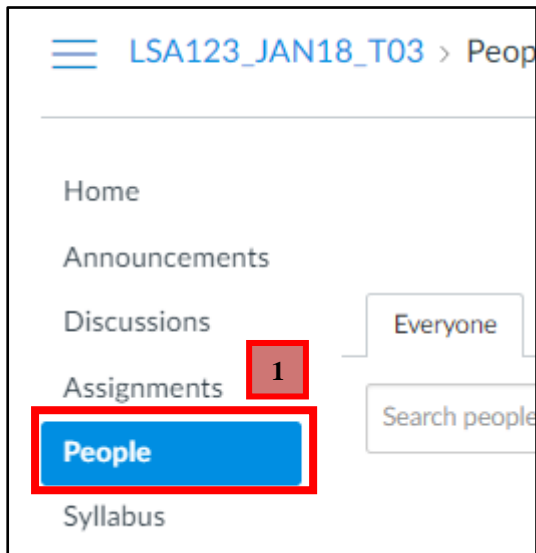


Refer to [page 99](#) on how to upload the marked GBA assignments.

b. Canvas People Group Creation

- 1 Go back to course site (For example, *LSA123_JAN18_T03*) and click “**People**”



- 2 Click “+ Group Set” button on the right



- 3 Key in Group Set Name, for example “GBA01”, and leave the rest of options as Default
- 4 Click “Save”

Create Group Set

Group Set Name

GBA01

3

Self Sign-Up

☐ Allow self sign-up ?

