

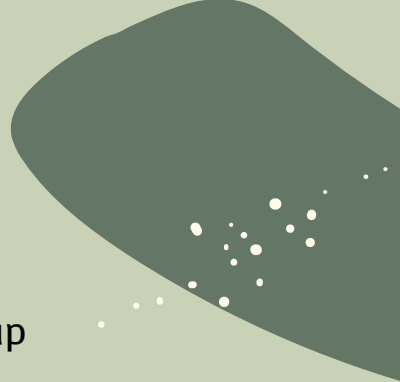


Groups

How they are used in Canvas

What are groups?

Groups are a collaborative tool where students can work together on group projects and assignments.

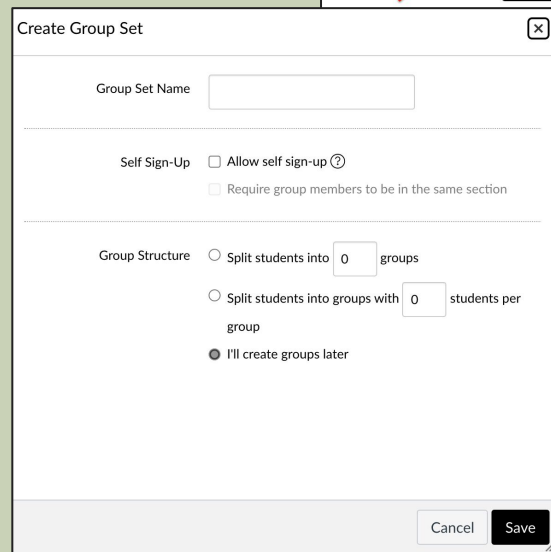


How are group sets created?

To create a new group set you will first need to go to the course in questions, click People from the course navigation and then click "+Group Set".

Once you click "+Group Set" a window will pop up and ask you to fill in the following information.

1. Group Set Name
2. Self Sign-Up
3. Group Structure



The image shows a sequence of UI elements for creating a group set. At the top right, a course navigation menu is visible with options: Announcements, Assignments, Discussions, Grades, **People** (highlighted with a red box), Pages, and Files. Below this, a smaller menu shows a vertical ellipsis icon, a "+ Group Set" button (indicated by a red arrow), and a "+ People" button. The main focus is the "Create Group Set" dialog box, which contains the following fields and options:

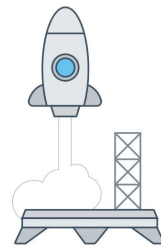
- Group Set Name:** A text input field.
- Self Sign-Up:**
 - ☐ Allow self sign-up ⓘ
 - ☐ Require group members to be in the same section
- Group Structure:**
 - ☐ Split students into groups
 - ☐ Split students into groups with students per group
 - ☒ I'll create groups later
- Buttons:** "Cancel" and "Save" at the bottom right.

Importing Groups

Another way to create a group is to import a CSV in after you have created a Group Set.

Here is a [link](#) to our guide on how to create it.

+ Import



Upload CSV File

Drag and drop or click to browse your computer

[Download Course Roster CSV](#)

To assign students to a group, enter group names in the "group_name" column.

[Group Import API Documentation](#)

Group display

The screenshot shows a web interface for managing student groups. At the top, there are tabs for 'Everyone' and 'Midterm Project', with a red arrow pointing to the latter and the label 'Group Set Name' in red. To the right is a '+ Group Set' button. Below the tabs are '+ Import' and '+ Group' buttons. The main area is divided into 'Unassigned Students (1)' and 'Groups (3)'. The 'Unassigned Students' section has a search bar and a list with 'Mabel Swanson'. The 'Groups' section lists three groups, each with a dropdown arrow, a name, and a list of students. Red arrows point from the label 'Student groups' to the group names 'Group 1', 'Group 2', and 'Group 3'. A context menu is shown over the 'Group 1' list, containing three options: 'Visit Group Homepage' (with a person icon), 'Edit' (with a pencil icon), and 'Delete' (with a trash icon).

