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).
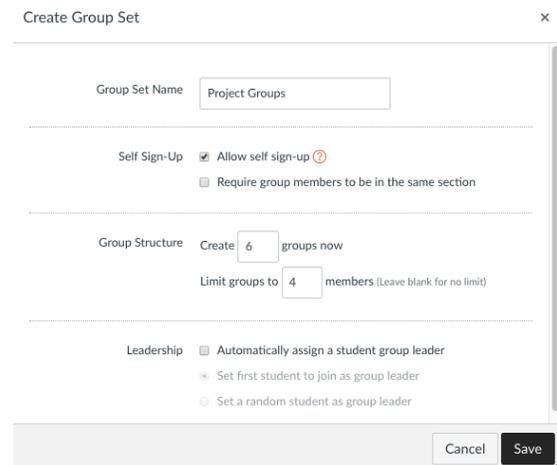
- Announcements – Students can post announcements on the Group homepage
- Pages – Student can create Pages within their group area that have the features of a wiki, they can all edit each page
- People – View members of the group
- Discussions – Post asynchronous messages within a discussion board. Members of a group can post messages and/or create new topics
- Files – Upload and share files created outside of Canvas (i.e. Word, PowerPoint)
- Collaborations – Create and collaborate within 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'
  - o Enter the number of groups and/or the number of students that can sign up for each group
  - o Student group leaders can add or remove students from a group and change the group name.

Create Group Set

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Group Set Name	Project Groups
Self Sign-Up	☑ Allow self sign-up ⊘
	☐ Require group members to be in the same section
Group Structure	Create 6 groups now
	Limit groups to 4 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

NOTE: When using a Signup Sheet, students are allowed to switch groups at any time. It is recommended that the instructor 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 option must be visible within the menu at the left.

- Access People
- Select the Groups Tab
- Join a group
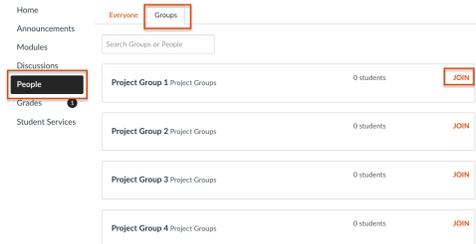
Manually Assign Students or Automatically Assign Students

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'
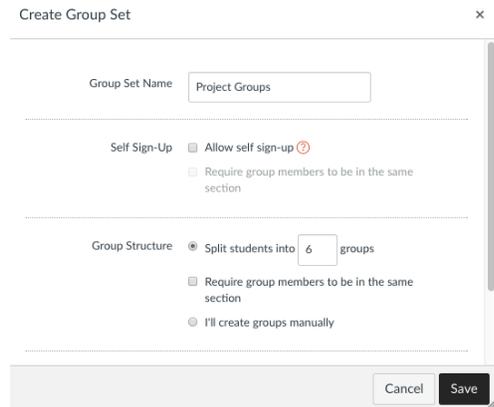
Access a Group (as a student)

There are multiple ways to access a group as a student

- Students can access a group through the Groups global navigation at the left.
- Students can access their Group from the Home of their course at the right side under Course Groups.
- Students can access People and then can Visit the group they are a part of.
- All students within a group have equal privileges to post and create and edit content.
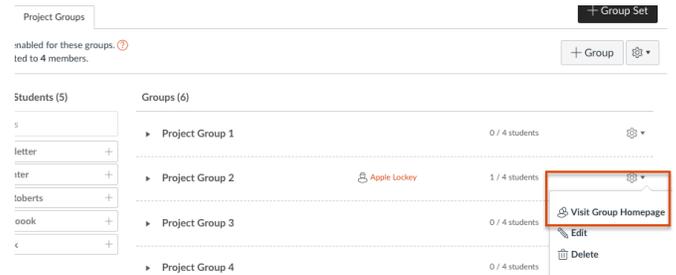
Access a Group (as an instructor)

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.

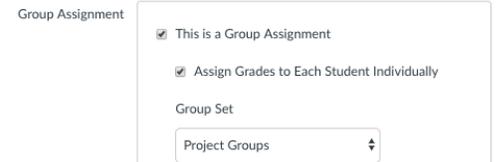Instructors can go to a group Discussion (from Discussions or Modules) and select a group from the Discussion.

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.

> Keep in mind, this submission will count for everyone in your Project Groups group.

- 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.
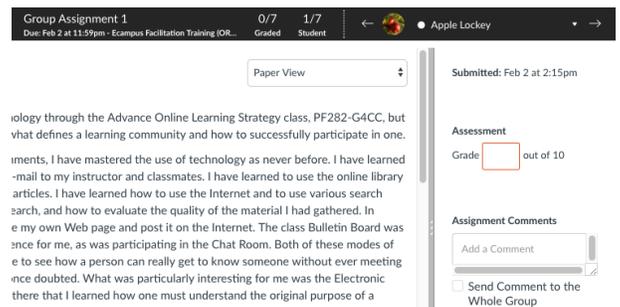
Grade a Group Assignment

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.

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.
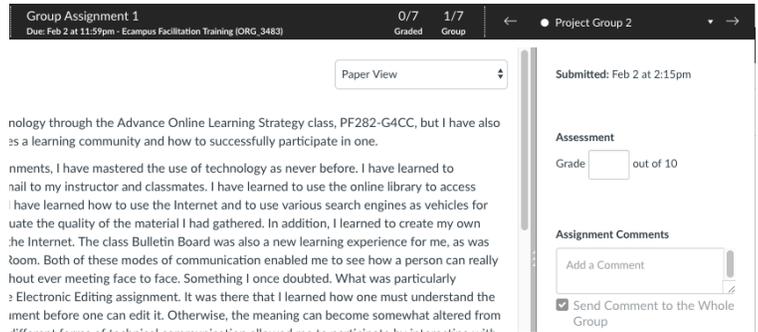
Create a Group Discussion

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 view the postings. Students are graded individually on Group Discussions.

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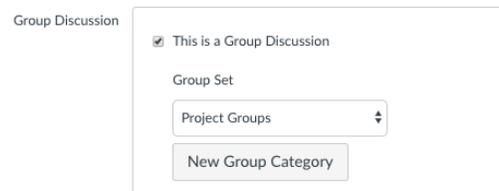
Grade a Group Discussion

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.

Support

Canvas offers 24/7 support via phone or chat. Access Help within the Canvas course menu to receive immediate assistance or contact EcampusFacultySupport@oregonstate.edu.

Additional tutorials about Canvas can be found at http://learn.oregonstate.edu.