☐ Require group members to be in the same section

Group Structure

☐ Split students into groups

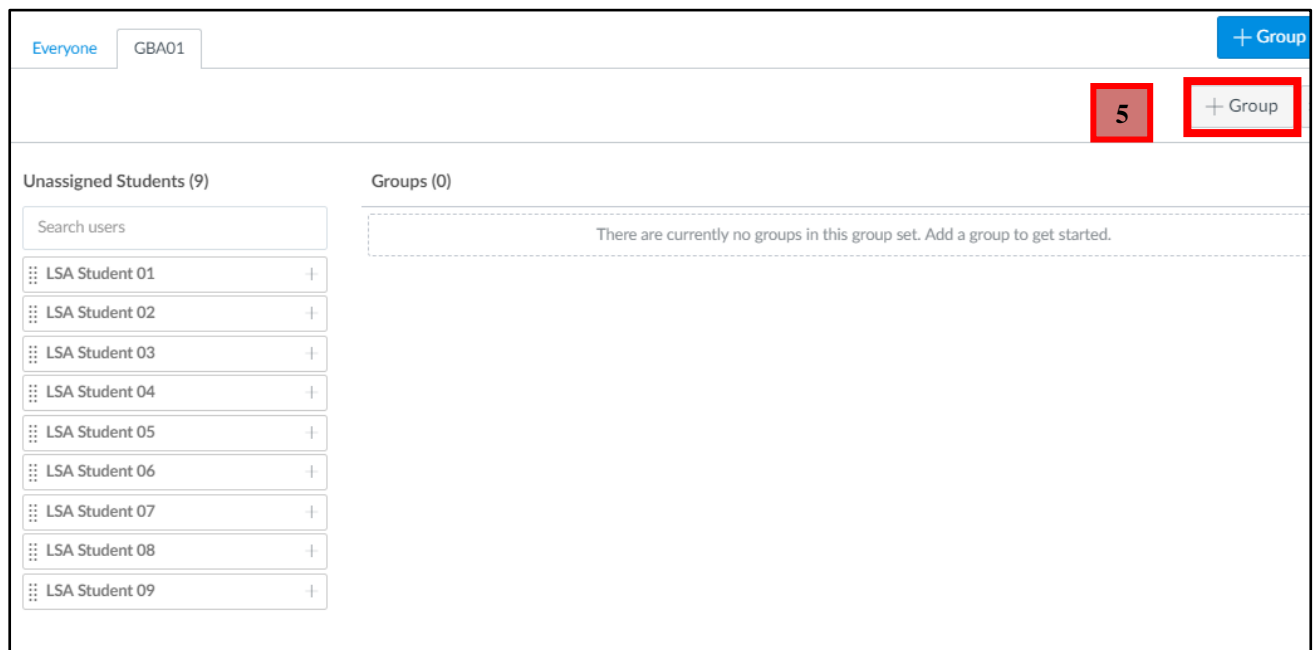
☒ I'll create groups manually

4

Cancel

Save

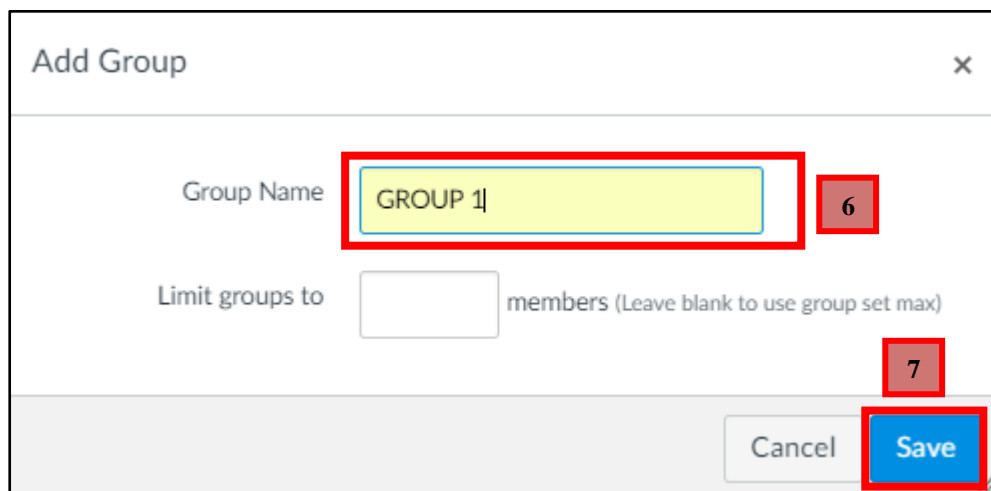
- 5 Click “+Group” to manually create groups one by one



The screenshot shows the Canvas Groups interface. At the top right, there is a blue button labeled "+ Group". A red box with the number 5 is placed over this button. Below the button, there is a section titled "Unassigned Students (9)" with a list of students (LSA Student 01 to LSA Student 09) and a "+" icon next to each. To the right of this section is a section titled "Groups (0)" with a message: "There are currently no groups in this group set. Add a group to get started." A red box with the number 5 is also placed over the "+ Group" button in the top right corner of the interface.

- 6 Key in Group Name

- 7 Click “Save”



The screenshot shows the "Add Group" dialog box. It has a title bar with "Add Group" and a close button (X). Inside the dialog, there is a "Group Name" field with the text "GROUP 1" entered. A red box with the number 6 is placed over this field. Below the "Group Name" field is a "Limit groups to" field with a text input box and the text "members (Leave blank to use group set max)". At the bottom right of the dialog, there are two buttons: "Cancel" and "Save". A red box with the number 7 is placed over the "Save" button.

8

Repeat **Step 5** to **7** to create the rest of the groups

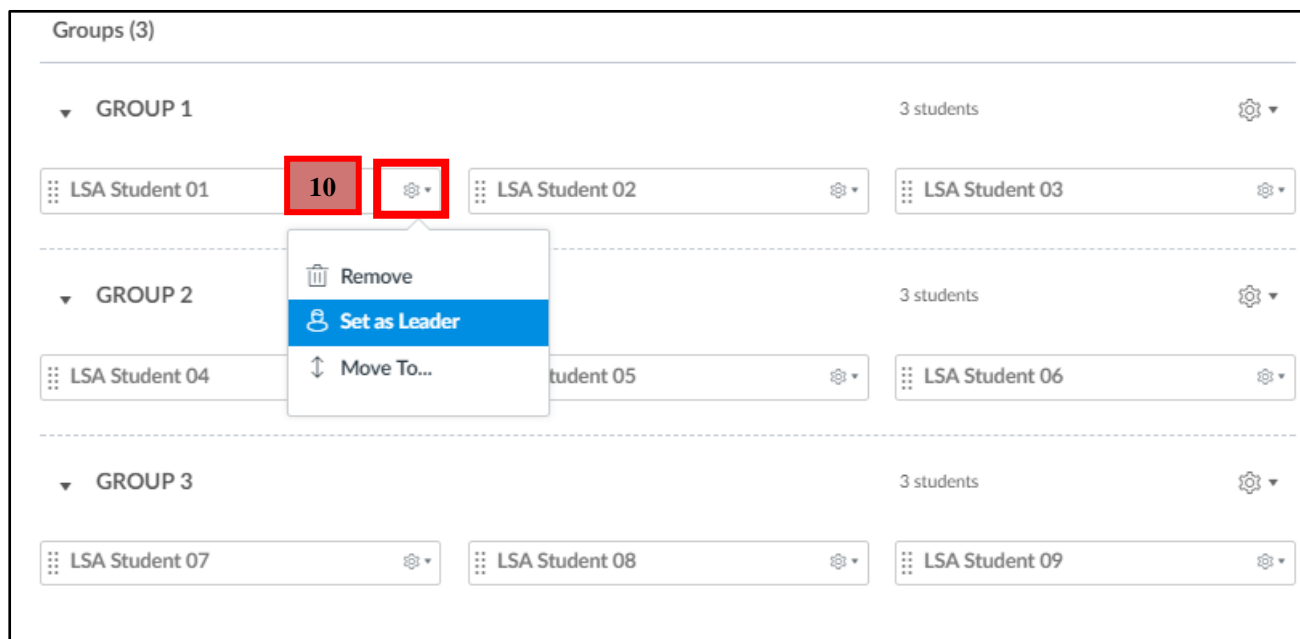
The screenshot shows the Canvas Groups interface. At the top, there are tabs for 'Everyone' and 'GBA01', and a '+ Group' button. Below this, there is a search bar and a '+ Group' button. The interface is divided into two main sections: 'Unassigned Students (9)' and 'Groups (3)'. The 'Unassigned Students' section lists 9 students: LSA Student 01 through LSA Student 09, each with a search icon and a plus sign. The 'Groups' section shows 3 groups: GROUP 1, GROUP 2, and GROUP 3, each with 0 students.

