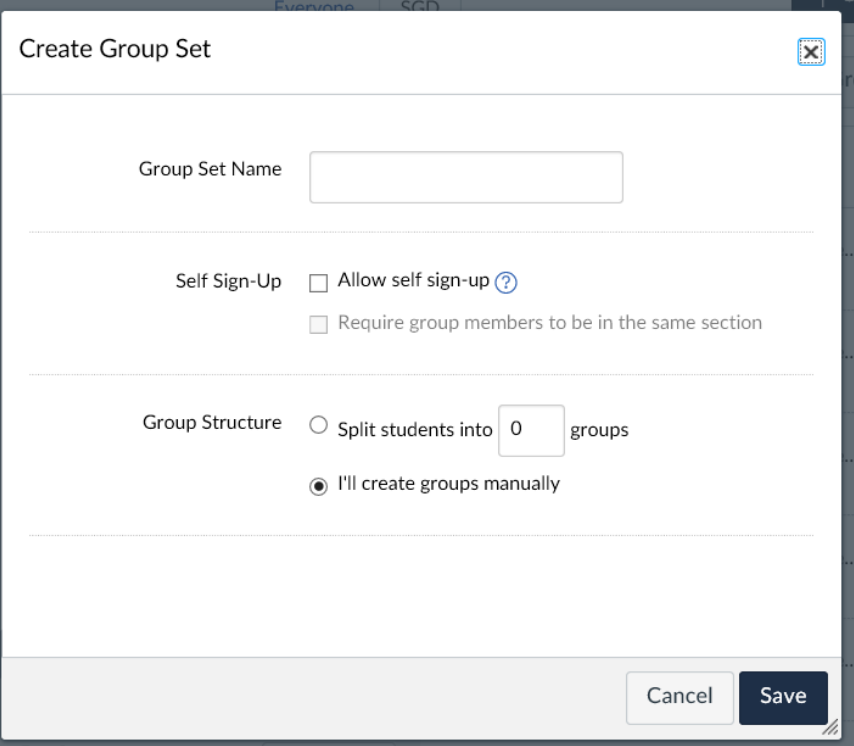# Creating Student Groups in Canvas

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

2. In the People Page Click on **+ Group Set** 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.

Create Group Set	
Group Set Name	1. Name your Group Set
Self Sign-Up ☐ Allow self sign-up ⑦ ☐ Require group members to be in the same section	2. Decide if you will allow self sign-up
Group Structure ○ Split students into [0] groups ◉ I'll create groups manually	3. If you're creating groups manually you should jump to Manual Group Creation
Cancel Save	4. If you're allowing self-signup 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 there should be a leader, and how leadership should be assigned
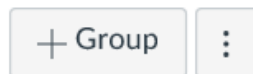
Manual Group Creation

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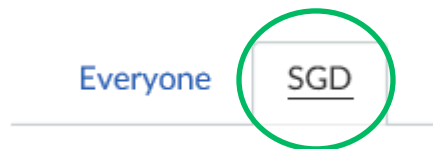
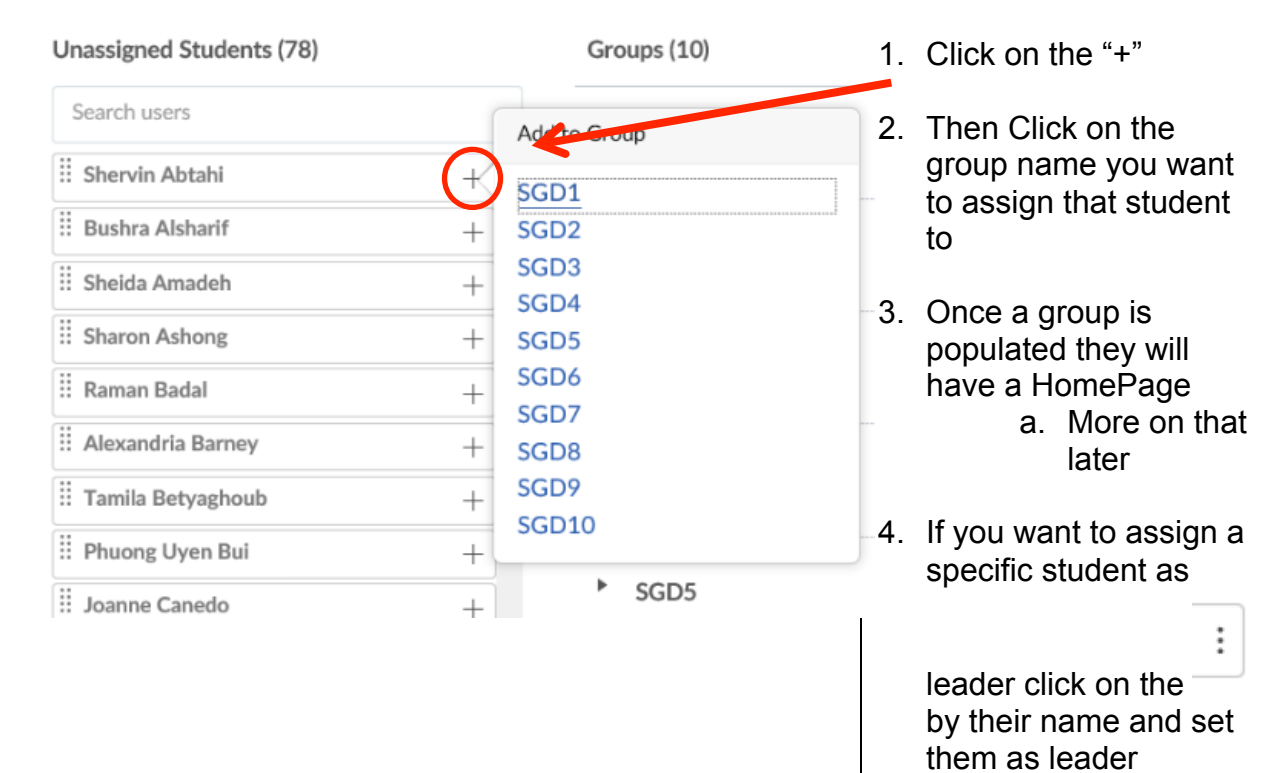Click on the [SGD] tab in order to be in the correct Group Set to create your groups

Then Click on the [+ Group ⋮] in order to create and name each new group.

1. Name your Group
   a. Example SGD1

2. Decide whether to limit number of members

3. Click Save

4. Repeat for each group you need to create

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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