
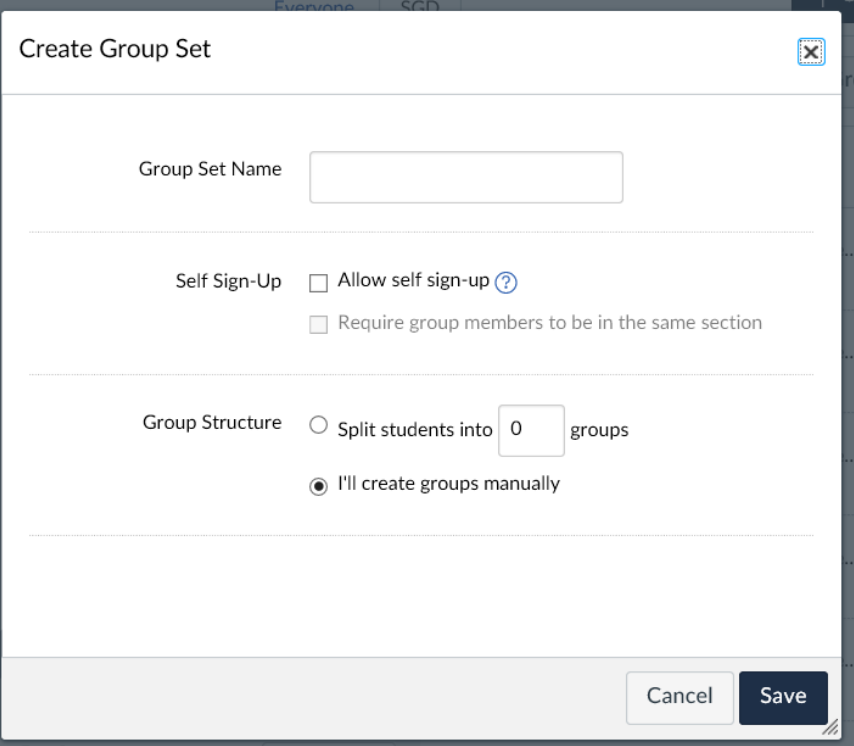


# Creating Student Groups in Canvas

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

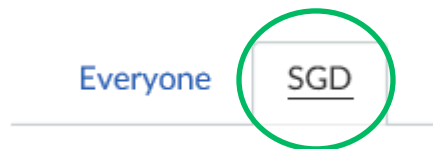
- A Group Set will contain multiple groups:
  - For Example: in the College of Pharmacy you will have a Group Set of SGD Groups
  - You might want a different group set for discussions with a different makeup of students.
    - You would create a different Group Set and populate it with new Groups.

	<ol style="list-style-type: none"><li>1. Name your Group Set</li><li>2. Decide if you will allow self sign-up</li><li>3. If you're creating groups manually you should jump to <a href="#">Manual Group Creation</a></li><li>4. If you're allowing self-signup keep reading</li></ol>
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<p>Self Sign-Up <input checked="" type="checkbox"/> Allow self sign-up <a href="#">?</a></p> <p><input type="checkbox"/> Require group members to be in the same section</p>	<ol style="list-style-type: none"> <li>1. Allowing self sign-up you then have a few other decisions you can make here.</li> <li>2. Decide how many groups</li> <li>3. Group # Limit</li> <li>4. If there there should be a leader, and how leadership should be assigned</li> </ol>
<p>Group Structure Create <input type="text" value="0"/> groups now</p> <p>Limit groups to <input type="text"/> members (Leave blank for no limit)</p>	
<p>Leadership <input checked="" type="checkbox"/> Automatically assign a student group leader</p> <p><input checked="" type="radio"/> Set first student to join as group leader</p> <p><input type="radio"/> Set a random student as group leader</p>	

