

# Quick Reference — Groups

## About Groups

Within Canvas, an instructor can create a set of student Groups that can be used for collaboration. Each group is given a set of collaborative tools to access within a private space just for members of that group. The following tools are available within each Group (these cannot be modified).



- Announcements – Students can post announcements on the Group homepage
- Pages – Student can create Pages within their group area that have the features of a wiki, they can all edit each page
- People – View members of the group
- Discussions – Post asynchronous messages within a discussion board. Members of a group can post messages and/or create new topics
- Files – Upload and share files created outside of Canvas (i.e. Word, PowerPoint)
- Conference – Synchronous conferencing tool allowing for text chat, audio, video, sharing of computer screen, and more
- Collaborations – Create and collaborate within Etherpad or Google documents (if students authenticate their OSU Google accounts)

## Create Groups

### Create Groups Using a Signup Sheet

When creating groups in Canvas, Instructors can have students ‘join’ a group.

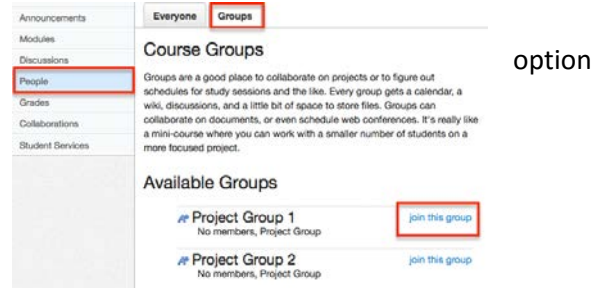
- Access People
- Select +Group Set
- Give the ‘Set’ of groups a name
- Select ‘Allow self sign-up’
  - You can require group members to be a part of the same section
  - Enter the number of groups and/or the number of students that can sign up for each group

**NOTE:** When using this option, students are allowed to switch groups at any time. The instructor can disable the signup after students are in groups.

### Access the Signup Sheet and Join and Group

As a Student, to access the Signup Sheet and join a Group, the People must be visible within the menu at the left.

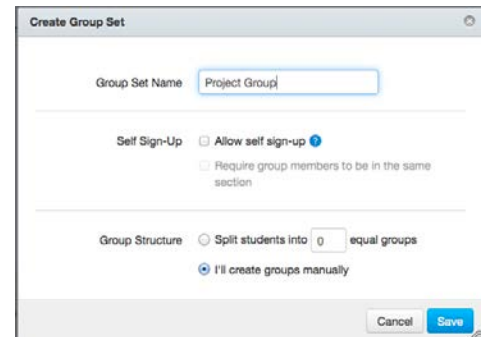
- Access People
- Select the Groups Tab
- Join a group



### Manually Assign Students or Automatically Assign Students

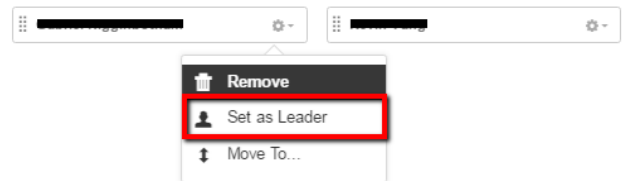
When creating groups in Canvas, Instructors can manually assign students to groups or can automatically shuffle students into groups as an alternative to a signup sheet.

- Access People within the course menu
- Select +Group Set
- Give the 'Set' of groups a Name
  - To automatically shuffle students into groups, select 'Split students into \_\_\_ equal groups'
  - To manually assign students, select 'I'll create groups manually'



### Set a Group Leader

There is an option to select a student to "Set as Leader" for each group. Group Leaders do not receive any notice or indication that they are a leader however, they can Edit the Name of their group. The instructor can see under People which student is the leader for each group, but the students do not see this indicator. This feature will allow for additional functionality in the future.

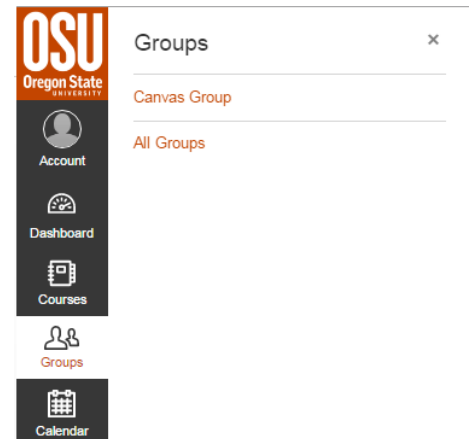


### Access a Group (as a student)

There are multiple ways to access a group as a student

- Students can highlight and select a group from their Courses & Groups global menu at the top.
- Students can access People and then select View User Groups.
- Students can access their Group from the Home of their course at the right side under Course Groups.

