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.

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

```
| Group Structure | Split students into 0 groups
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Require group members to be in the same section</td>
</tr>
<tr>
<td></td>
<td>I’ll create groups manually</td>
</tr>
</tbody>
</table>
```

• Choose 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`. 
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- Name the Group.
- Limit the group to a specific amount of members.
- Click Save.

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.
- 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.
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

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

<table>
<thead>
<tr>
<th>Group</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Plan 1</td>
<td>Mccroskey Overview</td>
</tr>
<tr>
<td>Flower Group</td>
<td>Mccroskey Overview</td>
</tr>
<tr>
<td>Group 1</td>
<td>NURS 4800 Community Health</td>
</tr>
<tr>
<td>Group 1</td>
<td>Canvas Overview Workshop</td>
</tr>
<tr>
<td>Group 1</td>
<td>Canvas Overview Workshop</td>
</tr>
<tr>
<td>Group A</td>
<td>Canvas Overview Workshop</td>
</tr>
<tr>
<td>sample group 1</td>
<td>Canvas Overview Workshop</td>
</tr>
<tr>
<td>Student Group 2</td>
<td>Canvas Overview Workshop</td>
</tr>
</tbody>
</table>

### 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.

![Group List](image1)

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

![Group Management](image2)

![Manage Group](image3)