

Instructor Tutorial: Student Groups

This tutorial will walk you through how to create student groups, what is available on a group home page, student view, and student self-sign-ups.

How to Create Groups

- To create a group, click on *People* in the left course navigation.



- Click *+ Group Set* in the top right.



- Name the Group Set.

Group Set Name

- If students will be choosing their own group, check *Allow self sign-up*. Please see note in the box to the right regarding student self-sign ups.

Group Set Name

Self Sign-Up Allow self sign-up  Require group members

Group Structure Split students into

You can create sets of groups where students can sign up on their own. Students are still limited to being in only one group in the set, but this way students can organize themselves into groups instead of needing the teacher to do the work. Note that as long as this option is enabled, students can move themselves from one group to another.

- Canvas can automatically split the students into groups, or you may choose to do this manually.

Group Structure

Split students into groups

Require group members to be in the same section

I'll create groups manually

- Choice your preference for student leadership. This is optional. Student leaders can rename the group as well as add/remove group members. They cannot change the number of members in the group.

Leadership

Automatically assign a student group leader

Set first student to join as group leader

Set a random student as group leader

- Next, you will create groups for your group set.
- Click *+ Group*.



- Name the Group.
- Limit the group to a specific amount of members.
- Click *Save*.

Add Group ✕

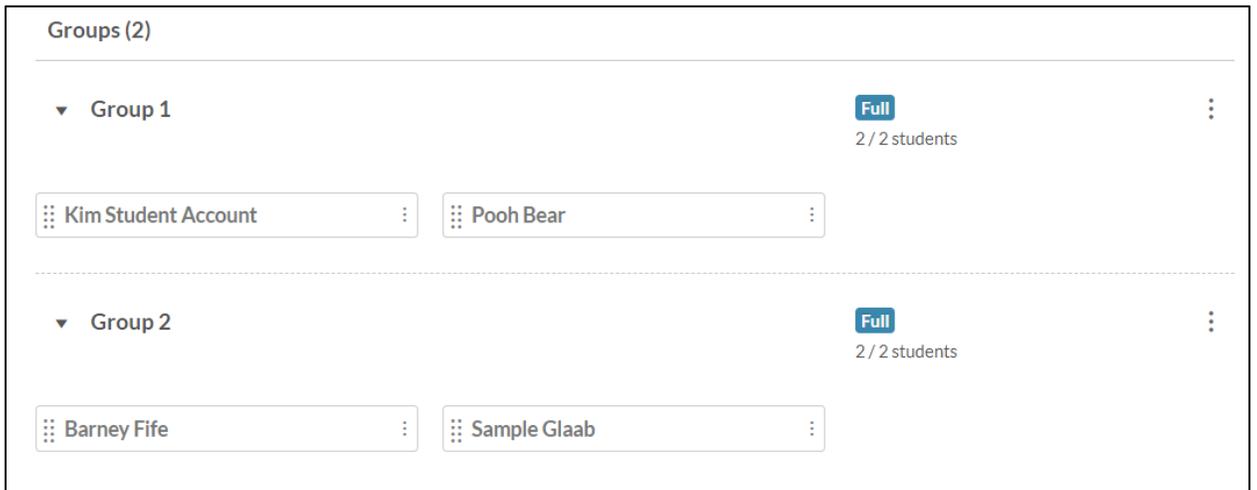
Group Name

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

- To manually assign students, drag and drop their name into the group or click the + to the right of the student name to move them to a group.

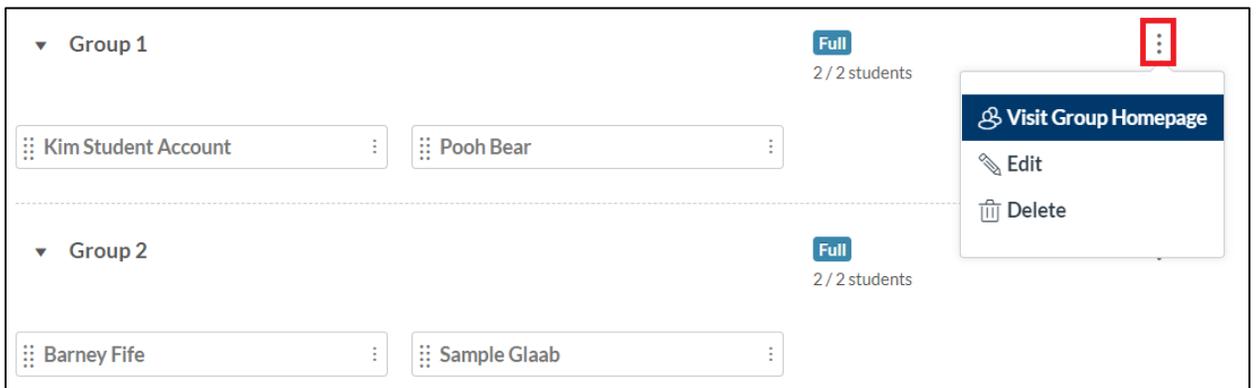
Search users

 Kim Student Account		
 Pooh Bear		Group 1
		Group 2



The screenshot shows a 'Groups (2)' interface. At the top, it says 'Groups (2)'. Below this, there are two groups. The first group is 'Group 1', which is marked as 'Full' and contains '2 / 2 students'. Its members are 'Kim Student Account' and 'Pooh Bear'. The second group is 'Group 2', also marked as 'Full' and containing '2 / 2 students'. Its members are 'Barney Fife' and 'Sample Glaab'. Each group name has a dropdown arrow to its left, and each group's status and student count has a 'More Options' icon (three vertical dots) to its right.

