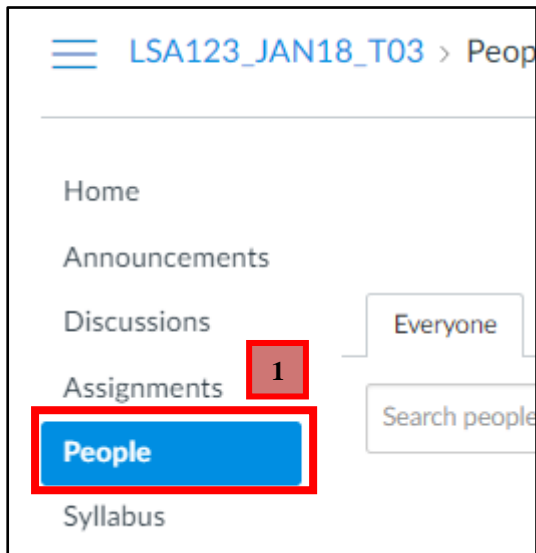Refer to page 99 on how to upload the marked GBA assignments.

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**"
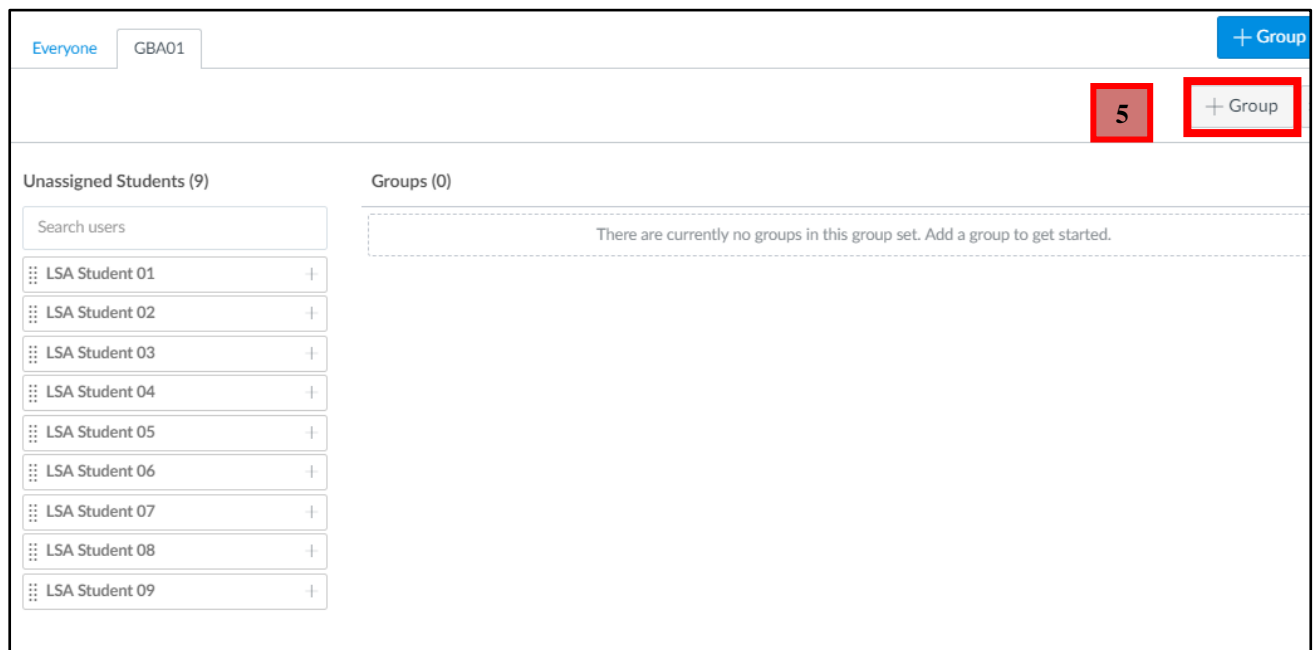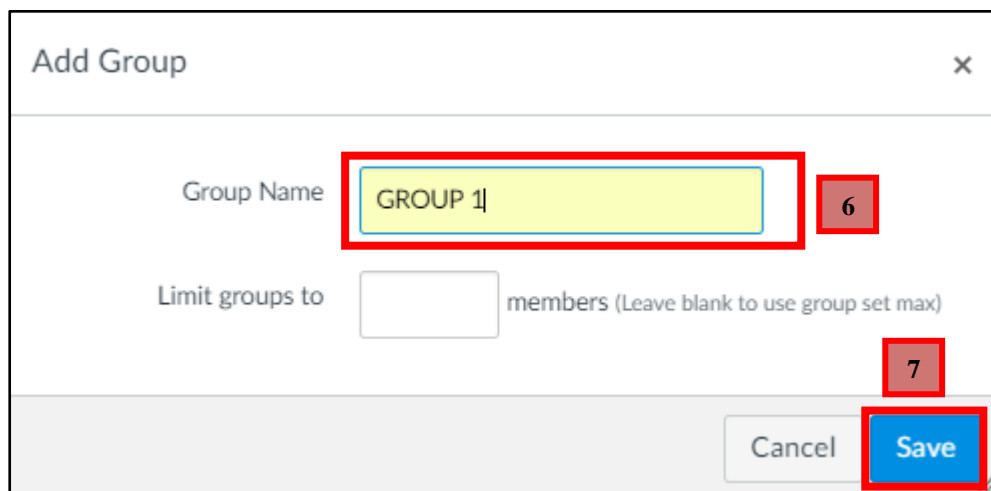
5 Click "**+Group**" to manually create groups one by one

