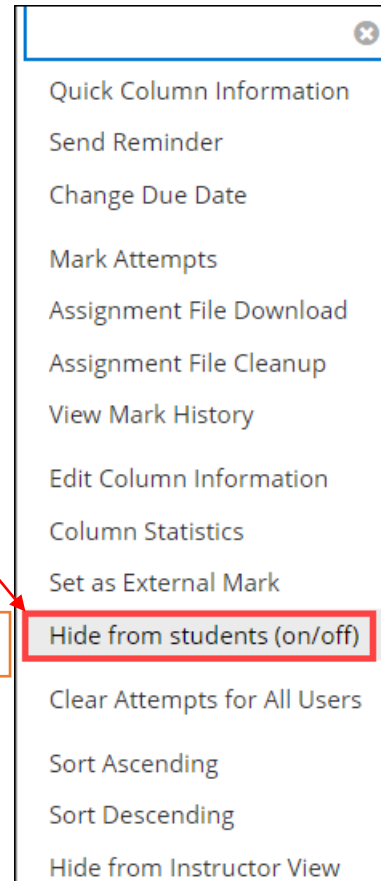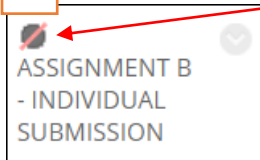

2. Click the **Hide from students (on/off)** option.

3. The assignment column will now have a **circle with a red line through it** to show it has been hidden from students.

4. **Repeat steps 1 to 3** above to *unhide* **the column** and make sure the **circle with red line is** *not* **there**.