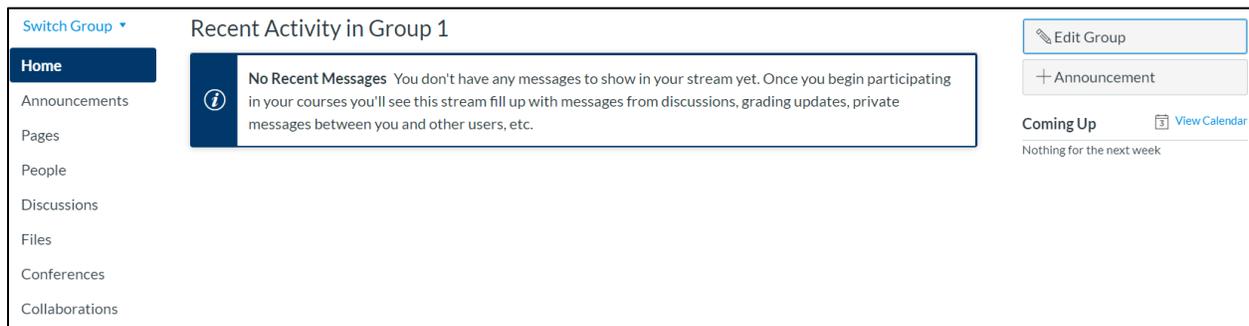
- Student Groups will have their own group site to work in. To visit the group homepage, click the “More Options” icon to the right of the group and select *Visit Group Homepage*.



This screenshot is similar to the one above, but the 'More Options' menu for 'Group 1' is open. The menu is located to the right of the group's status and student count. It contains three items: 'Visit Group Homepage' (highlighted in blue), 'Edit' (with a pencil icon), and 'Delete' (with a trash can icon). A red box highlights the 'More Options' icon (three vertical dots) that was clicked to open the menu.

Group Home Page

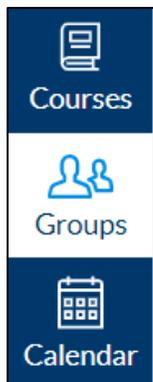
- The students have their own workspace where they can:
 - Post Announcements
 - Create Pages
 - View Group Members
 - Participate in Discussion Forums
 - Share Files
 - Collaborate on Google Documents



The screenshot shows the 'Group Home Page' interface. On the left is a navigation menu with 'Home' selected, and other options like 'Announcements', 'Pages', 'People', 'Discussions', 'Files', 'Conferences', and 'Collaborations'. The main content area is titled 'Recent Activity in Group 1' and contains a message: 'No Recent Messages You don't have any messages to show in your stream yet. Once you begin participating in your courses you'll see this stream fill up with messages from discussions, grading updates, private messages between you and other users, etc.' On the right, there are buttons for 'Edit Group' and '+ Announcement', and a 'Coming Up' section with a 'View Calendar' link.

Student View

- Students now have a “groups” icon in the left global navigation.



- When they click *Groups*, they will see all of the groups that they belong to and quickly access the groups.

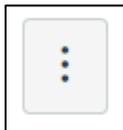
Current Groups	
Group	Course
Business Plan 1	McCroskey Overview
Flower Group	McCroskey Overview
Group 1	NURS 4800 Community Health
Group 1	Canvas Overview Workshop
Group 1	Canvas Overview Workshop
Group A	Canvas Overview Workshop
sample group 1	Canvas Overview Workshop
Student Group 2	Canvas Overview Workshop

Student Self-Sign-Ups

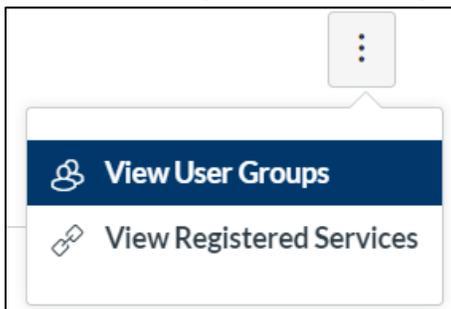
- Student will click on “People” in the course navigation.



- Next, they will click on the “More options” icon in the top right.



- From the more options button, they will select *View User Groups*.



- For Self-Sign-up groups students can click *Join* to join the group or Click *Leave* to *Switch To* to switch groups.

Self-Sign up Group 1 Self-Sign up	0 students	JOIN
Self-Sign up Group 2 Self-Sign up	0 students	JOIN

▶ Student Group 1 Group Assignment 2	2 students	SWITCH TO
▶ Student Group 2 Group Assignment 2 Visit Manage	 2 students	LEAVE

- Group Leaders can click *Manage* to manage the group where they can add/delete members and rename the group.

▶ Student Group 2 Group Assignment 2 Visit Manage
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Manage Student Group

Group Name

Members (2/3)

- Pooh Bear
- Kim Student Account
- Barney Fife
- Sample Glaab