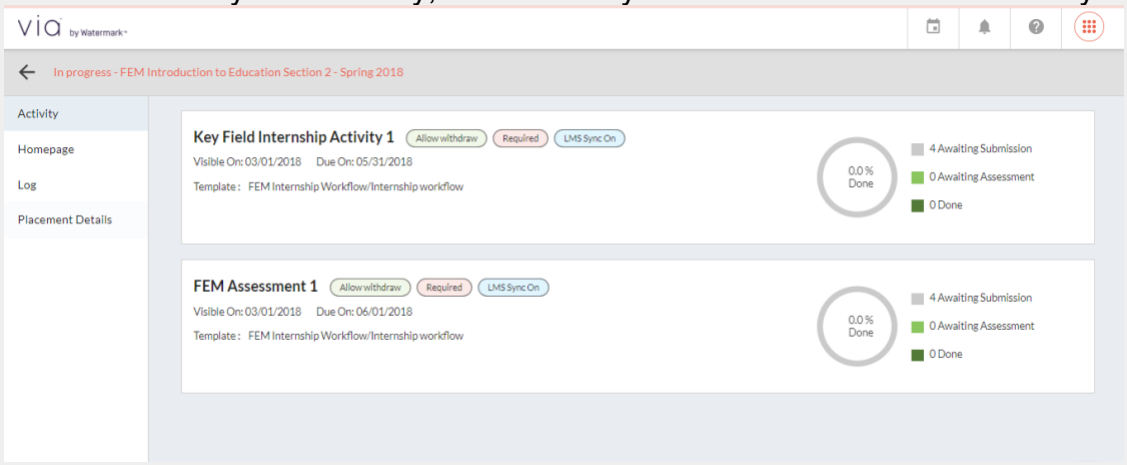
Via - Group Owner User Guide: In Progress Tab

Group Owner User Guide

The Activity Tab

When the group details page is displayed, the Activity tab is selected by default. The Activity tab displays all activities in a group, as well as the details and assessment status of each activity. Additionally, a new activity can be created from the Activity tab.



Activities

Activities are a fundamental component of a group. Activities can also be thought of as assignments, and are tasks that are completed by group members, often followed by assessment of the member's work. Activities contain a template, which specifically defines the requirements of the activity, and includes any rubrics used for assessment.

To create an activity:

1. Click on the **Create Activity** button.
2. Type a title for the Activity in the **Title** text field.
3. Click the Template dropdown menu to choose a template to be completed by group members.

TIP: The chosen template can be previewed by clicking the Detail button next to the dropdown menu.

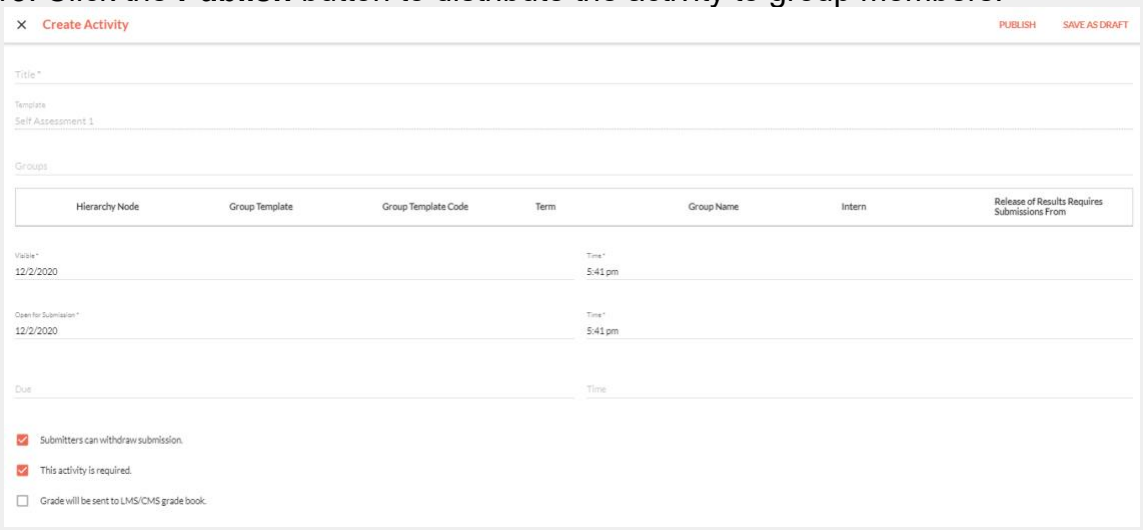
4. Click the Submitter dropdown menu to choose the member role that will submit work to the activity.
5. Click the **Visible** field to choose a date and time that the activity will become viewable to group members.
6. Click the **Open for submission** field to choose the earliest date and time that

members will be able to submit to the activity.

7. Click the **Due** field to choose a date and time that the activity will be due.
8. Click the **Submitters can withdraw submission** checkbox if members will be permitted to undo a submission.