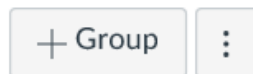
## Manual Group Creation

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 create your groups

tab in order to be in the correct Group Set to



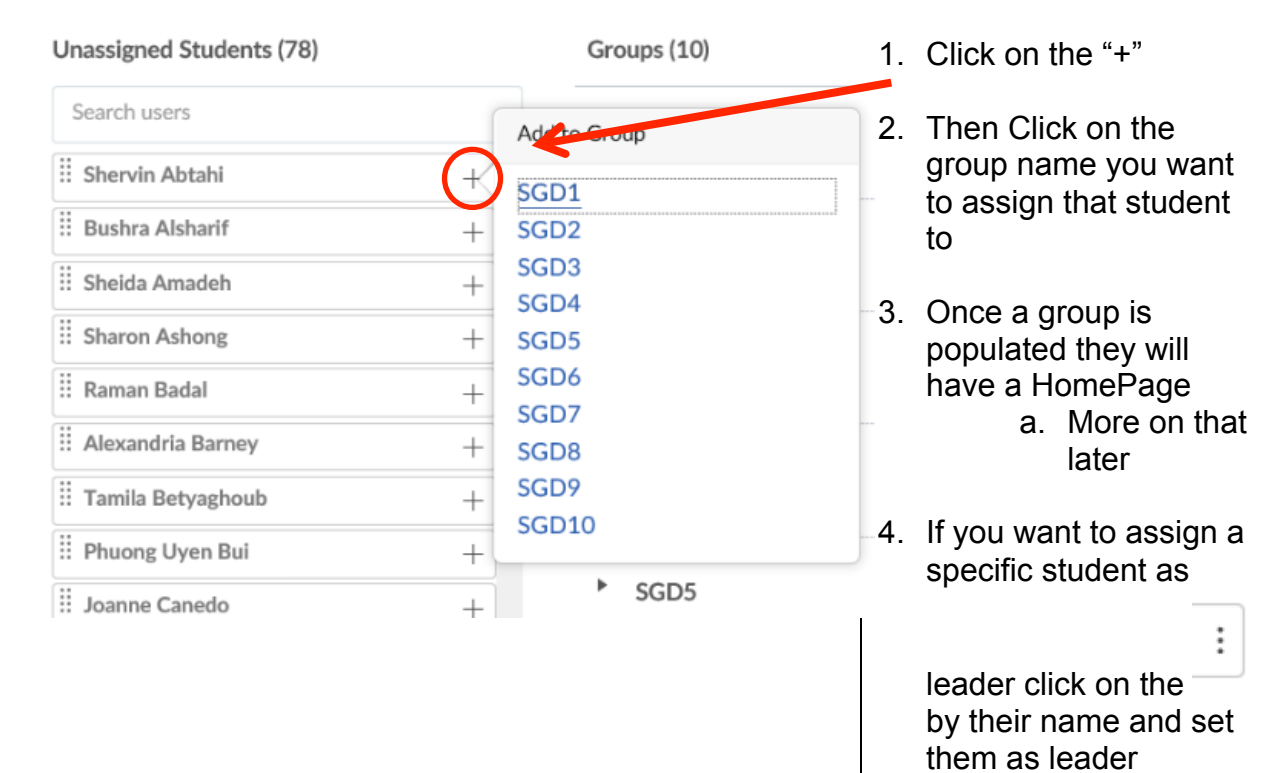
Then Click on the

in order to create and name each new group.

<p>Add Group <span style="float: right;">✕</span></p> <p>Group Name <input type="text" value="Group Name"/></p> <p>Limit groups to <input type="text"/> members (Leave blank to use group set max)</p> <p style="text-align: right;"> <input type="button" value="Cancel"/> <input type="button" value="Save"/> </p>	<ol style="list-style-type: none"> <li>1. Name your Group       <ol style="list-style-type: none"> <li>a. Example SGD1</li> </ol> </li> <li>2. Decide whether to limit number of members</li> <li>3. Click Save</li> <li>4. Repeat for each group you need to create</li> </ol>
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## Assigning Students to Groups

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



The screenshot shows a user interface for assigning students to groups. On the left, under 'Unassigned Students (78)', there is a search bar and a list of students: Shervin Abtahi, Bushra Alsharif, Sheida Amadeh, Sharon Ashong, Raman Badal, Alexandria Barney, Tamila Betyaghoub, Phuong Uyen Bui, and Joanne Canedo. Each student has a '+' icon to their right. The '+' icon for Shervin Abtahi is circled in red. A red arrow points from this icon to a dropdown menu titled 'Add to Group'. The dropdown menu lists groups from SGD1 to SGD10. To the right of the screenshot, there are four numbered instructions: 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 (with a sub-point 'a. More on that later'), and 4. If you want to assign a specific student as leader click on the [three dots icon] by their name and set them as leader.

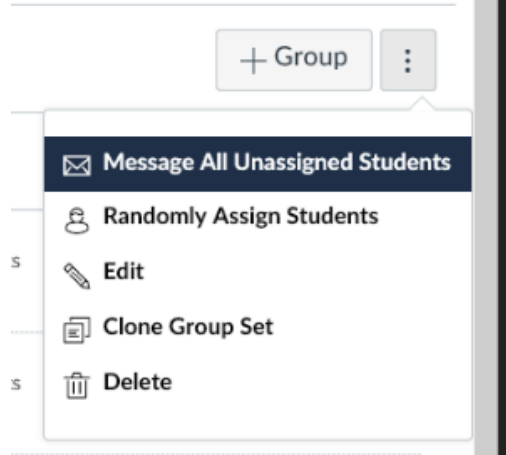
1. Click on the “+”
2. Then Click on the group name you want to assign that student to
3. Once a group is populated they will have a HomePage
  - a. More on that later
4. If you want to assign a specific student as leader click on the [three dots icon] by their name and set them as leader

## 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.

	<p>Select Randomly Assign Students to have Canvas randomly assign students to groups.</p>
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## 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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<https://western.touro.edu/cilt/>