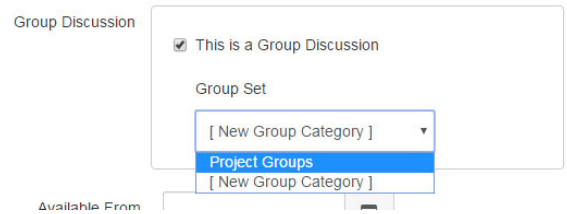
All students within a group have equal privileges to post and create and edit content.



### Access a Group (as an instructor)

There are multiple ways to access a group as an instructor

- Instructors can access People and then select View User Groups. Next to each group is a gear symbol that has an option to View Group Homepage.

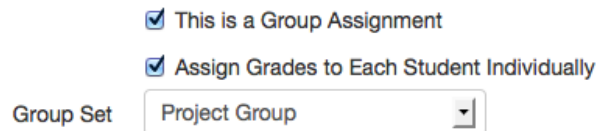


Instructors can go to a group Discussion (from Discussions or Modules) and select a group from the Discussion.

## Create a Group Assignment

When using groups, instructors have the option to create group assignments. The purpose of a group assignment is for ONE student to submit the assignment for all members. So once the first member of a group has submitted an assignment, it is submitted on the behalf of all members.

- Create an Assignment
- Checkmark 'This is a Group Assignment', select the Group Set
- Checkmark 'Assign grades to each student individually' to give one student in the group a grade different from the rest. Leave it unchecked if each group of students will always receive identical grades.

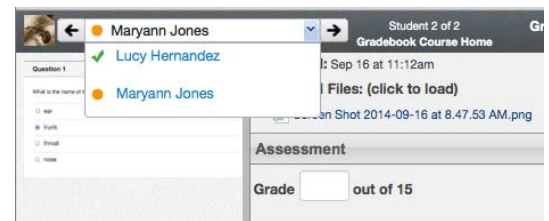


## Grade a Group Assignment

### Individually Grade Students

If the instructor checkmarked the box to 'Assign grades to each student individually', then within the Speedgrader each student will appear and the instructor will need to enter a score for each student.

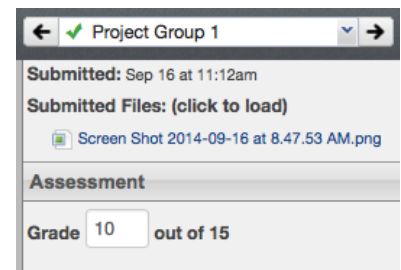
The same submission will appear for all members of a group.



### Grade Group Members the Same

If the instructor did not checkmark the box to 'Assign grades to each student individually', then within the Speedgrader, one submission for each group will appear. This is only applicable for Group Assignments.

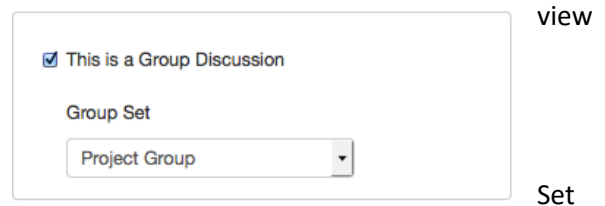
The instructor can enter a single score for the entire group; they cannot enter an individual grade. All comments entered will be seen by all members of the group.



## Create a Group Discussion

When using groups, instructors have the option to create group discussions. Group Discussions are private discussions in which only members within a group (and the instructor) can the postings. Students are graded individually on Group Discussions.

- Create a Discussion
- Checkmark 'This is a Group Discussion', select the Group



view

Set

## Grade a Group Discussion

Grading a Group Discussion is no different than grading a class discussion, all of the postings by the student within the topic will appear within the Speedgrader.

## Resources

- Refer to the [Canvas Help Guides](#) or [Video Guides](#) for detailed information about Groups.



## Resources

For more information, visit these pages on [viewing student groups as an instructor](#) and [how to manually assign students to groups](#).