9

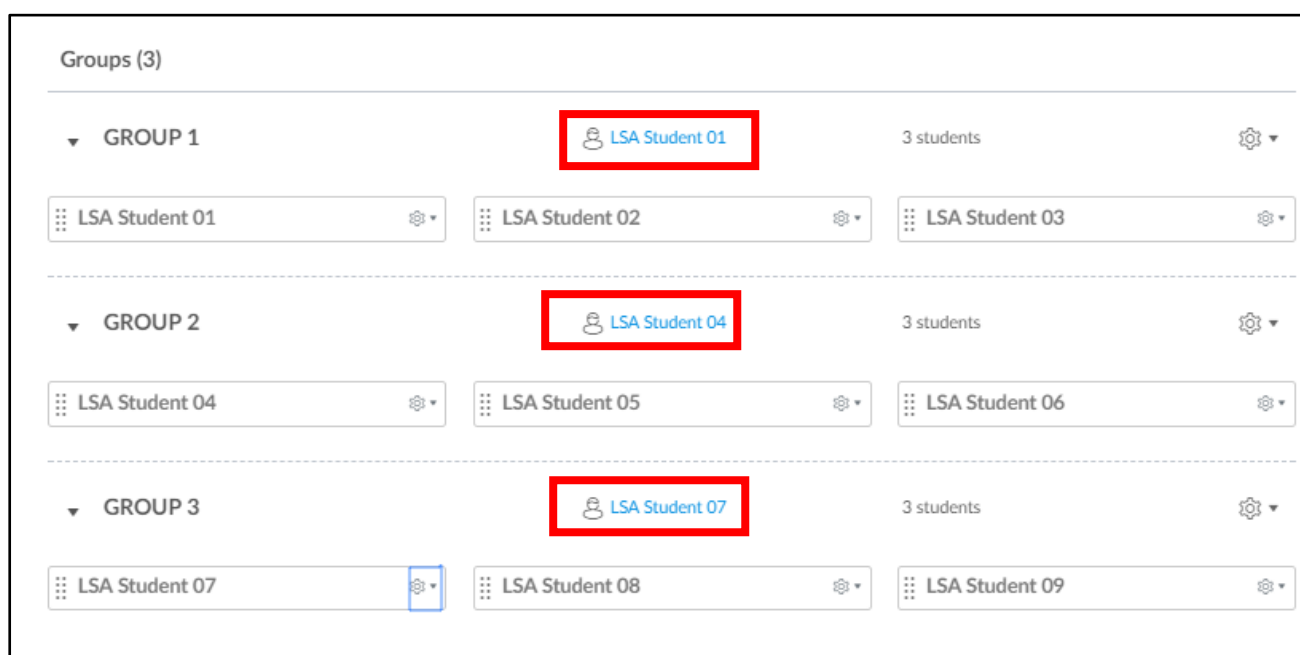
Drag each student to the corresponding groups.

The screenshot shows the Canvas Groups interface after assigning students. The 'Unassigned Students' section now shows 0 students and a message: 'There are currently no students in this group. Add a student to get started.' The 'Groups' section shows 3 groups: GROUP 1, GROUP 2, and GROUP 3, each with 3 students. The students are assigned as follows: GROUP 1 has LSA Student 01, LSA Student 02, and LSA Student 03; GROUP 2 has LSA Student 04, LSA Student 05, and LSA Student 06; GROUP 3 has LSA Student 07, LSA Student 08, and LSA Student 09. Each student card has a search icon and a plus sign.

- 10** Click the gear icon besides student's name to select the group leader.



