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Instructor Tutorial: Student Groups

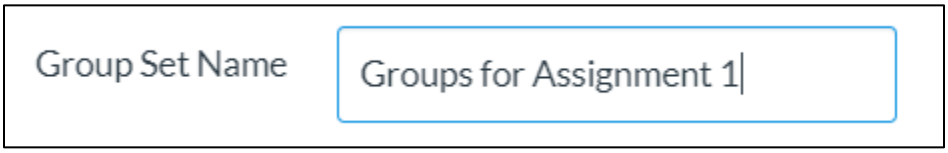
This tutorial will walk you through how to create student groups, what is available on a group home page, student view, and student self-sign-ups.

How to Create Groups

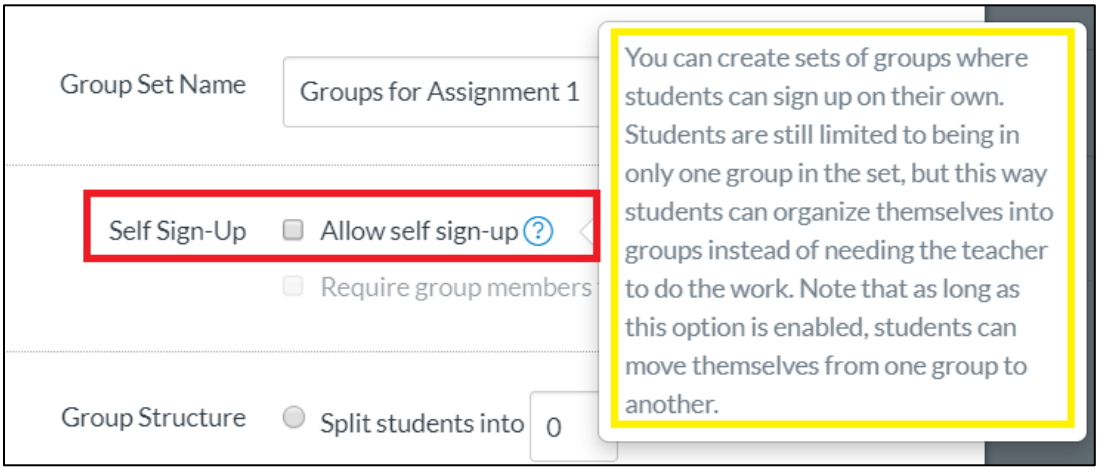
- To create a group, click on *People* in the left course navigation.

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

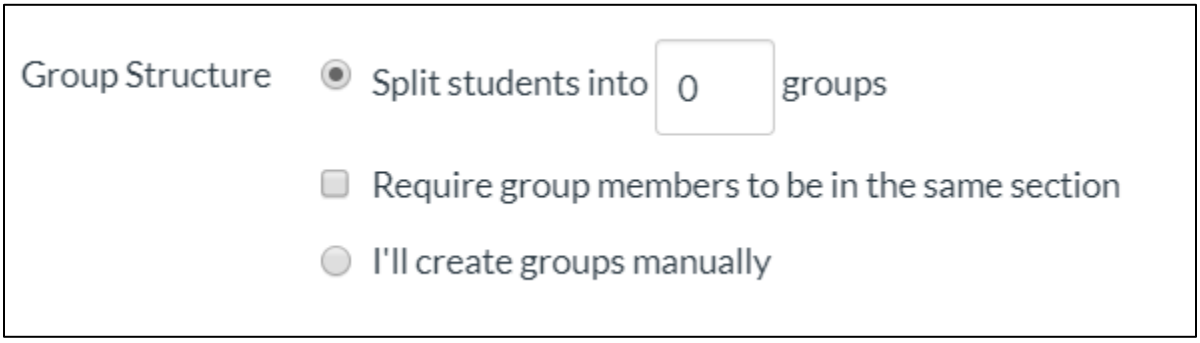
- Name the Group Set.



