

Create Group Sets in Canvas

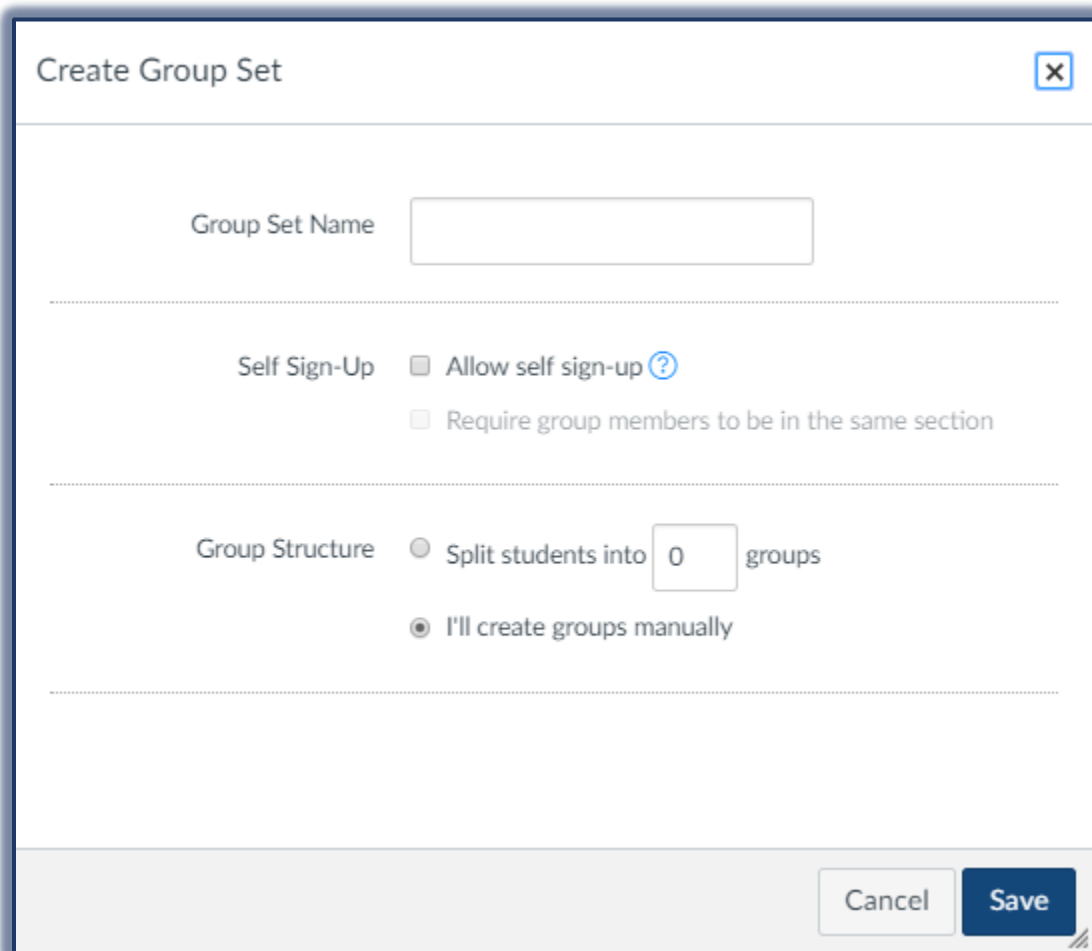
In Canvas, it is possible to create Group Sets or to create Groups in Assignments or Discussions. You can allow students to sign up for a group. You can also choose to manually create groups or have the Groups created automatically. As each Group Set is added to the course, a tab will appear at the top of the People window.

CREATE GROUP SETS

- Click the **People** tab in the **Course Navigation Pane**.
- Click the **Add Group Sets** button on the right side of the window.



- The **Create Group Sets** window will display.