- 11** Group Leaders' name will display on top of each group



12 Go to SUSS Gradebook by clicking “SUSS Gradebook”

13 Click “GBA01”

SUSS Gradebook

Home

Announcements

People

Syllabus

Discussions

iBookstore

Modules

Assignments

Grades

SUSS Gradebook

Virtual Class

Assignment Summary

Assignment	Type	DueDate	Stage	LockStatus	LockedBy	LockedAt	MarkDeduction
GBA01	ASSIGNMENT	20 Jan, 2018 11:59:59 PM	Stage1				YES
TMA01	ASSIGNMENT	31 Jan, 2018 11:55:00 PM	Stage1				YES
TMA02	ASSIGNMENT	27 Feb, 2018 11:55:00 PM	New				YES
TMA03	ASSIGNMENT	30 Mar, 2018 11:55:00 PM	Published				YES

14 Select the group set which is created just now

15 Click “Create Group By Canvas Groups”

Group Creation

Create Group Online

Create Group By .csv File

Please select the Canvas Group Set to use

GBA01

* You can check your Group Set under "People > Groups" in LMS.

Create Group By Canvas Groups

16 System will import the grouping data from group set automatically

17 Key in Group Grade for each group

18 Click “**Confirm**”, you will then be brought to the SUSS Gradebook grading page

Group Creation

17

GROUP 1	Group Grade	Override Given Grades	+ Group	- Group
+ Leader	0	<input checked="" type="checkbox"/>	LSA Student 01	
+ - Member			LSA Student 02	
+ - Member			LSA Student 03	

GROUP 2	Group Grade	Override Given Grades	+ Group	- Group
+ Leader	0	<input checked="" type="checkbox"/>	LSA Student 04	
+ - Member			LSA Student 06	
+ - Member			LSA Student 05	

GROUP 3	Group Grade	Override Given Grades	+ Group	- Group
+ Leader	0	<input checked="" type="checkbox"/>	LSA Student 07	
+ - Member			LSA Student 08	
+ - Member			LSA Student 09	

18

Confirm

Cancel

- 19 To edit the groupings, click on “**EDIT GROUPINGS**”.
- 20 Highlight any suspected plagiarism or collusion by selecting the relevant checkboxes. “Withdrawn” is automatically checked according to student’s status.
- 21 Click on “**Comment**” to leave comment for the student/school, if any.

Stage 1
Grading Item: GBA01
Grading Type: ASSIGNMENT
Due Date: 20 Jan, 2018 11:59:59 PM
Overdue Notification Sent After 14 Days
Group Used: Group 1|Group 2 **EDIT GROUPINGS** 19
Show grade to student after Stage 1: ☒
6 of 6 students submitted.

BACK Send to Stage 2 Upload Marked Assignment

S/N	Student Name	PI	Submission Date	Original Grade	Given Grade	Late Penalty	Final Grade	20 Notify HOP	21 Comment	Group	Paper
1	LSA Student 01	Isastudent01	20 Jan, 2018 01:40:25 AM	-	80	0	0	<input type="checkbox"/> Plagiarism <input type="checkbox"/> Cheating <input type="checkbox"/> Collusion <input type="checkbox"/> Special Circumstances <input type="checkbox"/> Withdrawn	Leave Comment	Group 1(L)	
2	LSA Student 02	Isastudent02	20 Jan, 2018 01:40:25 AM	-	80	0	0	<input type="checkbox"/> Plagiarism <input type="checkbox"/> Cheating <input type="checkbox"/> Collusion <input type="checkbox"/> Special Circumstances <input type="checkbox"/> Withdrawn	Leave Comment	Group 1(M)	

Note:

- An email alert will be sent to the respective HOP and School Admin if the checkbox for plagiarism, collusion and special circumstance are ticked when SUSS Gradebook moves to stage 2. Instructors are not required to conduct any investigations. However, it will be recommended to leave a private comment (show to students No) to justify your selection.
- Mark deduction for late submission is calculated automatically when progressing from “**Stage 1**” to “**Stage 2**”.
- For students with no submissions, the SUSS Gradebook will automatically show “**No Submission**” under Submission Date column.

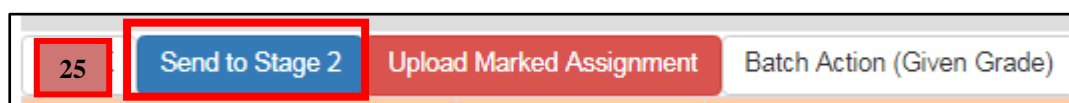
To leave a comment

- 22 Key in your comment.
- 23 By default Show to students option is “No”.
- 24 Click on “Add Comment”.



- 25 Once you have entered all the grades and would like to submit the grading to Stage 2. Click on “Send To Stage 2”.

Note: No further grade amendments can be made by instructors and the grades will be released to the students. Only school programme executives can modify grades after grading has been escalated to stage 2.



Refer to [page 99](#) on how to upload the marked GBA assignments.