Everyone Midterm Project **Group Set Name** + Group Set

+ Import + Group

Unassigned Students (1)

Search users

Mabel Swanson +

Groups (3)

▼ Group 1 **Student groups** 4 students

Loretta Brown Adam Dunn Eric Hughes

Walter Palmer

▼ Group 2 4 students

Christian Coleman

Sophia Perez

▼ Group 3

Sam Craig

Visit Group Homepage

Edit

Delete

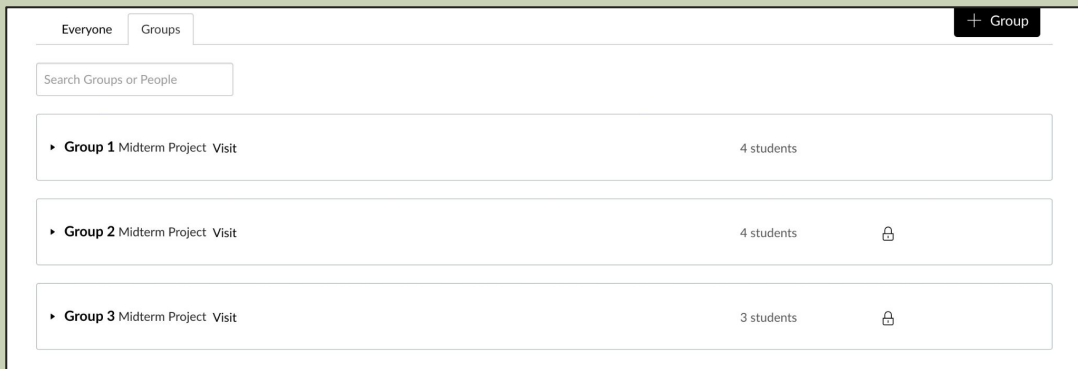
This is where teachers can manage their groups or re-assign students if needed.

Every group is given a homepage to work from, which we will discuss that a little later in the presentation.

Where can groups be accessed for students?

Students can access groups in two different ways.

- On the people page on their course navigation, if the teacher has the page enabled
- On the global navigation by clicking on "Groups"



Account



Dashboard



Courses



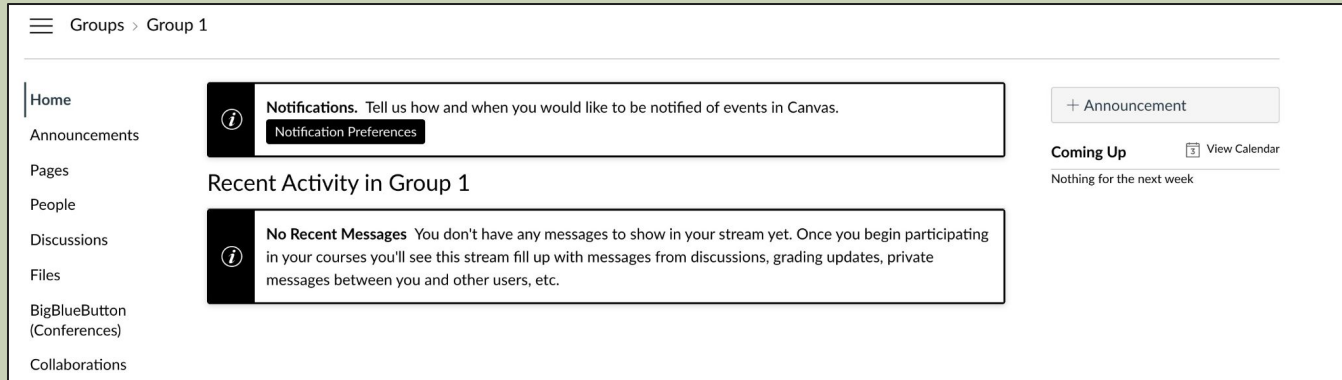
Groups



Calendar

Group Homepages

Group homepages are like mini courses. It allows students to collaborate through announcements, discussions, upload files and pages. Only students in the group or the teacher can view the homepage.



The screenshot displays the Canvas Group Homepage for 'Group 1'. On the left is a sidebar menu with options: Home, Announcements, Pages, People, Discussions, Files, BigBlueButton (Conferences), and Collaborations. The main content area is divided into three sections. The top section, 'Notifications', features an information icon, a title, a description, and a 'Notification Preferences' button. The middle section, 'Recent Activity in Group 1', includes another information icon, a title, and a message stating 'No Recent Messages' with an explanation. The right sidebar contains a '+ Announcement' button, a 'Coming Up' section with a 'View Calendar' link, and a note that there is 'Nothing for the next week'.

Groups > Group 1

Home
Announcements
Pages
People
Discussions
Files
BigBlueButton (Conferences)
Collaborations

Notifications. Tell us how and when you would like to be notified of events in Canvas.
[Notification Preferences](#)

Recent Activity in Group 1

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.

