



# Submission & Completion

The Submission and Completion section of the Assignments tool allows you to set up an assignment type for individual students or a group, set a Submission Type, determine the file type and number of files allowed per submission, as well as determine which submissions are kept.

## Assignment Type

Click beside either Individual Assignment or Group Assignment to set an assignment type:

### Assignment Type

Individual Assignment

Group Assignment

### Group Category

Cooking Groups


Create new groups in the Groups tool.

- **Individual Assignment:** An assignment folder will be set up for individual members of the class
- **Group Assignment:** One assignment folder will be set up for the group and each member of the group will receive the same grade for the assignment.
  - Groups must be established prior to creating a Group Assignment. See **Create a Group** for directions on setting up groups
  - Use the dropdown menu to select a group category
  - You can manually overwrite the group grade to assign individual members a different grade

## Submission Type

Use the drop-down menu to select a Submission Type for the assignment:

### Submission Type

File submission 

File submission

Text submission

On paper submission

Observed in person




## Files Allowed Per Submission

Select either Unlimited or One File:

- Unlimited  
 One File

## Allowable File Extensions

Use the drop-down menu to select the file extension type. For best results, select **No Restrictions**:

No Restrictions 

- No Restrictions
- PDF Only
- Annotatable Files
- Files that can be previewed without conversion
- Images and Videos
- Custom File Types
- Compatible with Turnitin

## Submissions

Select your preference for which submission will be kept:

- All submissions are kept  
 Only one submission allowed  
 Only the most recent submission is kept