How to Create a Group Assignment Link on Blackboard
1. Log in to the Course on Blackboard. Go to a content area in your course, like *Course Documents*. 
2. Click **Assessments**, and then click **Assignment** from the drop down menu.
3. Enter a **title** for the group assignment link, a **description** of the assignment (perhaps instructions, etc.) in the text box, and **attach** any relevant files. In this example, we are creating an assignment link for Group Assignment #1, with a short description, and no attachments. Scroll down to the next section once ready.
4. **OPTIONAL:** Enter a due date for the assignment. If a student submits their work to an assignment link after the due date it is marked *Late*.

Click the box marked in red below to enable the Due Date option. Then enter a date and time after which all submissions will be marked *Late*. Scroll down once ready.
5. Enter the total **Points Possible** a student can earn for completing this assignment.

Next we will work on the **Submission Details** section to classify the assignment as a Group Assignment.
6. Click *Submission Details* to show the option to change the assignment from an Individual Submission to a Group Submission.
7. Click the circle next to **Group Submission** to convert the assignment into a Group Assignment. You will now see a list of the Groups in your course.

*This means that only one member of the group has to submit the assignment, and when you grade that singular submission it submits a grade for all members of the group simultaneously.*
8. Click to highlight the name of the group(s) you want to participate in the assignment, and then click the arrow pointing to the right to move the group(s) into the **Selected Items** box.

Once you move the Group names from **Items to Select** to **Selected Items**, this signifies that those groups will be able to submit to this assignment link.

Now scroll down to the **Availability** section.
9. Under the **Availability** section select **Make the Assignment Available** if you are ready for students to view and submit to the assignment link in your course.

**OPTIONAL:**
You can configure each **Assignment Link** you create (by following this guide) to schedule the links to appear and disappear from Student’s view of your course progressively throughout the semester, without having to manually intervene or set a due date. Assignment links will appear for students at the set Date / Time under **Display After**, and disappear at the set Date / Time of **Display Until**.

Click the boxes to the left of **Display After** and **Display Until** to activate those features.

In this example, I will configure **Homework #1** to **Display After** on June 8th at 12:55pm, and **Display Until** on June 15th, 2020 at 11:59pm.
10. Click **Submit** on the bottom right to finalize **Group Assignment Link** creation. Continue on the next page for an example of what the **Group Assignment Link** will look like for students.
Below is a screenshot of the **Group Assignment Link** created in this guide. Students would click the **title of the Group Assignment Link** to submit their work.

Please work with your group members, and write a joint response to reading excerpt from today's class. Upload the file to this assignment link.

Only one member of the group needs to submit the assignment for all members to receive credit.