[+ Announcement](#)

Coming Up [View Calendar](#)
Nothing for the next week

How to make a group assignment

Group Assignment

☒ This is a Group Assignment

☐ Assign Grades to Each Student Individually

Group Set

Select a group category ▼

New Group Category

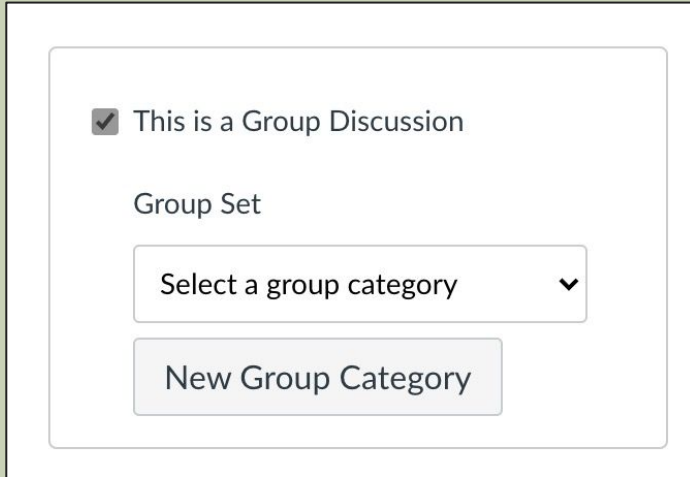
Group assignments are intended to have one submission for a group of students.

To create a group assignment click "This is a Group Assignment".

"Assign Grades to Each Student Individually" is an optional settings a teacher can select.

Make sure a group is selected because once there's a submission the group settings are limited in what can be changed.

How to make a group discussion



A screenshot of a web form for creating a group discussion. The form is white with a thin black border and is set against a light green background. At the top, there is a checked checkbox labeled "This is a Group Discussion". Below this, the text "Group Set" is displayed. Underneath, there is a dropdown menu with the text "Select a group category" and a downward-pointing chevron icon. At the bottom of the form, there is a button labeled "New Group Category".

☒ This is a Group Discussion

Group Set

Select a group category ▼

New Group Category

The goal of a group discussion is to put group members in their own separate discussion from other groups. They have the option to be graded or not graded.

For the most part it looks like the same as the assignment settings the main difference is students will have to make their own posts/submission.

How are group assignments graded?

Grading assignments and discussions are the same as how you would normally grade through Speedgrader. The main difference will be is in assignments if it is grading the student individually or if everyone in the same group will get the same grade.

Individually graded group assignments include commenting options. To send your comment to one student in a group, select Send comment to this student only. To send your comment to the whole group, select Send comment to the whole group

Assignment Comments

0

Add a Comment

☒ Send comment to this student only

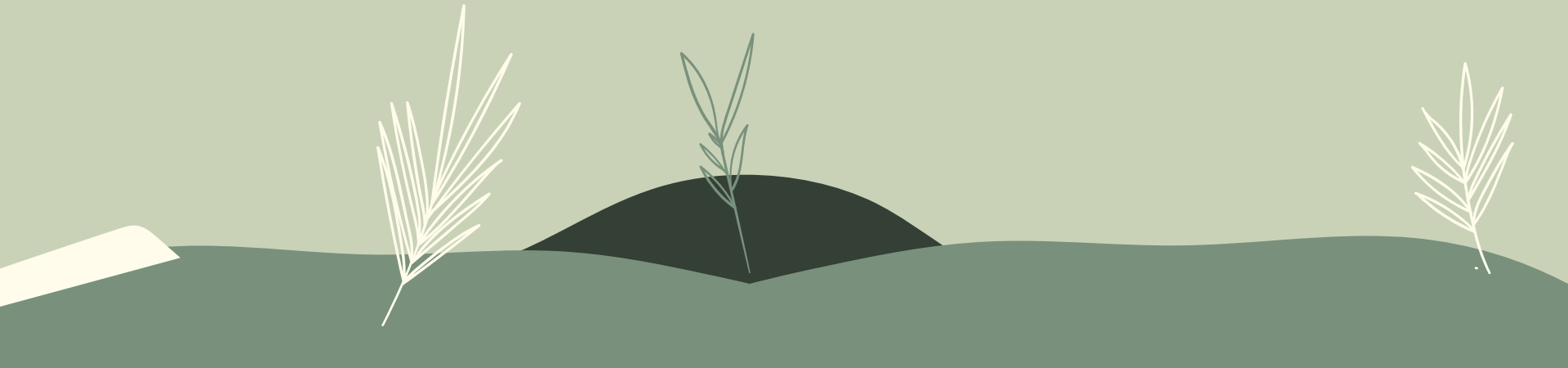
☐ Send comment to the whole group

Common issues

- Groups have no students assigned
- Deleting or altering groups after they have been used in assignments or discussions

Additional information

- Groups do not replace Sections and vice versa as they do not have the same behavior. If a teacher is wanting sections check the KB.
- Only those with student roles can be added to a group. The default "test student" is an exception to the rule as they cannot be added to any groups.
- You cannot have more than 200 groups in a given course





Questions?

