

Group assignments: Assigning group and individual grades

Group assignments will incorporate two grades: One for the group assignment as a whole, and one for individual contribution.

Individual Group Task with weighting of more than 30% of final grade

Group assessment tasks must be demonstrably fair and clear. To ensure an appropriate component of group work assessment is individually assessed: where an individual group work task has a weighting of higher than 30% of the final grade, a minimum component of 40% must assess individual contribution; (University of Auckland, 2018, sec. 18, p. 4).

In order to manage this, create an assignment group which contains two weighted assignments, one for the **group grade** and one for the **individual contribution** as below.

In the example above, the group and individual grade combined account for 35% [1] of the total grade for the course, with the group submission worth 60 % [2] of the assignment and the individual contribution worth 40% [3] of the assignment.

To set this up in Canvas you will need to do three things

- Create groups and assign students to these groups
- Create the Assignment Group
- Create an assignment for the group submission
- Create an assignment for the individual grade

Create groups and assign students to these groups

Click on

Click on , name the Group Set and select from the options available.

Create Group Set

Group Set Name: Group Assignment

Self sign-up: Allow self sign-up Require group members to be in the same section

Group structure: Split students into groups I'll create groups manually

Cancel Save

Save

Click

As I have indicated I wish to create groups manually I will now need to create my groups

+ Group

Click on , select from the options available and add as many groups as you require.

Drag students into these groups.

Create the assignment group

Assignments

Click on

+ Group

Click on , name the Group and indicate the percentage of overall course grade the group is worth (i.e. in this case 30%)

Group name: Group Assignment

35 % of total grade

Save

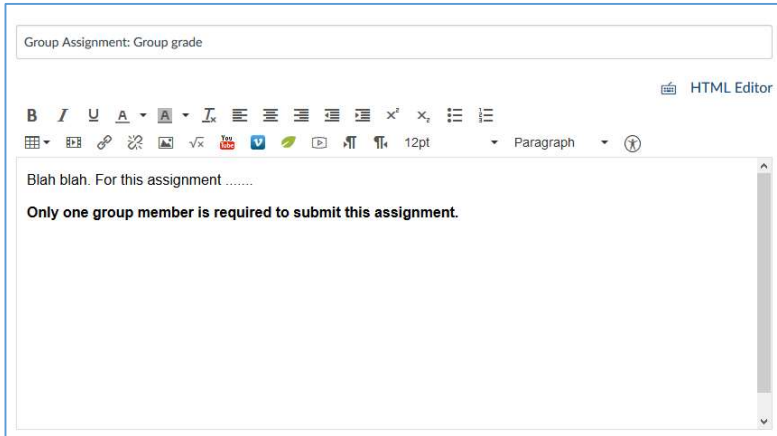
Click

Create an assignment for the group submission

+ Assignment

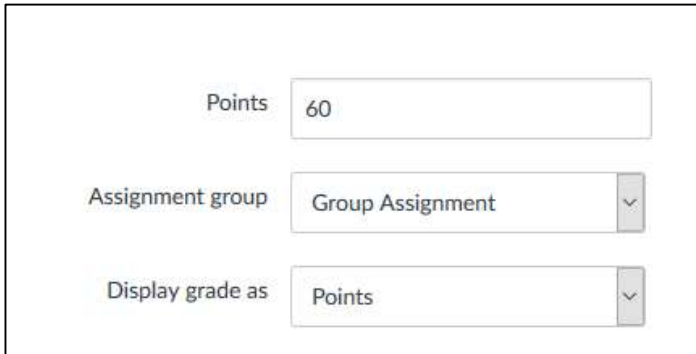
Click on

Name the Assignment and provide a description as well as instructions to students for uploading