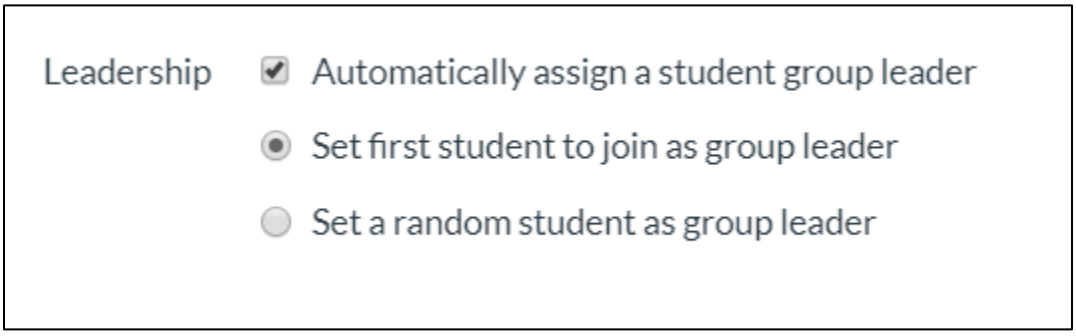
- If students will be choosing their own group, check *Allow self sign-up*. Please see note in the box to the right regarding student self-sign ups.



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

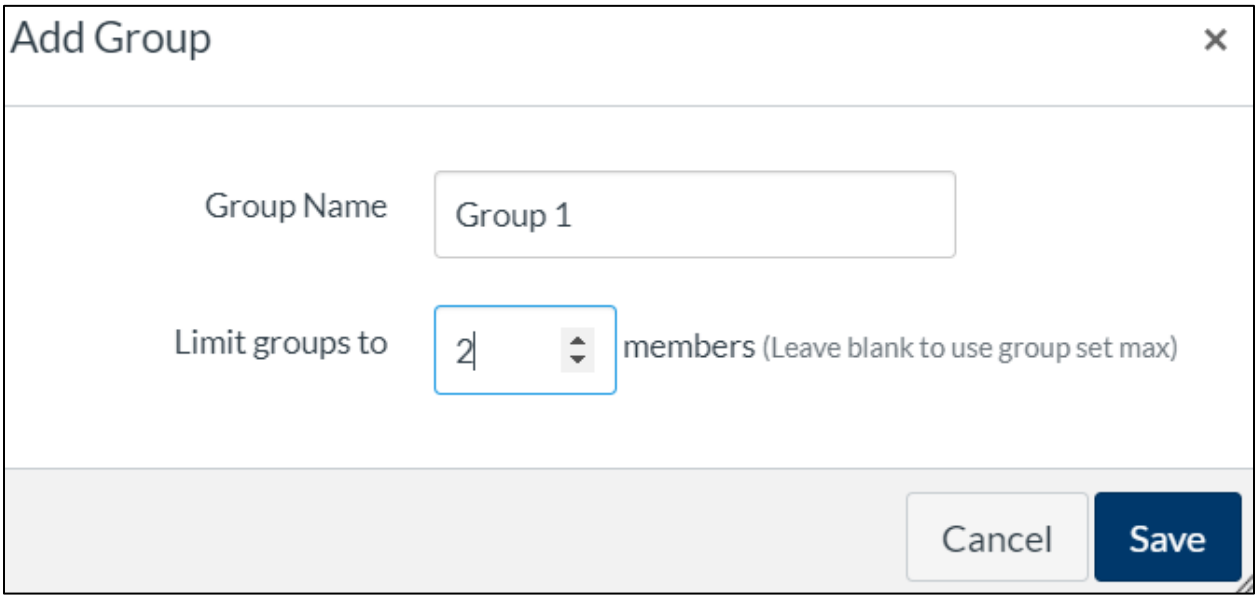


- Choice your preference for student leadership. This is optional. Student leaders can rename the group as well as add/remove group members. They cannot change the number of members in the group.

