

## Instructor Tutorial: Group Assignments

This guide will walk you through how to create groups, visit group homepages, and create and grade group assignments.

### To Create Groups

- To create a group, click on *People* in the left course navigation.



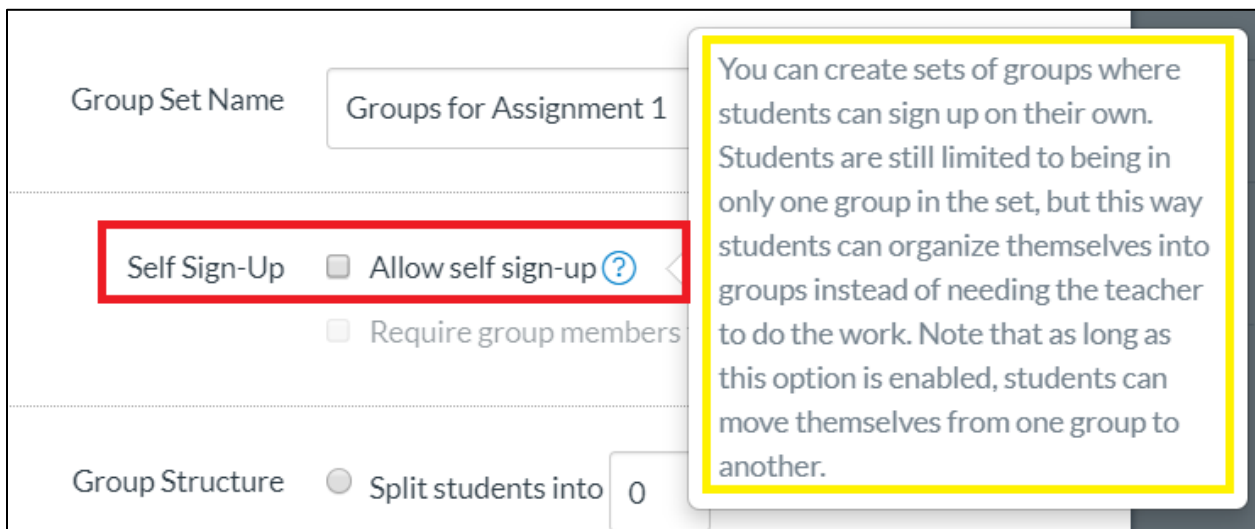
- Click *+ Group Set* in the top right.



- Name the Group Set

Group Set Name

- If students will be choosing their own group, check *Allow self sign-up*. Please see note in the box to the right regarding student self-sign ups.


 A screenshot of the group creation settings interface. The "Group Set Name" field contains "Groups for Assignment 1". Below it, the "Self Sign-Up" section has a red box around the "Allow self sign-up" option, which is checked. The "Require group members" option is unchecked. The "Group Structure" section shows "Split students into" followed by a dropdown menu set to "0". A yellow callout box on the right contains the following text: "You can create sets of groups where students can sign up on their own. Students are still limited to being in only one group in the set, but this way students can organize themselves into groups instead of needing the teacher to do the work. Note that as long as this option is enabled, students can move themselves from one group to another."

- Canvas can automatically split the students into groups, or you may choose to do this manually.

Group Structure

Split students into  groups

Require group members to be in the same section

I'll create groups manually

- Choice your preference for student leadership. This is optional. Student leaders can rename the group as well as add/remove group members. They can not change the number of members in the group.

Leadership

Automatically assign a student group leader

Set first student to join as group leader

Set a random student as group leader

- Next, you will create groups for your group set.
- Click *+ Group*.

+ Group

- Name the Group.
- Limit the group too a specific amount of members
- Click *Save*.



### Add Group ✕

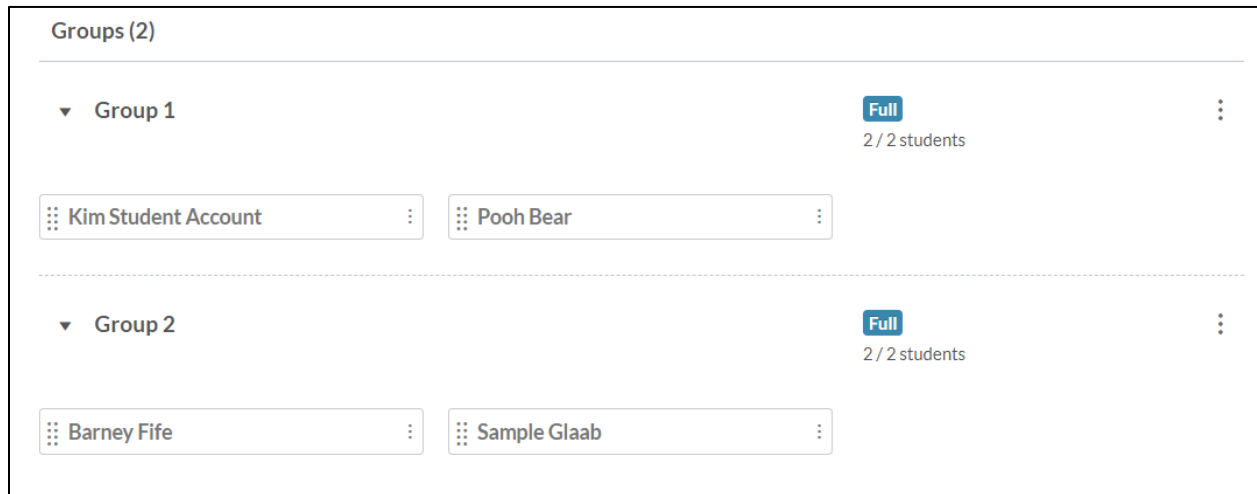
Group Name

Limit groups to  members (Leave blank to use group set max)

- To manually assign students, drag and drop their name into the group or click the + to the right of the student name to move them to a group.

