Creating Student Groups in Canvas

1. Go to your Course Home page and click on to go into the People page.

2. In the People Page Click on to create a new Group category
   - A Group Set will contain multiple groups:
     - For Example: in the College of Pharmacy you will have a Group Set of SGD Groups
     - You might want a different group set for discussions with a different makeup of students.
       - You would create a different Group Set and populate it with new Groups.

Draw of the create group set screen and some notes:

1. Name your Group Set
2. Decide if you will allow self sign-up
3. If you're creating groups manually you should jump to Manual Group Creation
4. If you're allowing self-sign up keep reading
1. Allowing self sign-up you then have a few other decisions you can make here.

2. Decide how many groups

3. Group # Limit

4. If there should be a leader, and how leadership should be assigned

### Manual Group Creation

The Name of your new Group Set, for this Example I’ll call it “SGD” should now appear at the top of your people page.

![Group Set Example](image)

Click on the tab in order to be in the correct Group Set to create your groups.

Then Click on the in order to create and name each new group.

<table>
<thead>
<tr>
<th>Add Group</th>
<th>1. Name your Group a. Example SGD1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group Name</td>
<td>Group Name</td>
</tr>
<tr>
<td>Limit groups to</td>
<td>members (Leave blank to use group set max)</td>
</tr>
</tbody>
</table>

| Limit groups to | members (Leave blank to use group set max) | 2. Decide whether to limit number of members |
|-----------------|---------------------------------------------|
| Limit groups to | members (Leave blank to use group set max) ||
| Limit groups to | members (Leave blank to use group set max) | 3. Click Save |
| Limit groups to | members (Leave blank to use group set max) | 4. Repeat for each group you need to create |

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Assigning Students to Groups

You are now ready to assign students to their respective group manually.

1. Click on the “+”
2. Then Click on the group name you want to assign that student to
3. Once a group is populated they will have a HomePage
   a. More on that later
4. If you want to assign a specific student as leader click on the by their name and set them as leader

Randomly Assigning Students to Groups

Before random assignment you should have set a maximum limit on group size.

- SGD2
  - 0 / 9 students

- SGD3
  - 0 students

The top group has a limit set, the bottom group does not.
Select Randomly Assign Students to have Canvas randomly assign students to groups.

Pearls

- Groups can be copied (cloned) within a course.
- Groups cannot be copied between courses.
- If you specify a certain number of groups at the beginning then random assignment Canvas will try to even out Group assignment.
- Each group will have their own Home Page; Each course means a different Home Page though it could be the same group of students
- If you are allowing Self-signup you should make sure that you have enough groups, you should decide on Group size, and leadership
- You can give the groups specific names later if students want to have a new name for their group.

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