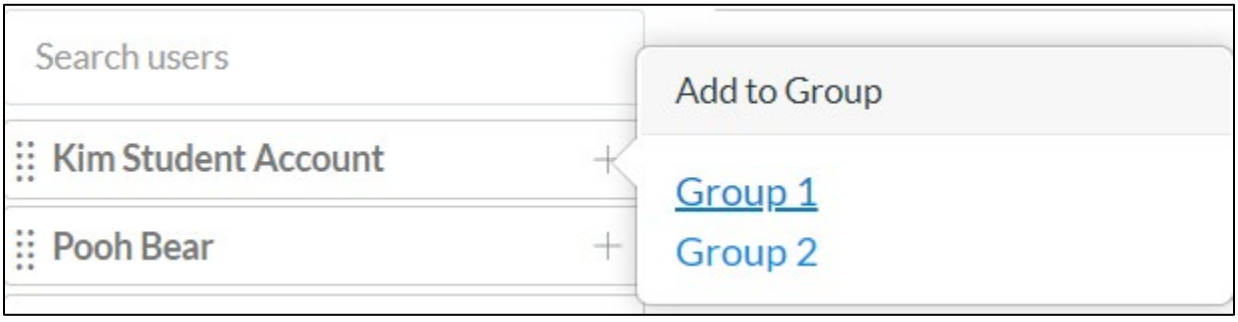


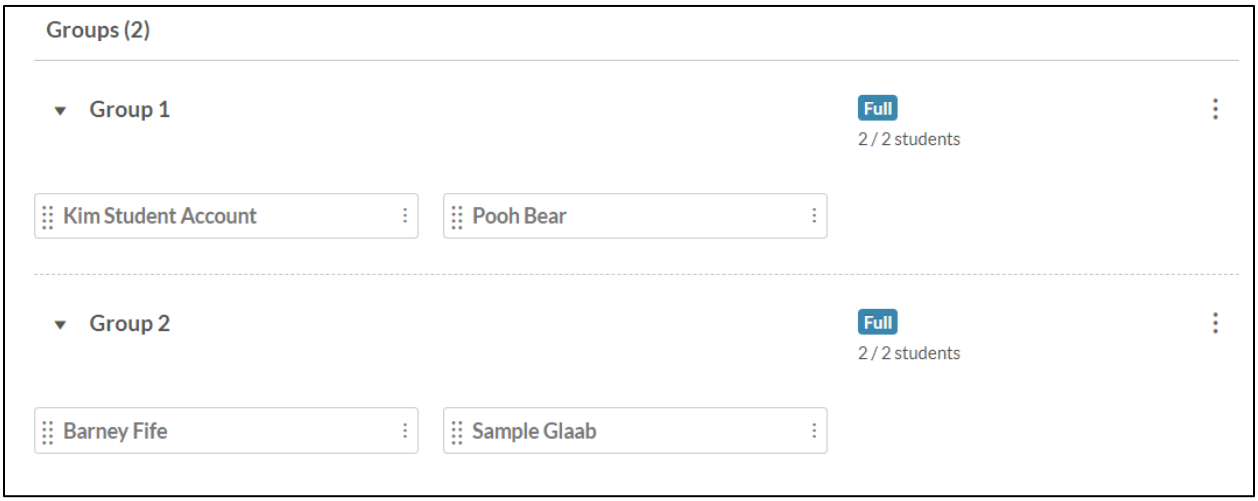
- Next, you will create groups for your group set.
- Click *+ Group*.

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



- 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.