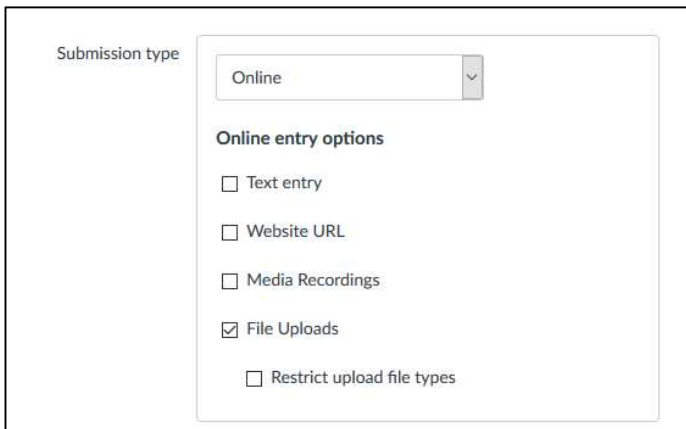
A screenshot of a web-based HTML editor for creating an assignment. At the top, there is a text input field containing "Group Assignment: Group grade". To the right of this field is a small icon and the text "HTML Editor". Below the input field is a rich text editor toolbar with various icons for text formatting (bold, italic, underline, text color, background color), alignment, list creation, and other functions. The main editing area contains the text "Blah blah. For this assignment", followed by a bolded instruction: "Only one group member is required to submit this assignment."

Enter the Weighting % (in this case 60 points) and select the correct Assignment group from the drop down. In this case (Group assignment)



A screenshot of the assignment configuration settings. It features three rows of controls. The first row is labeled "Points" and has a text input field containing the number "60". The second row is labeled "Assignment group" and has a dropdown menu with "Group Assignment" selected. The third row is labeled "Display grade as" and has a dropdown menu with "Points" selected.

Select the preferred method for submission (in this case online file uploads)



A screenshot of the submission type configuration. It shows a "Submission type" dropdown menu with "Online" selected. Below this is a section titled "Online entry options" containing five checkboxes: "Text entry", "Website URL", "Media Recordings", "File Uploads" (which is checked), and "Restrict upload file types".

Either:

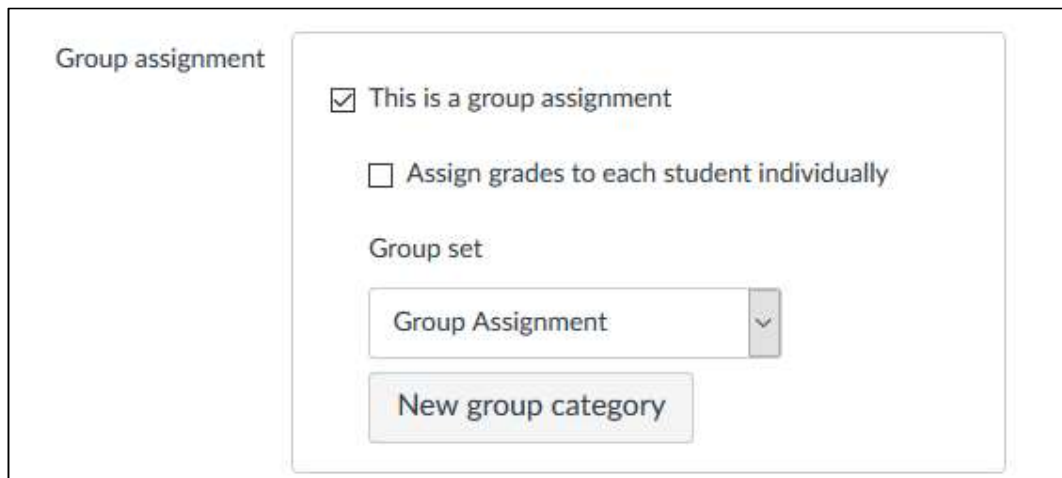
Do not tick the **Assign grades to each student individually** check box.

This means the same grade will apply to all students in the group.

Or

2. Tick the **Assign grades to each student individually** check box. This means each student can be graded individually.

