

Groups

Groups

Groups in Canvas is a way to organize students into task or project-based groups. Canvas provides each group with their own working area within the course space.

Canvas groups are great for the following

- Group Assignments
- Group Discussions
- Group Collaborations
- Group File-Sharing

To create groups in Canvas, faculty have three options:

- **self-sign-up** (students will put themselves into groups)
- **automatic** (Canvas will create your groups),
- **manual** (faculty select the students for each group)

Creating Groups

Group Set: When making a group assignment or discussion, or creating groups for projects or teamwork, a Group Set is first created (e.g. Presentation Group Set, Discussions Group Set, Final Project Group Set).

Groups: Once a Group Set is created, you can create individual Groups (e.g. Group 1, Group 2, Group 3).

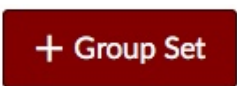
Creating a Group Set (Self Sign-Up for Groups)

1. Go to your course in Canvas (courses.uchicago.edu, CNetID log-in)
2. In course navigation, click “**People**” link.




People


3. Click **+Group Set**.



+ Group Set

Tips and Notes

 See also: “**When Should I Use Groups?**”
community.canvaslms.com/doc
s/DOC-2793

 **Group Set** - a category for organizing student groups

4. Enter **Group Set Name**.

Create Group Set

4 Group Set Name

5. **Allow Self Sign-Up*** - Check to allow students to choose the group.

5 Self Sign-Up Allow self sign-up [?](#)
 Require group members to be in the same section


* "Require group members to be in the same section" is only applicable to courses with multiple sections.

6. **Group Structure** – Enter the number of groups to be created and the maximum number of students in each group.

6 Group Structure Create groups now
 Limit groups to members (Leave blank for no limit)

7. **Leadership** - Canvas will automatically assign a group leader.

7 Leadership Automatically assign a student group leader
 Set first student to join as group leader
 Set a random student as group leader

 Leadership option is only available when students are split evenly into groups .

Manually Create Groups

Once you create a group set, you can manually add Groups and assign students to those groups manually or automatically.

1. Follow steps 1 – 5 above.
2. **Group Structure** – Select **I'll create groups manually**.

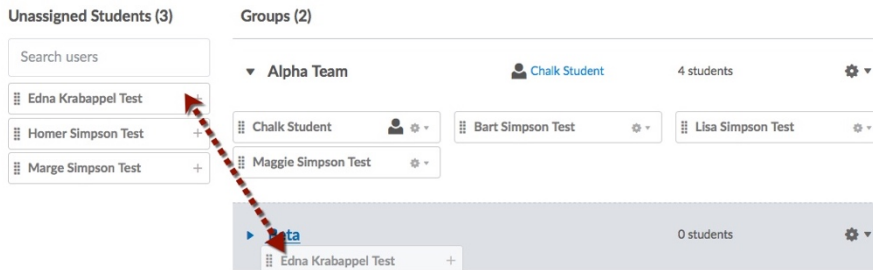
Group Structure Split students into groups
 I'll create groups manually

3. **Save**

4. **Add Group**

5. Add students to groups*

To add students, click + or drag a student's name to the selected group.



*If self sign-up is enabled, you are still able to assign students to groups.


Creating a Group Assignment


1. In Course Navigation on the left, click the **Assignments** link.
2. In the top right corner of the assignment screen, click the maroon **+Assignment** button.



3. Enter the assignment name.
4. Add assignment instructions, details, and description in the main body. (Details can include files, links, and other media).
5. Select assignment options:
 - a. **Points**
 - b. **Select Assignment Group**
 - c. **Display Grade as**
 - d. **Submission Type**
 - e. **Group assignment**
Enable for group work options.

Tips and Notes

 Be sure to create a group set (instructions are above) before creating a group assignment.

 For more details on best https://community.canvaslms.com/docs/DOC-4131#jive_content_id_Assignments

Group Assignment

This is a Group Assignment

Assign Grades to Each Student Individually


Group Set

Discussion Group

New Group Category

- f. Peer Review
- g. Moderated Grading
- h. Save Assignment

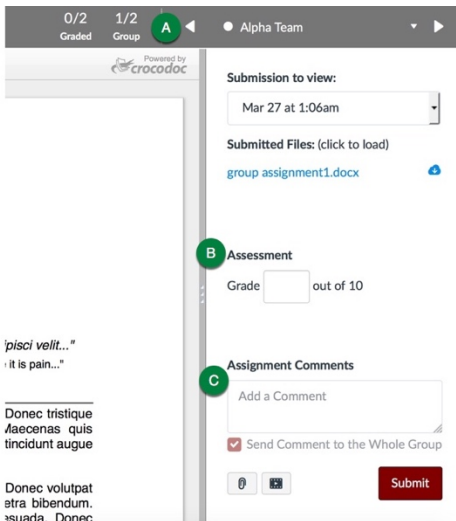
Tips and Notes

 For more details on grading groups : <https://community.canvaslms.com/docs/DOC-2825>

Grading group assignments

Assigning Group Grades

1. In Course Navigation on the left, click the **Assignments** link.
2. Select the assignment you want to grade.
3. Open SpeedGrader and assign a grade to the group.