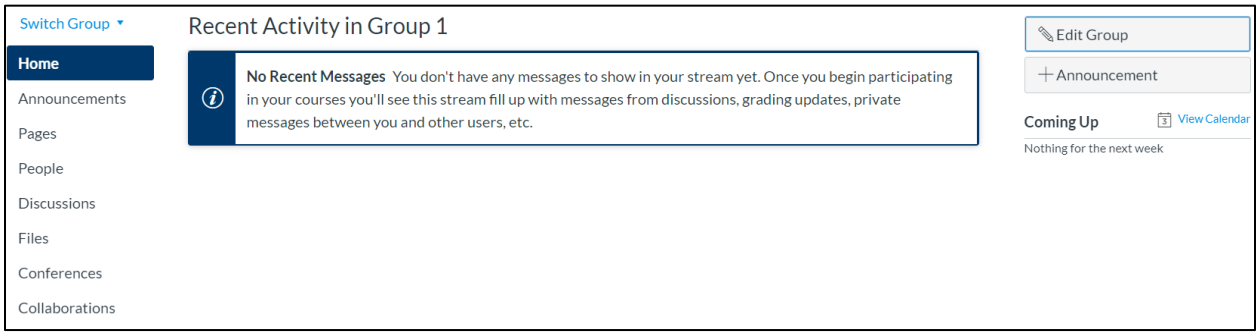




- Student Groups will have their own group site to work in. To visit the group homepage, click the "More Options" icon to the right of the group and select *Visit Group Homepage*.

Group Home Page

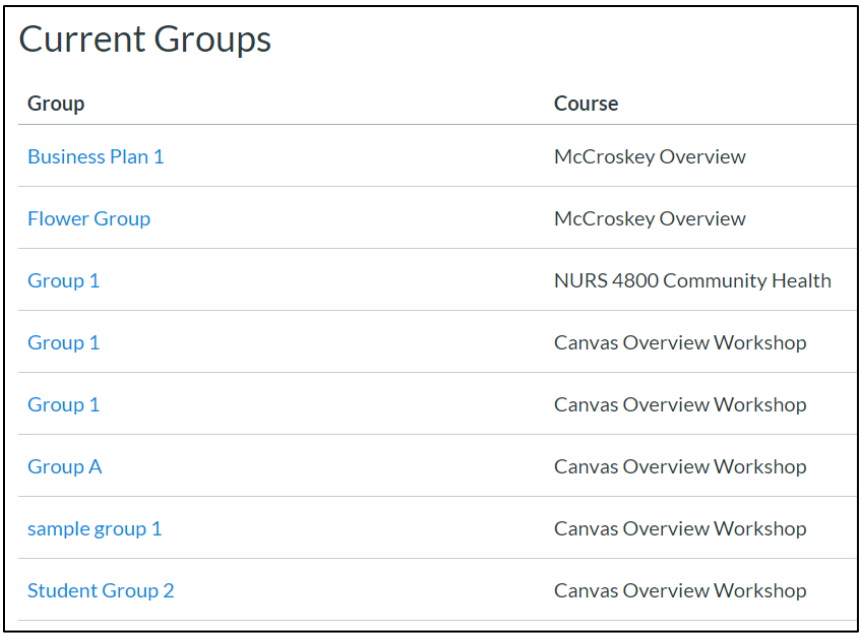
- The students have their own workspace where they can:
  - Post Announcements
  - Create Pages
  - View Group Members
  - Participate in Discussion Forums
  - Share Files
  - Collaborate on Google Documents



Student View

- Students now have a “groups” icon in the left global navigation.

- When they click *Groups*, they will see all of the groups that they belong to and quickly access the groups.