Everyone	GBA01		+Group

5 + Group

Unassigned Students (9) Groups (0)

Search users

There are currently no groups in this group set. Add a group to get started.

⠿ LSA Student 01 +
⠿ LSA Student 02 +
⠿ LSA Student 03 +
⠿ LSA Student 04 +
⠿ LSA Student 05 +
⠿ LSA Student 06 +
⠿ LSA Student 07 +
⠿ LSA Student 08 +
⠿ LSA Student 09 +

6 Key in Group Name

7 Click "**Save**"

Add Group ✕

Group Name GROUP 1| **6**

Limit groups to [ ] members (Leave blank to use group set max)

7

Cancel **Save**

Updated on January 2018 by Learning Systems and Applications Department

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

9 Drag each student to the corresponding groups.

10 Click the gear icon besides student's name to select the group leader.
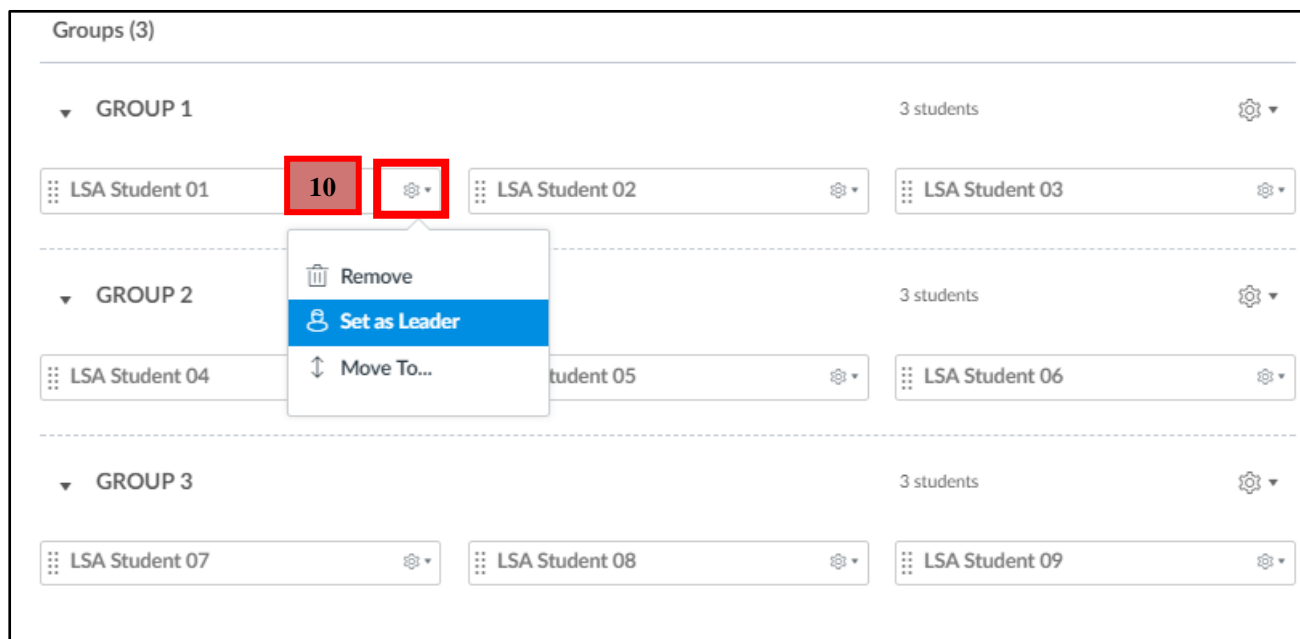
