

Your instructor may ask you to submit group assignments by having one group member upload documents saved on a computer or in the cloud. After successfully uploading an assignment, students will receive an email confirmation receipt for their submissions. Students can view their submissions by clicking on the assignment link or through My Grades.

Instructions:

- 1. Locate the area called "My Groups". Click on the name of your **assigned group** to open the group menu.
- 2. Click on Group Homepage.



- 3. The Group Homepage contains three sections:
  - a. Group Properties: lists the names of the group members
  - b. Group Tools: links to collaborative tools enabled for your group to use
  - c. Group Assignments: links to group assignments. Group assignment links are also available in the content areas of your course.

Group Properties
Group Description
Group Members 💿 🔝 IDT Student
🔻 Group Tools
File Exchange Group Blog Group Discussion Board Group Journal Send Email
Group Assignments Assignment 2

#### **IT Service Desk**



4. Click on the name of the group assignment to submit a file as a group. The upload assignment page provides additional information about the assignment including instructions, due date, points possible, rubric, and group activity. If applicable, click on the rubric to view how the assignment will be graded.

**Note:** To upload a group assignment, one student in the group should be the designated uploader for the assignment. Once an assignment is uploaded for the group, then all group members will be able to see the uploaded assignment.

oad Assignment: Assignment 2	
INSTRUCTIONS	ASSIGNMENT INFORMA
H.: - the Team (Nerter Templets according to your Bodies (Impany and admit) - ump the tot allows. High compression result solution the completes' company feart charter. Han dees Screen, "Singlet. Han Control Templets dool	Due Date Sunday, June 11, 2023 11:59:00 PM EDT Points Possible 100
SUBMISSION	View Rubric
Create Submission	Group A
Upload Files	IDT Student ( Jun 6, 2023 9:23:30 PM )
Add Comments	Last Modified Tuesday, June 6, 2023 9:23

5. In the **Submission** section, click the **Upload Files** section to expand the section and view options for uploading local or cloud files

**Note:** Students can also use the **Create Submission** option for submitting plain text, images, or other content directly using a textbox. However, most instructors will require an upload document for assignment submissions.



- 6. Students can upload files from their computer or through a cloud service.
  - a. Click **Browse Local Files** to upload a file from your computer OR drag and drop file(s) from your computer directly into the Attach Files box. View the <u>Drag and</u> <u>Drop Assignment Files user guide</u> for additional information.
  - b. Click **Browse Cloud Service** to connect to a cloud storage service such as Google Drive, OneDrive, Dropbox, or Box. Follow the onscreen prompts to connect to a cloud service and upload files.
  - c. Once you have located your file, click **open** to attach the file to the group assignment.

SUBMISSION				
Create Submission				
Upload Files				
Attach Filos				
Attach Files	Browse Local Files	Browse Content Collection	Browse Cloud Service	
·				
Add Comments				

7. Once you've located and uploaded file(s), the document(s) will be displayed under **Attached Files.** Change the file name in the **Link Title** box as applicable.

BMISSION				
Create Submission				
<u>Upload Files</u>				
(				
Attach Files	Browse Local Files	Browse Content Collection	Browse Cloud Service	
				/
Attached files File Name		Link Title		
Attached files File Name	x	Link Title Document.docx		Do not attach
Attached files File Name Document.doc	x	Link Title Document.docx Document1.docx		Do not attach Do not attach
Attached files File Name Document.doc:	x	Link Title Document.docx Document1.docx		Do not attach Do not attach
Attached files File Name Document.doc: Document1.do Add Comments	x	Link Title Document.docx Document1.docx		Do not attach Do not attach



8. In the Group Assignment confirmation message box, click **OK** to upload the assignment for the entire group. ulearn will record the name of the student that uploaded the assignment for the group.

ulearn.jwu.edu says	
Work is being submitted for the entire group. Continue?	
ОК	Cancel

9. Click **Submit** when finished.

**Note:** Students can provide notes to the instructor about their submission using the **Add Comments** section of the Submission.

10. The assignment confirmation receipt and document submission are viewable after successful submission. Click **OK** in the bottom right corner to return to the content area.

Success! Your submission appears on this page. The submission confirmation number is 4390e2748df submission receipts in My Grades.	147abb59ea7ed4c64c802. Copy and save t	his number as proof of your submissi	ion. View all of your 🛛 😣
Review Submission History: Assignment 2			
Assignment Instructions 🗸		Assignment Details ~	53 >
🎚 🔻 Page 🤇 1 👌 of 1 🖑 📿 🕀 🖵 👻	ጛେ⊜₿⊍♀	GRADE LAST GRADED ATTEMPT	_ /100
		ATTEMPT 2 ~	/100
		Submission	
		Document1.docx	*
		Document.docx	<u> </u>
			OK Start New

11. All students in the group will receive an email confirmation of their assignment submission. Assignment submission receipts are always available in **My Grades**.



#### **IT Service Desk**