Search users

 Kim Student Account	+	Add to Group <a href="#">Group 1</a> <a href="#">Group 2</a>
 Pooh Bear	+	



Groups (2)

▼ Group 1 Full  
2 / 2 students ⋮

⋮ Kim Student Account ⋮    ⋮ Pooh Bear ⋮

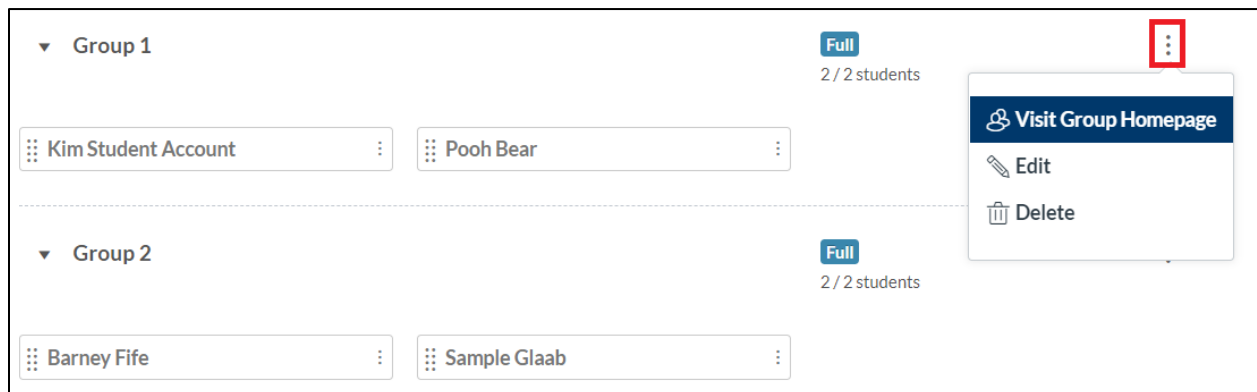
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▼ Group 2 Full  
2 / 2 students ⋮

⋮ Barney Fife ⋮    ⋮ Sample Glaab ⋮

Student Groups will have their own group site, where they can post announcements, create wiki pages, create and participate in Discussion Forums, share files, collaborate using Google Docs, and create calendar events and To Do lists.

- To visit the group homepage, click the more options icon to the right of the group and select *Visit Group Homepage*.



▼ Group 1 Full  
2 / 2 students ⋮

⋮ Kim Student Account ⋮    ⋮ Pooh Bear ⋮

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▼ Group 2 Full  
2 / 2 students ⋮

⋮ Barney Fife ⋮    ⋮ Sample Glaab ⋮

⋮

🏠 Visit Group Homepage

✎ Edit

🗑 Delete

## To Create a Group Assignment

- Create an assignment.
- In the Assignment settings, check *This is a Group Assignment*.
- If you would like to grade each student individually, select *Assign Grades to Each Student Individually*.
- If you would like to assign grades to a group, move on to selecting a Group Set.

Group Assignment

This is a Group Assignment

Assign Grades to Each Student Individually

Group Set

New Group Category

- Select a Group Set.

Group Set

Groups for Assignment 1

Group Assignment 2

Group Assignment

- Assign the assignment to the appropriate group or groups. Note: Each group can have its own due date and availability time frame if needed.

Assign

**Assign to**

Group 1 × Group 2 ×

- Save the assignment.

Note: One student will submit the group assignment.

File Upload
Google Doc
Studio

Upload a file, or choose a file you've already uploaded.

! Keep in mind, this submission will count for everyone in your Groups for Assignment 1 group.

File: Choose File No file chosen

[+ Add Another File](#)  
[Click here to find a file you've already uploaded](#)

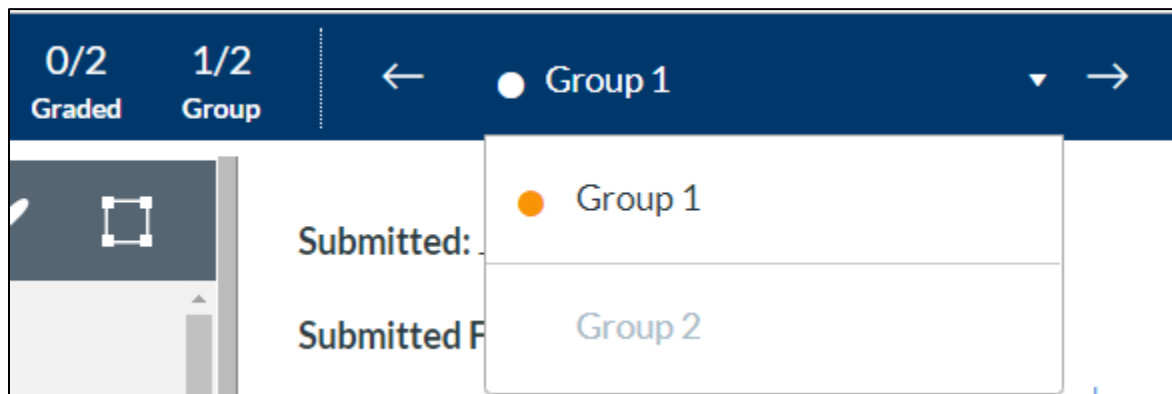
Comments...

All comments are sent to the whole group.

Cancel
Submit Assignment

## To Grade a Group Assignment

- Open SpeedGrader
- If grading as a group, the group names will appear where student names typically appear.



- Grade the assignment. Note: Comments, annotations, and grades will post to all students in the group.
- Click Save.

## Assessment

Grade out of 100

90

## Assignment Comments

Great job!

All comments are sent to the whole group



Submit