11 Group Leaders' name will display on top of each group
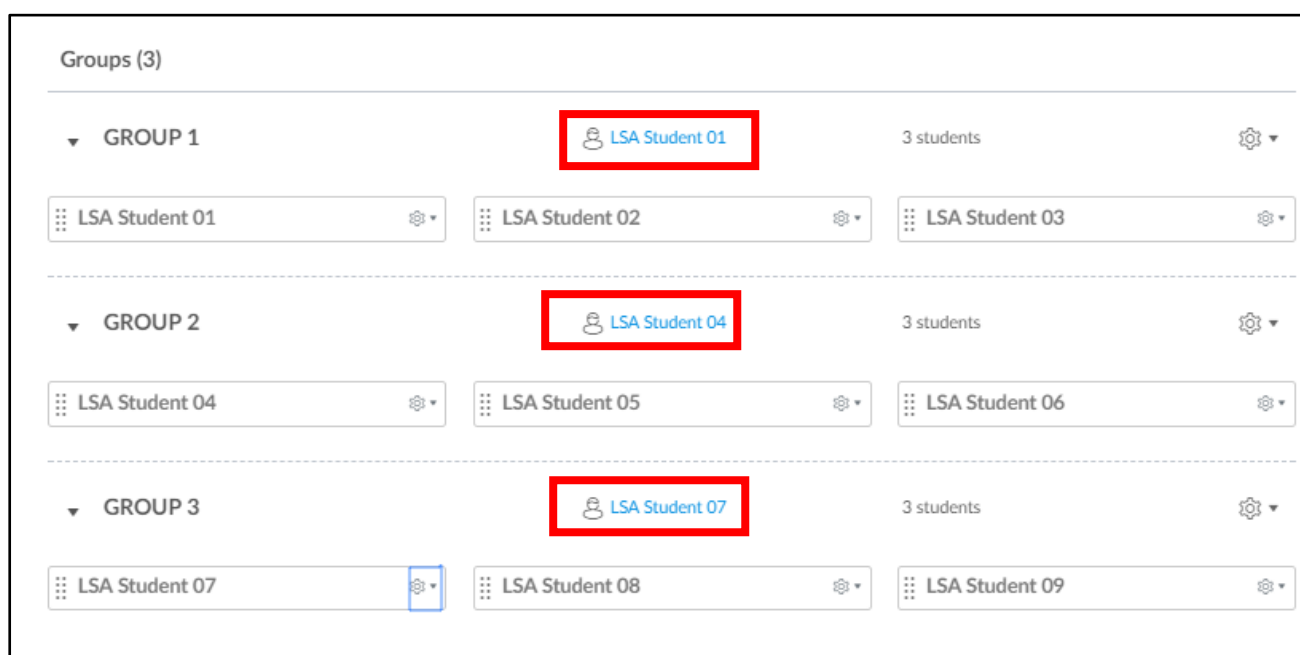
12   Go to SUSS Gradebook by clicking "**SUSS Gradebook**"

13   Click "**GBA01**"

14   Select the group set which is created just now

15   Click "**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

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.

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.
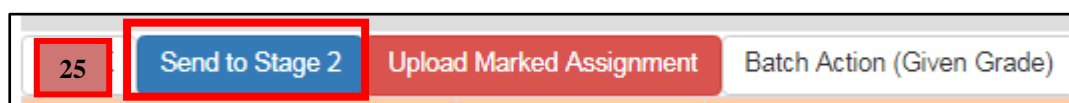
To leave a comment

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

Comment for LSA Student 01   ×

New Comment

Show to students ◯ Yes ◉ No

Add Comment

Close

| 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.

Send to Stage 2   **Upload Marked Assignment**   Batch Action (Given Grade)

Refer to page 99 on how to upload the marked GBA assignments.