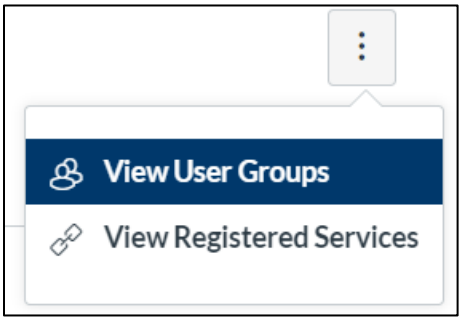


Student Self-Sign-Ups

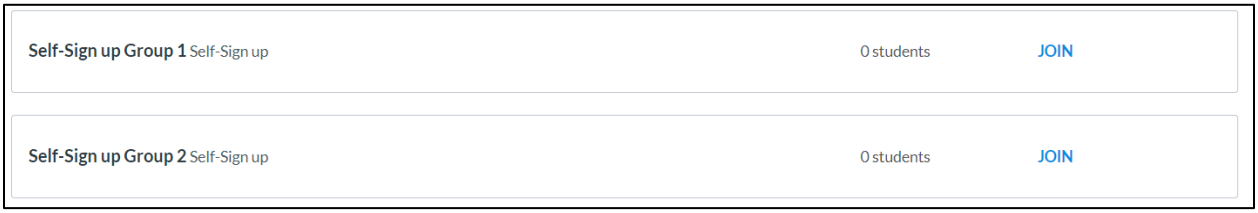
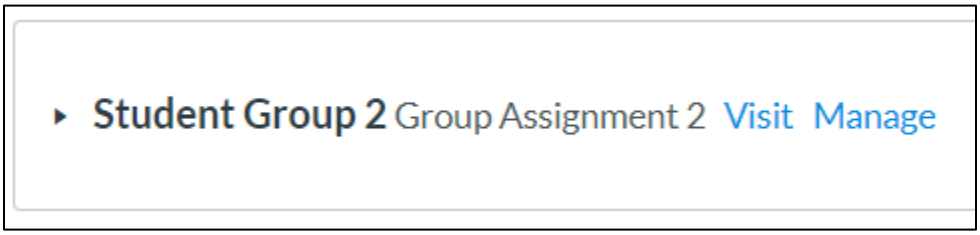
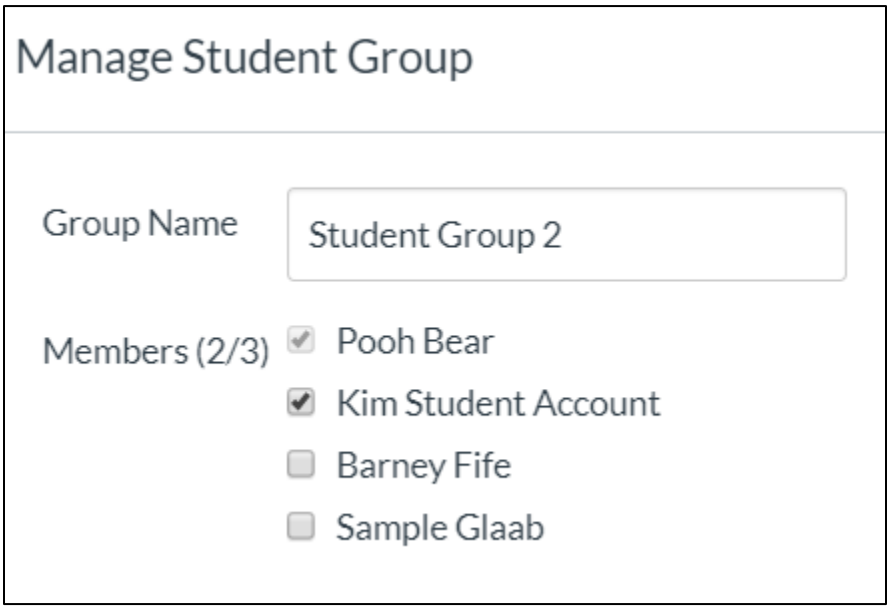
- Student will click on “People” in the course navigation.

- Next, they will click on the “More options” icon in the top right.

- From the more options button, they will select *View User Groups*.



- For Self-Sign-up groups students can click *Join* to join the group or Click *Leave* to *Switch To* to switch groups.



- Group Leaders can click *Manage* to manage the group where they can add/delete members and rename the group.