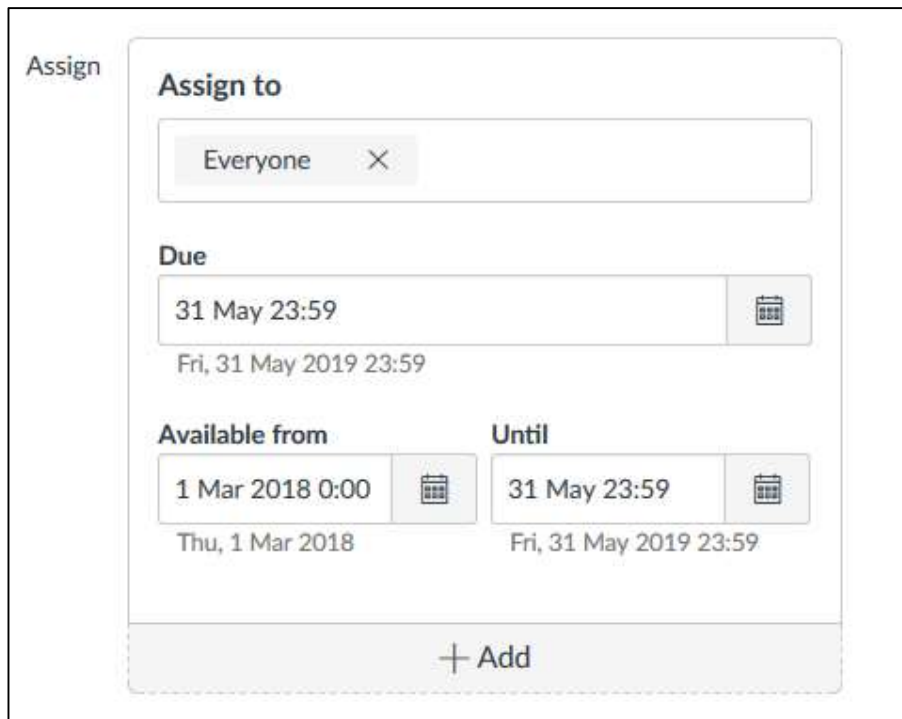
Select the *Group set* you created in People (in this case **Group Assignment**)



The screenshot shows a 'Group assignment' settings panel. It contains the following elements:

- A checked checkbox labeled 'This is a group assignment'.
- An unchecked checkbox labeled 'Assign grades to each student individually'.
- A 'Group set' label above a dropdown menu.
- The dropdown menu is currently set to 'Group Assignment'.
- A button labeled 'New group category' is located below the dropdown.

Enter the due date and time and the dates from which the assignment is available from and until



The screenshot shows an 'Assign' settings panel with the following configuration:

- Assign to:** A text box containing 'Everyone' with a close icon (X).
- Due:** A date and time field set to '31 May 23:59' with a calendar icon. Below it, the full date is shown as 'Fri, 31 May 2019 23:59'.
- Available from:** A date and time field set to '1 Mar 2018 0:00' with a calendar icon. Below it, the full date is shown as 'Thu, 1 Mar 2018'.
- Until:** A date and time field set to '31 May 23:59' with a calendar icon. Below it, the full date is shown as 'Fri, 31 May 2019 23:59'.
- A '+ Add' button is located at the bottom of the panel.



