

# Create a group submission

First name / Last name	Email address	Status	Group	Grade	Edit	Last modified (submission)	Submission comments	File submissions
Student One	student1@nonmail.com	Submitted for grading	Group 1	Grade	Edit	Monday, 12 June 2023, 3:57 PM	Comments (0)	student1 assignment.docx 12 June 2023, 3:57 PM
Student Two	student2@nonmail.com	Submitted for grading	Group 1	Grade	Edit	Monday, 12 June 2023, 3:57 PM	Comments (0)	student1 assignment.docx 12 June 2023, 3:57 PM
Student Three	student3@nonmail.com	Submitted for grading	Group 2	Grade	Edit	Monday, 12 June 2023, 3:58 PM	Comments (0)	student3 assignment.docx 12 June 2023, 3:58 PM
Student Four	student4@nonmail.com	Submitted for grading	Group 2	Grade	Edit	Monday, 12 June 2023, 3:58 PM	Comments (0)	student3 assignment.docx 12 June 2023, 3:58 PM

An example of group submission

## Overview:

Group submission is a special setting of Assignment activity for student groups to submit team project or work documents. When a member of this group uploads an assignment, the assignment status of other members will be automatically synchronised. When a teacher mark one of the members homework, the other members will get the same grade at the same time.

## What to know:

The Group Submissions feature affords the educator the ability to setup collaborative tasks for their students on their modules, and also provides valuable opportunities for the students on the course to work together.

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### Step 1: Get the groups and grouping ready

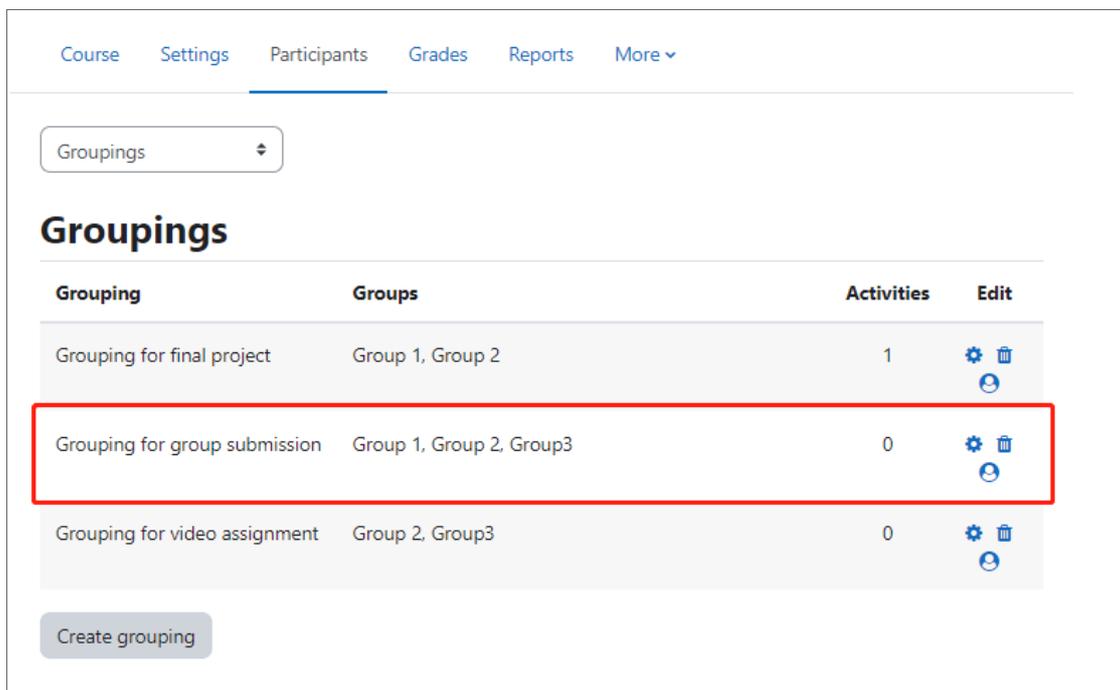
If you don't have the assignment groups in the module, you need to create the groups and grouping for these students by yourself. Please refer to articles in 'Guides for staff/User management' about how to create, manage groups and grouping. If you need to create a large number of groups, please contact us by clicking on '[Ask a question](#)'.

Hint:

Groups: student group. It is mandatory for group assignment.

Groupings: collections of groups. It is optional for group assignment. e.g. a module can contain a 'grouping of group project' and a 'grouping of tutorial'. 'grouping of group project' contains a number of groups for student group work, and 'grouping of tutorial' contains a number of groups for tutorial.

Be aware not to delete or make changes to any existing groups in your module in case you may change the previous data of student's learning such as attendance.