A screenshot of the 'Create Group Set' dialog box. The dialog has a title bar with 'Create Group Set' and a close button. The main area contains the following fields and options:

- Group Set Name:** A text input field.
- Self Sign-Up:** Two checkboxes: 'Allow self sign-up' (checked) and 'Require group members to be in the same section' (unchecked).
- Group Structure:** Two radio button options: 'Split students into' followed by a text input field containing '0' and the word 'groups', and 'I'll create groups manually' (which is selected).

At the bottom right, there are 'Cancel' and 'Save' buttons.

- Input a **Name** for the **Group** in the **Group Set Name** box.

Create Group Structure for Self Signup

This feature allows students to sign up for the group they want to be in. If this option is not chosen, students will be added to groups automatically.

- Click the **Allow self sign-up** check box.

Group Set Name

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

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

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

Cancel Save

- Click the **Require Group Members to be in the same section** check box if students are to be in the same section of a course.
 - ☆ This can be used if a course has been combined/cross-listed in Canvas.
- Specify the **Number of Groups** that are to be created.
- Select whether or not you want to specify how many members can be in each group. Specifying to limit the number of members in each group will help to keep the groups balanced.

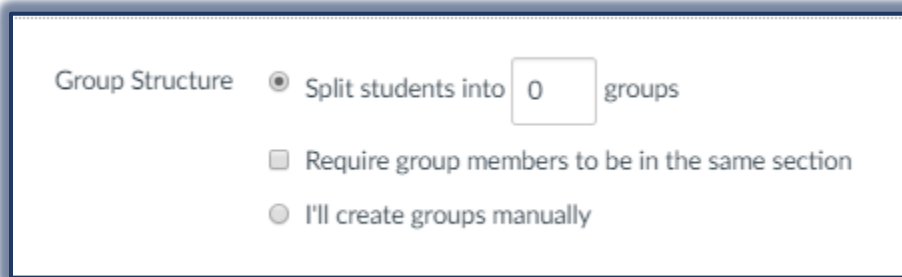
Set Leadership Options

This feature is used to allow the program to automatically assign Group Leaders to the Group Set. It is also possible to manually assign Group Leaders.

- Click the **Automatically Assign a Student Group Leader** check box.
- Select one of the two options as shown in the illustration above.
- Click the **Save** button.

CREATE GROUPS AUTOMATICALLY

- ☐ Click the option button for **Split Students into ___ Groups**.



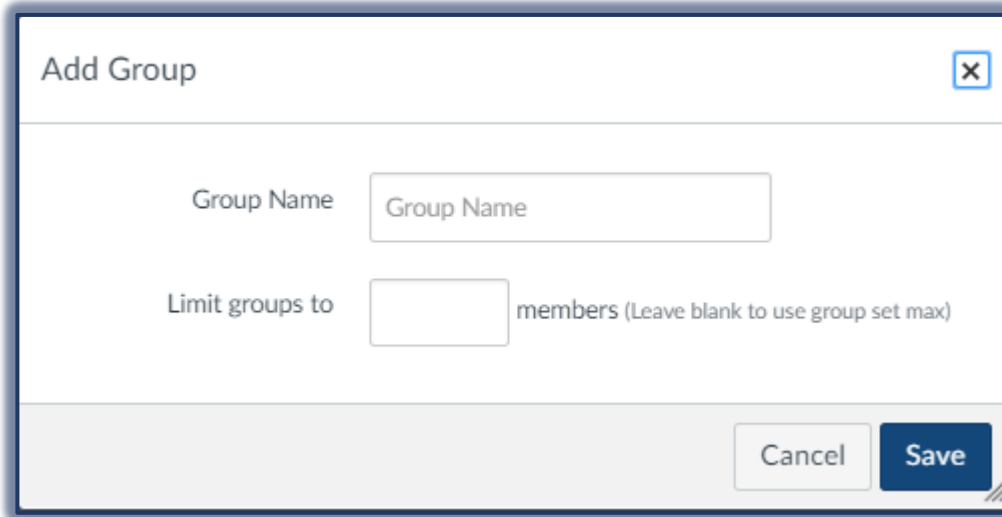
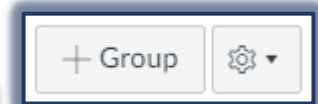
- ☐ Click the **Require Group Members to be in the same section** check box if students are to be in the same section of a course.
 - ☆ This can be used if a course has been combined/cross-listed in Canvas.
- ☐ Click the **Save** button.

