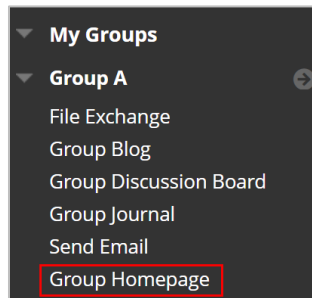


SUBMIT A GROUP ASSIGNMENT

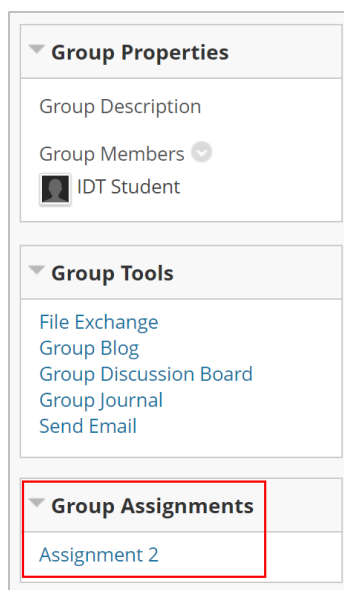
Your instructor may ask you to submit group assignments by having one group member upload documents saved on a computer or in the cloud. After successfully uploading an assignment, students will receive an email confirmation receipt for their submissions. Students can view their submissions by clicking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



SUBMIT A GROUP ASSIGNMENT

- 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.

Upload Assignment: Assignment 2

INSTRUCTIONS

Write the paper... (blurred text)


SUBMISSION


[Create Submission](#)


[Upload Files](#)


[Add Comments](#)


ASSIGNMENT INFORMATION

Due Date
 Sunday, June 11, 2023 11:59:00 PM EDT

Points Possible
 100

 [View Rubric](#)

 **Group A**

Last Activity Recorded
 IDT Student (Jun 6, 2023 9:23:30 PM)

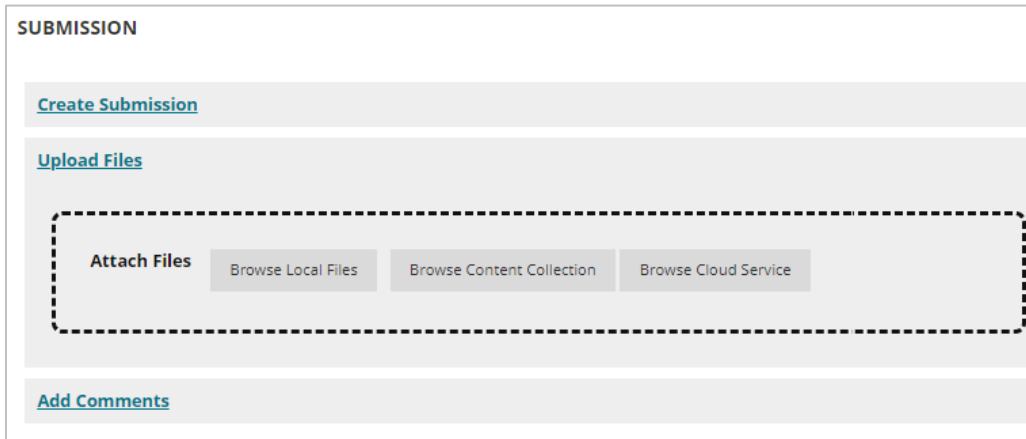
Last Modified
Tuesday, June 6, 2023 9:23:30 PM EDT

- 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.

SUBMIT A GROUP ASSIGNMENT

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 [Drag and Drop Assignment Files user guide](#) 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