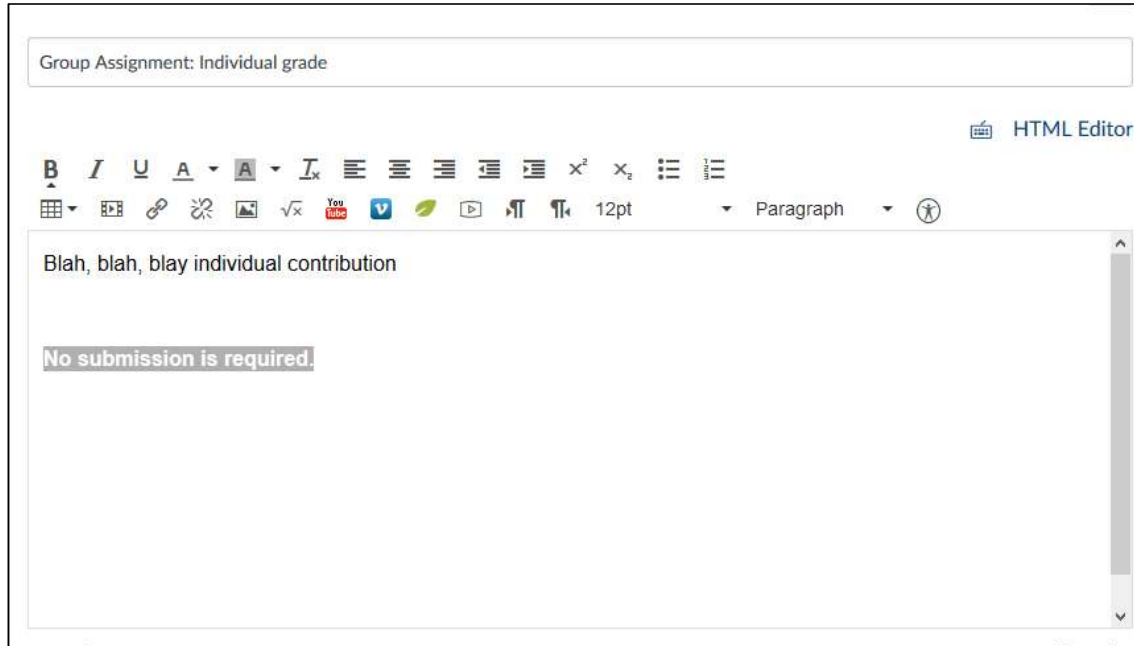
Click
Publish the assignment.

Create an assignment for the individual grade

+ Assignment

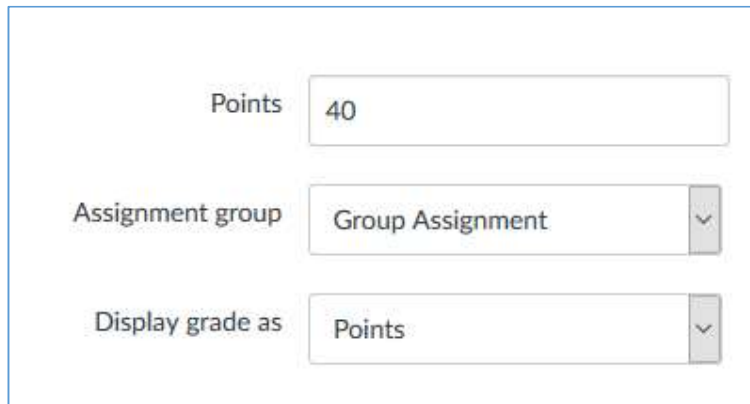
Click on

Name the Assignment and provide a description as well as instructions to students about uploading



The screenshot shows an HTML editor interface. At the top, there is a text input field containing "Group Assignment: Individual grade". Below this is a rich text editor toolbar with various icons for bold, italic, underline, text color, background color, link, unlink, image, video, and social media. The main text area contains the text "Blah, blah, blay individual contribution" and a highlighted text box with the text "No submission is required." The editor is labeled "HTML Editor" in the top right corner.

Enter the Weighting % (in this case 40 points) and select the correct Assignment group from the drop down. In this case (Group assignment)



The screenshot shows three configuration fields for an assignment. The first field is labeled "Points" and has a text input box containing the number "40". The second field is labeled "Assignment group" and has a dropdown menu with "Group Assignment" selected. The third field is labeled "Display grade as" and has a dropdown menu with "Points" selected.