CREATE GROUPS MANUALLY

- ☐ Click the **I'll Create Groups Manually** option button.
- ☐ Click the **Save** button to **Save the Group Set**.
- ☐ A list of the students in the course will appear in the **New Group Tab**.

Add Group

- ☐ Click the **Add Group** button on the right side of the window.
- ☐ The **Add Group** window will display.

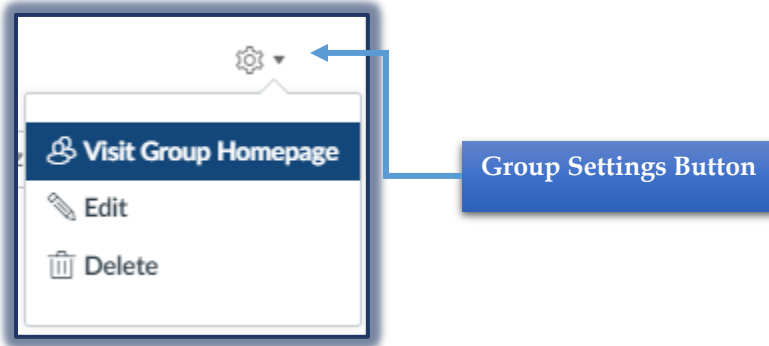


- ☐ Input a **Name** for the **Group**.
- ☐ Click the **Require Group Members to be in the same section** check box if students are to be in the same section of a course.
 - ☆ This can be used if a course has been combined/cross-listed in Canvas.
- ☐ Students can be added to Groups either manually or automatically.
- ☐ Click the **Save** button.

Manage Group Sets

- ☐ Click the **People** tab in the **Course Navigation Pane**.
- ☐ Click the **Group Tab** at the top of the page. These tabs are added when a group is created.

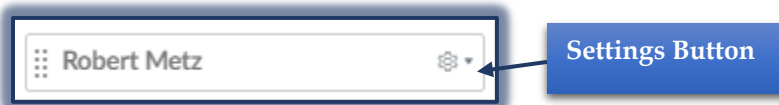
- Click the **link** for the **Group**.
- Click the **Group Settings** button.



- In **Group Settings**, it is possible to:
 - ✧ **View the Group Homepage** - Select this option to view the Group Page that the students are enrolled in.
 - ✧ **Edit the Group** - This option is used to change the Name of the Group or to change the options for Group Membership.
 - ✧ **Delete the Group** - To delete the Group, select this option. A confirmation dialog box will display.

Assign Group Leader

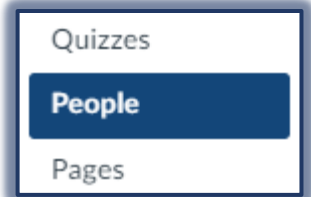
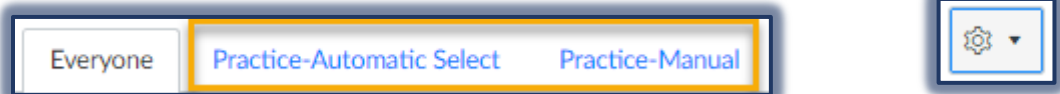
- Click the link for the **Group**.
- Click the **Settings** button for the student who is to be the Group Leader.



- Select the **Set As Leader** option.

VIEW GROUP SETS

- Click the **People** tab in the **Course Navigation Pane**.
- Do one of the following:
 - ✧ Click the **Group Tab** at the top of the page.



- ✧ Click the **Settings** button in the top-right corner of the window.
 - ✧ Select **View User Groups from the list**.
 - ✧ One of the **Group Set** tabs will be selected.
 - ✧ A list of **Groups** in the selected **Group Set** will appear on the page.