

# GROUPS

Groups are like a smaller version of your course and are used as a collaborative tool where students can work together on group projects and assignments.

As an instructor, create groups to:

- Set up student group configurations at the course level for assignments and in-class work, both graded and ungraded.
- Facilitate semester-long projects so that students can communicate and iterate on documents together.
- Facilitate faculty professional development and institutional committees or activities.
- Facilitate student-run study groups within courses or at the account level.

## View Groups

The screenshot shows the 'View Groups' interface for 'Group A'. On the left is a sidebar with a 'Switch Group' dropdown and a list of navigation items: Home (highlighted), Announcements, Pages, People, Discussions, Files, Conferences, and Collaborations. The main content area is titled 'Recent Activity in Group A' and contains a message box stating 'No Recent Messages'. To the right of the message box are buttons for 'Edit Group' and '+ Announcement'. Below these is a 'Coming Up' section with a 'View Calendar' link and the text 'Nothing for the next week'. A grey text box at the bottom of the main area states: 'Within each group, students can create pages, announcements, collaborations, discussions, and calendar events in real time.'

Within Groups, instructors can:

- View all activity within all the groups within their course, including groups created by students as noted in the instructor's Student Groups tab (by default students will be allowed to create their own groups as noted in the Course Details tab)
- View all created groups within the course
- Create a new group set and create subgroups automatically or manually
- Assign students to subgroups automatically or manually
- Assign group leaders to each group
- Allow students to sign up for their own groups
- Expand and collapse subgroups
- Move students into different subgroups
- Create group collaborations

### Instructor Groups Management View

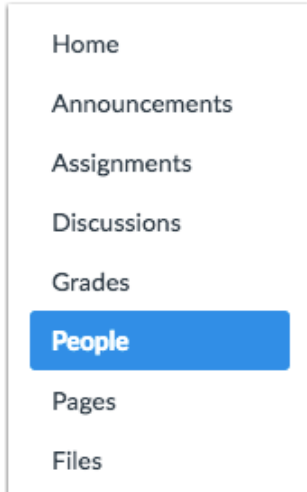
The screenshot shows the 'Instructor Groups Management View' interface. At the top, there are tabs for 'Everyone', 'Discussion Groups', and 'Project Groups', with a '+ Group Set' button on the right. Below the tabs, a message states 'Self sign-up is enabled for these groups.' with a plus icon. To the right of this message are '+ Group' and settings icons. The main area is divided into two columns: 'Unassigned Students (3)' and 'Groups (2)'. The 'Unassigned Students' column has a search bar and a list of students: Jessica Doe, Nora Sanderson, and Jane Smith, each with a plus icon to be assigned. The 'Groups' column lists 'Group A' and 'Group B', each with '2 students' and a settings icon.

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Canvas has two types of groups: student groups and group sets. Student groups can be created by either an instructor or a student and are self-organized by students. Group sets are groups that you create to use for graded assignments.

## Open People

**Note:** The Groups page displays a limit of 50 group sets.



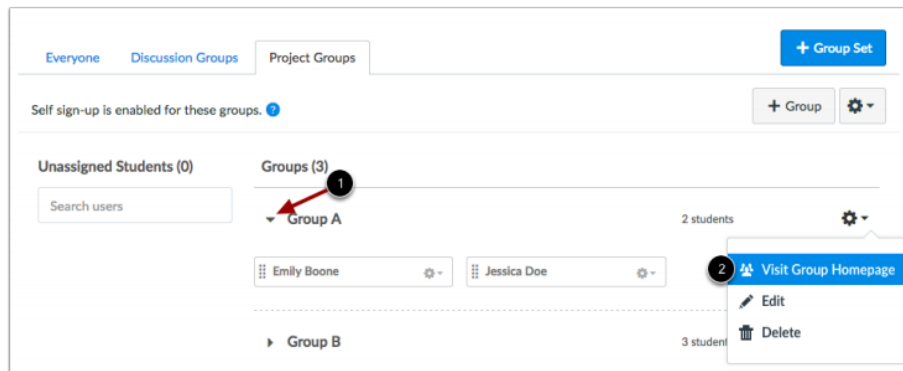
The People page defaults to the Everyone tab, which displays all users in your course. To view user groups, click the Settings icon [1] and select the View User Groups link [2]. Or click the Groups tab [3].

## View User Groups



Once you create a group set in your course, the group set appears as a tab [1] for easy access to the group information. You can also view a group set directly by clicking the name of the tab. The highlighted tab [2] shows which group set you are viewing. Click any tab to view another group set.