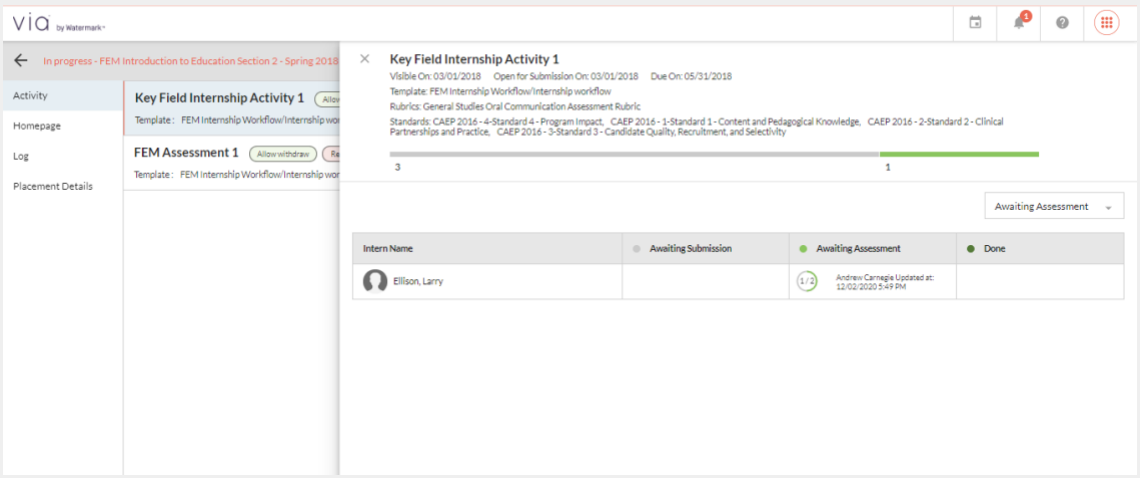
NOTE: Once the assessment of a submission has begun, withdrawing the submission is no longer possible.

9. Click the **This activity is required** checkbox if members are required to complete the activity.
10. Click the **Grade will be sent to LMS/CMS grade book** checkbox if the activity is integrated with a Learning Management System.
11. Click the **Save** button to save current settings, and continue building the activity at a later date.
12. OR…
13. Click the **Publish** button to distribute the activity to group members.



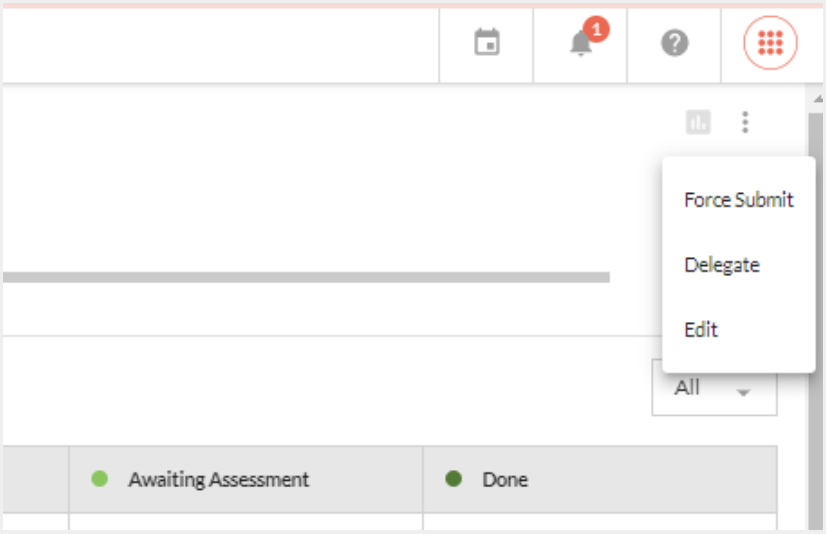
The Activity Details Page

When on the group details page, clicking on an activity will the display the activity details page. The activity details page shows the details of the activity, the activity's overall assessment status, and allows an owner to edit the activity. This page also displays a list of all members of the group, the assessment status of each member's submission, and allows the owner to manage the assessment status of all members at one time.



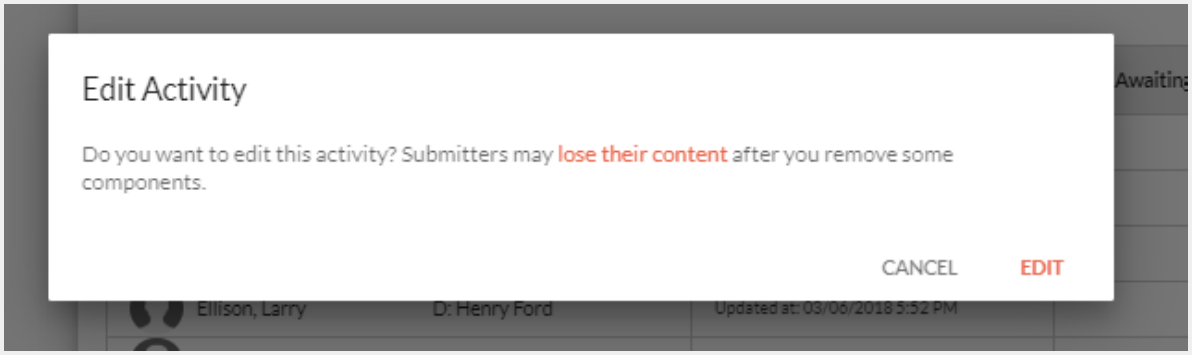
To edit an activity:

1. On the activity details page, click the menu button (three vertical dots).
2. Click **Edit**.



Important: Altering or deleting parts of the activity template that have already been completed by a member will affect or delete the member's responses.

3. If the **Edit Activity Warning** message appears, click the **Edit** button to continue..



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4. Edit the template as necessary.
5. Click the **Save** button.