A. Group Name

Toggle between groups.

B. Assessment

Grade for group assignment. (Canvas will automatically assign the grade to all students in the group.)

C. Assignment Comments

Instructors can leave a text, video, or audio message.

Group Submission with Individual Grading

1. In group options, select **Assign Grades to Each Student Individually**.

Group Assignment

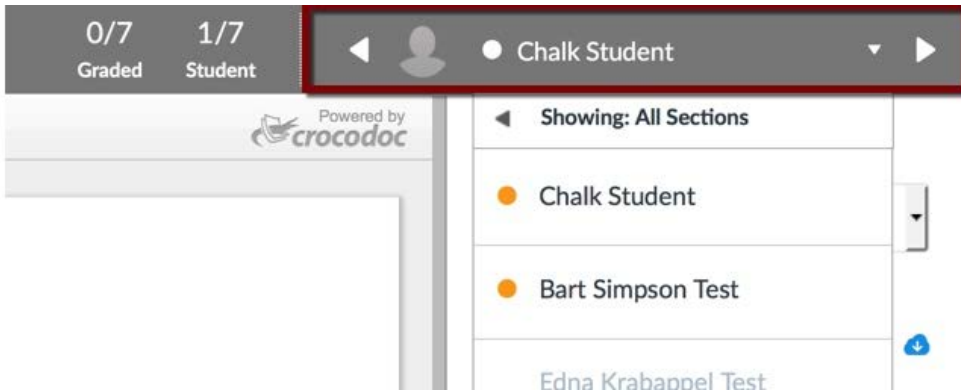
This is a Group Assignment

Assign Grades to Each Student Individually


Group Set

New Group Category

2. Open SpeedGrader.
3. Each student will appear, and the instructor will need to enter a score for each student.



Tips and Notes

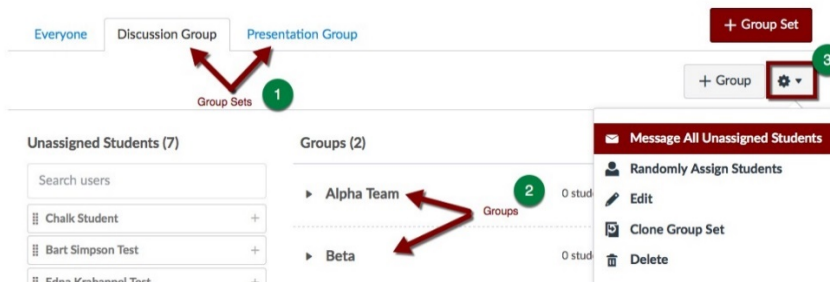
 For information on how to view groups in a course:

<https://community.canvaslms.com/docs/DOC-12695-415255484>

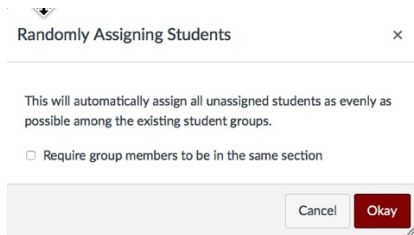
Managing Group Sets

In course navigation, click the **People** link.

People



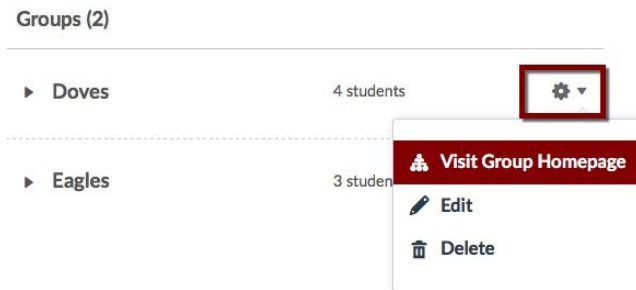
1. **Group Sets**
2. **Groups**
3. **Settings**
 - a. **Message all Unassigned Students**
Messages all students who have not self-enrolled in a group.
 - b. **Randomly assign students**
Students are randomly assigned to a group.



- c. **Edit**
Edit the Group Set information (i.e. Allow self-sign up, Automatically assign group leader).
- d. **Clone Group Set**
Add new duplicate Group Set.
- e. **Delete**
Remove Group Set.


Viewing the Group Homepage

1. Select **Group Settings**.



2. Each group has a group site similar to a Canvas course site. Students are able to send announcements, collaborate, have group discussions, and create pages, as well as share files.

Tips and Notes

 For information on how to view groups in a course:
<https://guides.instructure.com/m/4152/1/55484-how-do-i-view-student-groups-as-an-instructor>

3 Switch Group ▾

Recent Activity in Doves

1 Edit Group

2 + Announcement

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

4

Home

- Announcements
- Pages
- People
- Discussions
- Files
- Conferences
- Collaborations

i **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.

- 1. Edit Group**
Edit Group Name.
- 2. +Announcement**
Add announcement for the group only. Students in the group can also add announcements.
- 3. Switch Group**
Toggle between Groups in Group Set.
- 4. Group Navigation**
Links to group activities and assignments.