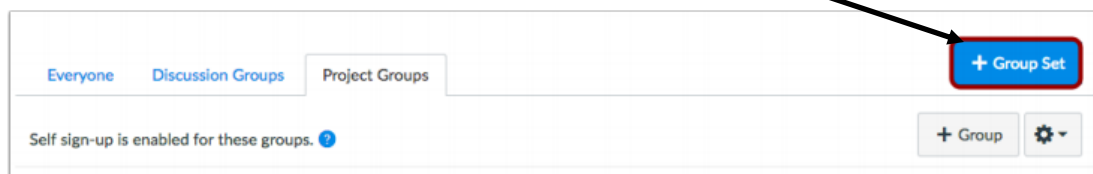
## View Groups



When you created the group set, you also created groups, either manually or automatically. By default, all groups are collapsed in the page. You can expand each group and see which students are assigned to each group in the group set, if any, by clicking the arrow next to the group name [1]. Once students are participating in a group, you can view activity within a group [2].

To add a group set, click the Add Group Set button

## Add Group Set



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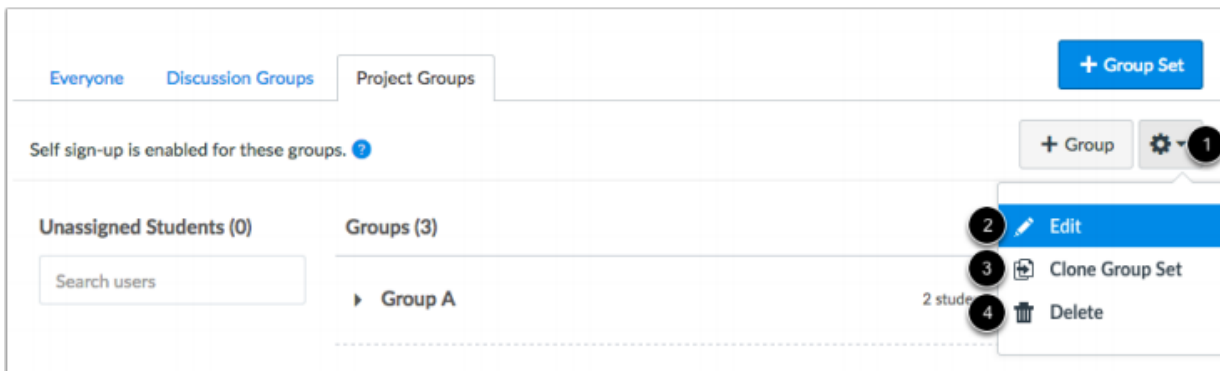
To manage the details of the group set, click the Settings icon [1].

To edit the group set, click the Edit link [2]. To clone the group set, click the Clone Group Set link [3]. Cloning a group set will copy the entire group set, including all groups, group leaders, and memberships. You can also create a new name to differentiate the cloned group set.

If you do not change the name, the group name will remain the same but identified as a clone. If you want to modify a group but the group includes student submissions, you should clone the group instead of modifying the group memberships. Modifying the group may have unintended consequences for student grades.

To delete the group set, click the Delete link [4]. Deleting a group set also deletes all the groups within the group set.

## Manage Group Sets



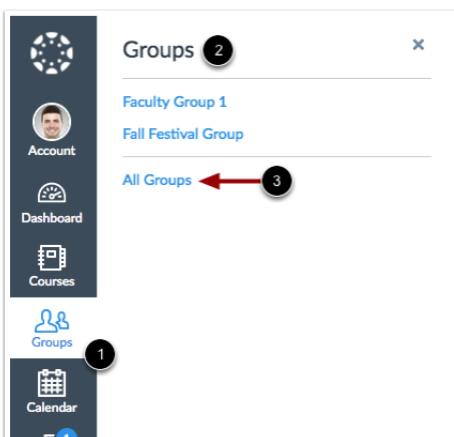
Canvas helps you access your groups in the Course Navigation menu. Admins sometimes add instructors to an institutional group. If you do not see any groups listed, you have not been enrolled in a group.

In a group set, you can automatically create groups for users to participate in. You can also manually create groups in a group set.

### Create Groups Automatically

Name your new group by typing in the Group Set Name field [1]. Under Group Structure, select the Split students into \_\_\_ groups radio button [2].

### Open Groups



# GROUPS

## Create Group Set



Type the number of groups you want to create in the Split students into equal groups field [1].

To require group members to be in the same section, select the Require group members to be in the same section radio button [2]. If you want to automatically assign a student group leader, click the Automatically assign a student group leader checkbox [3].

To create the group set, click the Save button [4].

**Note:** Groups will be automatically named based on the group set name.

Group Set Name

Study Groups

Self Sign-Up

☐ Allow self sign-up ?

☐ Require group members to be in the same section

Group Structure

☒ Split students into 2 groups

☐ Require group members to be in the same section

☐ I'll create groups manually

Leadership

☐ Automatically assign a student group leader

☒ Set first student to join as group leader

☐ Set a random student as group leader

Cancel

Save

To manage a group, expand the group [1], then click the group Settings icon [2].

To edit the name of the group, click the Edit link [3].

To delete the group, click the Delete link [4].

Name the group by typing in the Group Name field [1]. If you want to limit groups to a specific size, enter the maximum number of group members in the Limit groups to field [2]. To save the group, click the Save button [3].

### Add Group

To manually create groups within the Group Set, click the Add Group button.

### Create Group