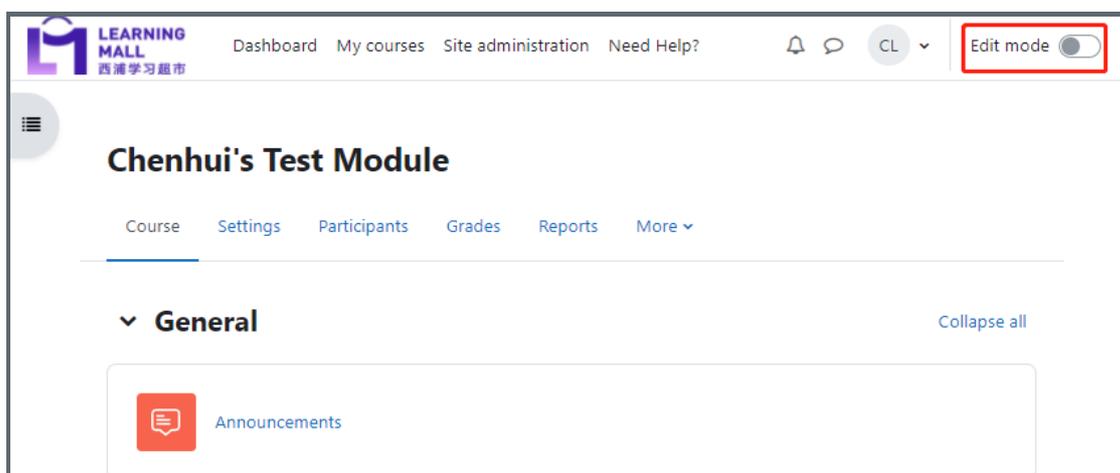
The screenshot shows the 'Groupings' page in a learning management system. The page has a navigation bar with 'Course', 'Settings', 'Participants', 'Grades', 'Reports', and 'More'. Below the navigation bar is a dropdown menu for 'Groupings'. The main content area is titled 'Groupings' and contains a table with the following data:

Grouping	Groups	Activities	Edit
Grouping for final project	Group 1, Group 2	1	  
Grouping for group submission	Group 1, Group 2, Group3	0	  
Grouping for video assignment	Group 2, Group3	0	  

Below the table is a 'Create grouping' button. The row for 'Grouping for group submission' is highlighted with a red box.

## Step 2: Creating an Assignment

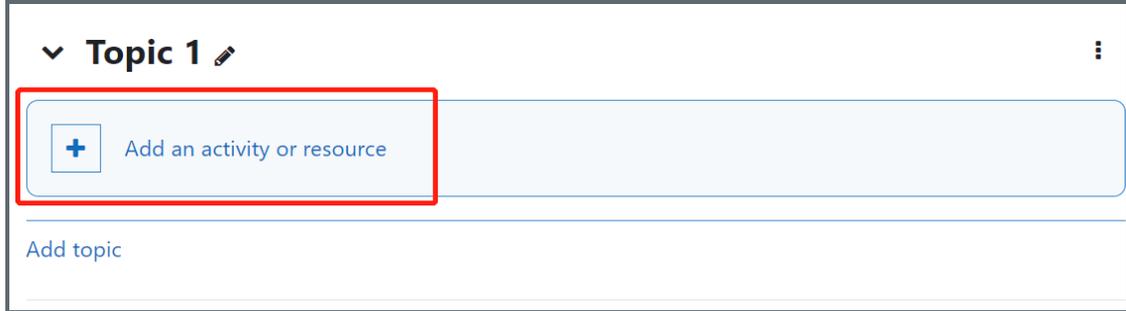
Click the 'Turn editing on' button displayed near the upper right of the module area/course.



The screenshot shows the 'Chenhui's Test Module' page in a learning management system. The page has a navigation bar with 'Dashboard', 'My courses', 'Site administration', and 'Need Help?'. Below the navigation bar is a dropdown menu for 'Course', 'Settings', 'Participants', 'Grades', 'Reports', and 'More'. The main content area is titled 'Chenhui's Test Module' and contains a 'General' section with a 'Collapse all' button. Below the 'General' section is an 'Announcements' section with a red speech bubble icon. The 'Edit mode' toggle switch is highlighted with a red box.