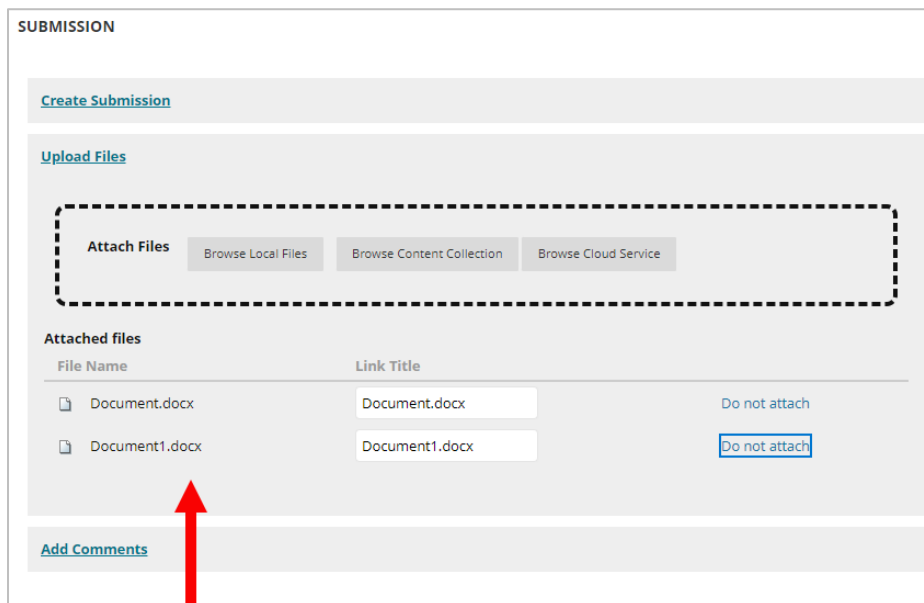
[Create Submission](#)

[Upload Files](#)

Attach Files

[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.



SUBMISSION

[Create Submission](#)

[Upload Files](#)

Attach Files

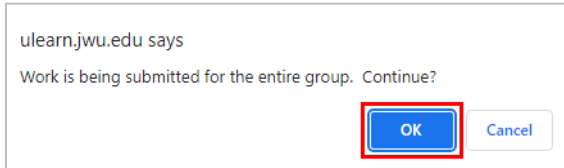
Attached files

File Name	Link Title	
Document.docx	<input type="text" value="Document.docx"/>	<input type="button" value="Do not attach"/>
Document1.docx	<input type="text" value="Document1.docx"/>	<input type="button" value="Do not attach"/>

[Add Comments](#)

SUBMIT A GROUP ASSIGNMENT

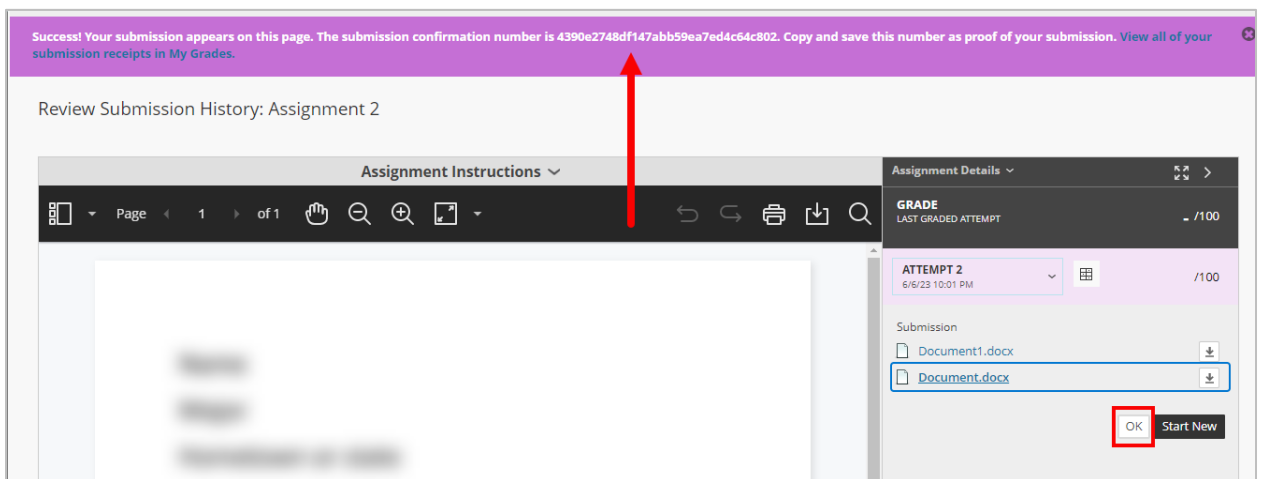
- In the Group Assignment confirmation message box, click **OK** to upload the assignment for the entire group. ulearn will record the name of the student that uploaded the assignment for the group.



- Click **Submit** when finished.

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

- 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.



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