If no submission is required select No submission or choose from the options available.



The screenshot shows a dropdown menu for "Submission type" with "No submission" selected.

Tick the **This is a Group assignment** check box and tick the **Assign grades to each student individually** check box.

This means you can assign grades individually

Select the *Group set* you created in People (in this case **Group Assignment**)

Group assignment

This is a group assignment

Assign grades to each student individually

Group set

Group Assignment

New group category


Enter the due date and time and the dates from which the assignment is available From and Until.

Assign

Assign to



Everyone X

Due

31 May 23:59 

Fri, 31 May 2019 23:59

Available from **Until**

1 Mar 2018 0:00  31 May 23:59 

Thu, 1 Mar 2018 Fri, 31 May 2019 23:59

+ Add

Save

Click

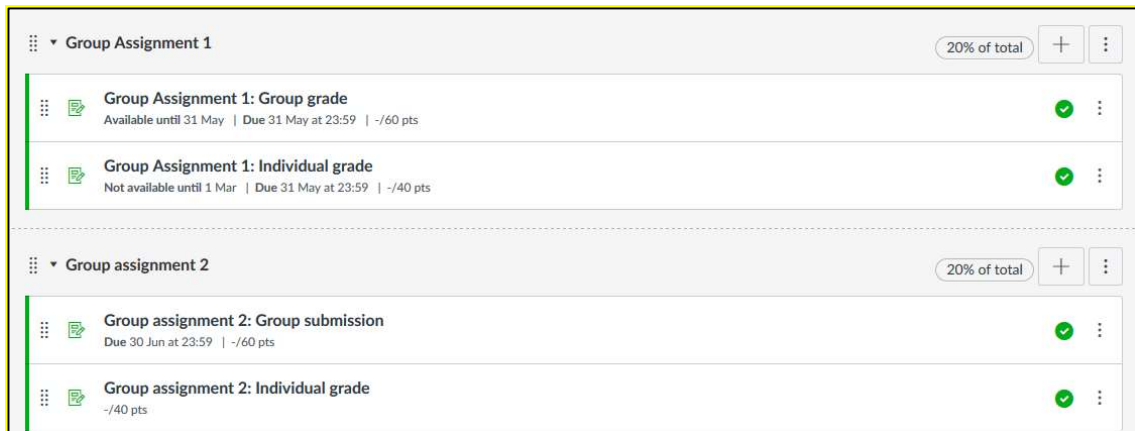
Publish the assignment.

See also [Best practice for grading group assignments:](#)

Multiple group work tasks comprising more than 30% of the final grade across a course

Where group work tasks across a course comprise more than 30% of the final grade, a minimum component of 40% (calculated across those tasks) must assess individual contribution. Exceptions must be approved by Education Committee (University of Auckland, 2018, sec. 18, p. 4)

In order to set this up you can create multiple weighted assignment groups and within each assignment group create separate assignments for the group submission and individual submission as follows:



The screenshot displays two assignment groups in a Canvas LMS interface. The first group, 'Group Assignment 1', is set to 20% of the total grade and contains two sub-assignments: 'Group Assignment 1: Group grade' (available until 31 May, due 31 May at 23:59, -/60 pts) and 'Group Assignment 1: Individual grade' (not available until 1 Mar, due 31 May at 23:59, -/40 pts). The second group, 'Group assignment 2', is also set to 20% of the total grade and contains two sub-assignments: 'Group assignment 2: Group submission' (due 30 Jun at 23:59, -/60 pts) and 'Group assignment 2: Individual grade' (-/40 pts). Each sub-assignment has a green checkmark icon and a vertical ellipsis menu icon on the right side.

Need more help?

For additional assistance with Canvas see: <https://www.canvas.ac.nz/resources/> or email staffservice@auckland.ac.nz

References

University of Auckland. (2018). *Assessment (coursework, tests and examinations) policy*. Auckland, New Zealand: University of Auckland.