How to enable group submissions in a Moodle assignment

**Moodle Help & Support**
This refers to Moodle 2.7 from July 2015 onward

**How to: Enable group submissions in a Moodle assignment**

If you organise students into groups to work on collaborative projects with the idea of a single submission e.g. a joint presentation to be submitted, then Moodle assignments is ideal.

**The setup**

Once you have created the Groups in your Moodle module (Administration block > Module administration > Users > Groups) do the following:

1. Add an Assignment and set it up as normal (see guidance on Moodle assignment creation below)
2. In the assignment settings go to the Group submission settings section
3. Click on the Show more... hyperlink to open up more options
4. Change Students submit in groups to 'Yes' which then enables Groupings to be set as well if necessary
5. If you want all students in a group to officially confirm they are happy with the group piece of work that has been submitted you will need to force students to click the submit button. **Note:** Only once every member of the group has clicked the Submit button will the assignment become visible to you
   a. Go to Submission settings and change Require students click submit button to 'Yes'
   b. Go to Group submissions settings and change Require all group members to submit to 'Yes'

**Please note:** If you leave the setting Require all members to submit as No then only one student needs to submit on behalf of the group. However, please do not change group allocations once submission has started as student's submission can be overwritten because they have been moved group.
Marking Group submissions

As soon as you apply a grade and add feedback comments to a submission for one of the group members it will be replicated across all the members of that group. You cannot apply different grades to different students in the same group.

What a student sees

The example below is what a student will see when the group assignment requires all group members to officially confirm they are happy with the submission. One student will upload the document and then the others will have to go into the assignment dropbox where they will see the file that has been uploaded. They can choose to edit the submission e.g. upload a different version or confirm the submission by clicking Submit assignment. Each student in the group has to do this before the assignment will be fully submitted. Each student can see who in their group is left to submit within the drop-box under Submission status.
Similar tutorials

The following other resources are also relevant to this topic:

- How to create a Moodle assignment

Queries, comments or questions?

Please contact your local elearning support team.

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or email: itservicedesk@nottingham.ac.uk

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Incorrect?

If you have any comments on how you think this help can be improved then please email Learning-Technologies@nottingham.ac.uk