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### HOW TO USE GRADING GROUPS

The Grading Groups feature allows teachers to sort students into groups within a single course section. These groups can be individually assigned graded material and displayed as individual groups in the course Gradebook.

### How do I create grading groups?

Grading groups are a great way to associate students of the class to group projects, special needs, or specific criteria. To create a grading group, follow these steps:

1. Click **Members** on the left side of your course
2. On the right side of the Members page, there is a gray box that says "Organize members into Grading Groups." Hover your mouse over this area to, and click the button to Add Grading Group.
3. Enter a name or title for this group of students.

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- Click on students in the course that you'd like to include in the group. If you have a large number of students, consider using the Search field to find specific students.
- Once you've selected the students of the group, click Create Grading Group to complete.

## Assign course material to grading groups

- Create a new [assignment](#), [test/quiz](#), or [discussion](#) by clicking **Add Materials**.
- Click the [Individually Assign](#) icon in the Advanced row of the Create screen.



- Enter the name of the grading group to which you'd like to assign the material. The names of your existing grading groups automatically populate as you begin to type.
- Click Create to complete.

When you assign something to a grading group, the entire item is only available to those students in the grading group. This means you will only see the scores for the students to whom it is assigned in your Gradebook.

**Note:** If some students have already completed the assessment and you individually assign it to a grading

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group that does not include those students, the scores and submissions for the students not included in the individual assign tag will temporarily “disappear.”

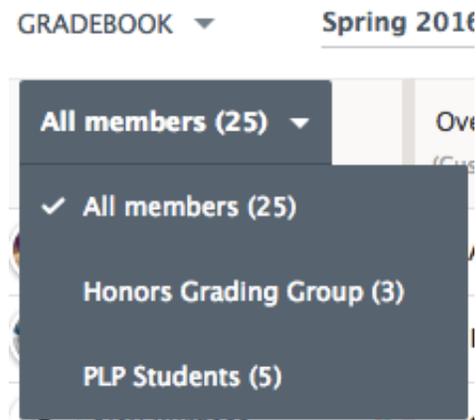
To see the other students' scores, you can simply remove the individually assigned tags. When this is done, the submissions for all of the students who have completed the item will repopulate.

**Tip:** To make variations of existing material in a course, save the course to [Resources](#), and import the material back into the course.

## Filter Gradebook by Grading Groups

Once you have material assigned to a grading group, you'll notice in the Gradebook that members not assigned a particular assignment, test/quiz, or discussion, will have a dash in the grading cell for that item. This dash prevents you from accidentally entering grades for students that are not assigned an item in the course. To enter grades for specific groups, you can filter the gradebook by grading group. To sort your Gradebook view by Grading Group:

1. Click **Gradebook** on the left side of your course
2. By default, the Gradebook displays all members of the course. Click All users to see a dropdown menu of all grading groups in the course.



3. Select the group you'd like to view.
4. To give all users in the group the same grade, click on the arrow next to the assignment or discussion name, and select the option to Set All Grades.

## Edit or Delete Grading Groups

1. Click **Members** on the left side of your course.
2. Grading Groups are listed on the right side of the Members screen. Click the gear icon to the right of the Group name.
3. Select the option to Edit or Delete the group.

**Note:** If you delete a grading group that has been assigned a course material, that association will also be deleted. The item will no longer be individually assigned to that group of students.

**Tip:** You can view the course as specific students in the course by clicking on the Course Options area on the left menu of the course profile.