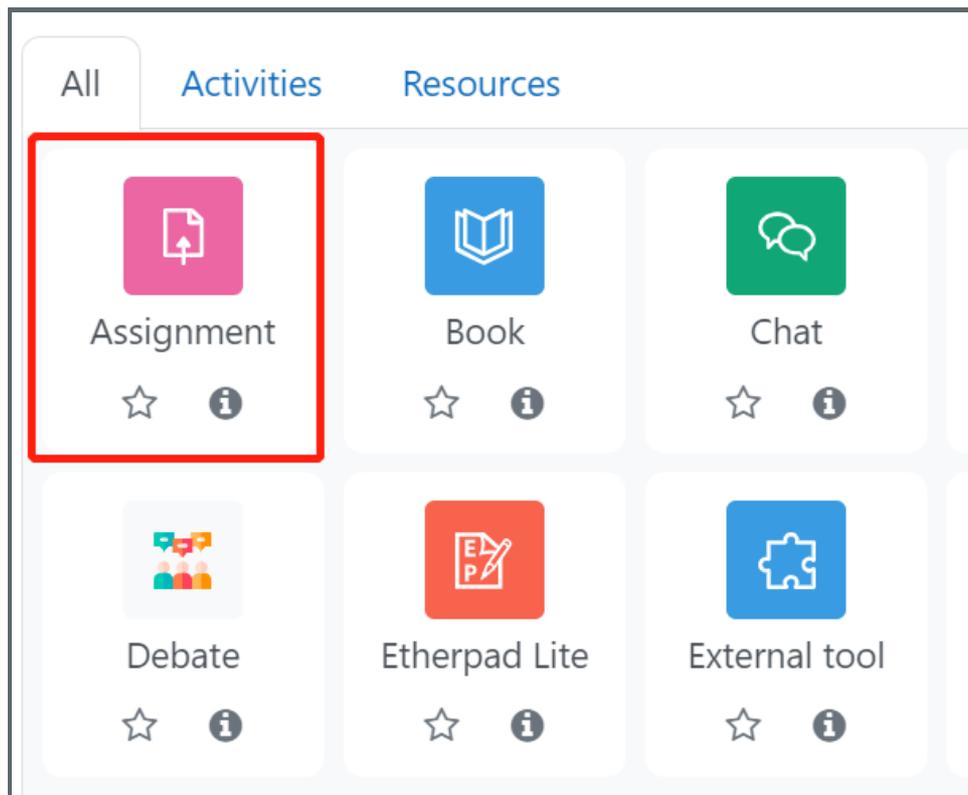
## Step 3: Click 'Add an activity or resource' link

1. When editing mode is turned on, navigate to the section where you want to add the Assignment activity.
2. Next, click the 'Add an activity or resource' button displayed at the bottom of the section.



#### Step 4: Choose the Assignment activity

1. From the pop-up activity chooser window, locate and select the Assignment activity.
2. Click the 'Add' button at the end of the pop-up window.



#### Step 5: General settings

Put the name and description (optional) to this assignment,

**General**

Assignment name !

Description

↵
A ▾
B
I
☰
☰
☰
☰
🔗
🔄

😊
🖼️
📎
🎤
🎥
📄
H-P
🌐
☰

Display description on course page ?

**Step 6: Available time**

1. Allow submissions from: the start time to submit the assignment.
2. Due date: the deadline to submit the assignment. Students can still submit files, but it is regarded as late submission.
3. Cut-off date: students cannot submit files after this time.
4. Remind me to grade by: the time to remind teachers to grade submissions.

**Availability**

Allow submissions from	<span style="color: blue;">?</span>	<input type="text" value="31"/>	<input type="text" value="May"/>	<input type="text" value="2023"/>	<input type="text" value="00"/>	<input type="text" value="00"/>	<input type="text" value="📅"/>	<input checked="" type="checkbox"/> Enable
Due date	<span style="color: blue;">?</span>	<input type="text" value="7"/>	<input type="text" value="June"/>	<input type="text" value="2023"/>	<input type="text" value="00"/>	<input type="text" value="00"/>	<input type="text" value="📅"/>	<input checked="" type="checkbox"/> Enable
Cut-off date	<span style="color: blue;">?</span>	<input type="text" value="31"/>	<input type="text" value="May"/>	<input type="text" value="2023"/>	<input type="text" value="11"/>	<input type="text" value="24"/>	<input type="text" value="📅"/>	<input checked="" type="checkbox"/> Enable
Remind me to grade by	<span style="color: blue;">?</span>	<input type="text" value="14"/>	<input type="text" value="June"/>	<input type="text" value="2023"/>	<input type="text" value="00"/>	<input type="text" value="00"/>	<input type="text" value="📅"/>	<input checked="" type="checkbox"/> Enable

Always show description ?

**Step 7: Setting up the group submission**

Under the 'Group submission settings',  
Set 'Students submit in groups' to 'Yes'.

**Group submission settings**

Students submit in groups ?

No

No

Yes

**Step 8: Set the 'Common module settings'**

Then more settings appears.

In the box of 'Grouping for student groups', select the specific grouping if you need to use grouping. Otherwise, choose 'None'.

**Group submission settings**

Students submit in groups

Require group to make submission

Require all group members submit

**Grouping for student groups**

- None
- Grouping for final project
- Grouping for group submission**
- Grouping for video assignment

> **Notifications**

### Step 9: Set the 'Common module settings'

1. In 'Group mode', choose 'Separate groups'.
2. In 'Grouping', choose the target grouping if you need to use grouping. Otherwise leave it as 'None'.
3. Click the button 'Add group/grouping access restriction'.

**Common module settings**

Availability

ID number

Force language

Group mode

Grouping

### Step 10: Save and Finish

Now save your changes and return to the course page.

#### Tips:

Setting-up group activities can prove extremely productive for your students and it's best practice to implement groups at the start of the semester if possible.

