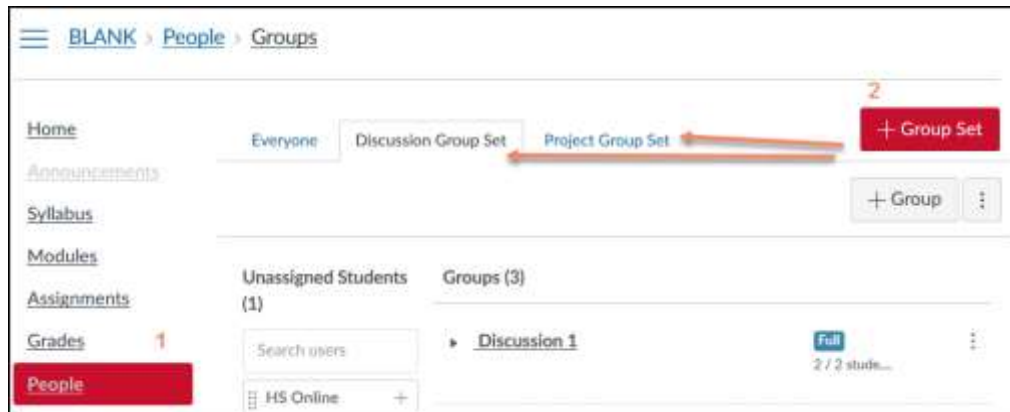


CANVAS: How to set up Groups & Group Assignments

Many courses are structured such that students will do some, or all, of their work in groups. When students are placed into a group, their group is given a dedicated workspace where members can share files and work collaboratively on wiki Pages. The instructor can post announcements directly to the group and the group will have access to their own discussion board.

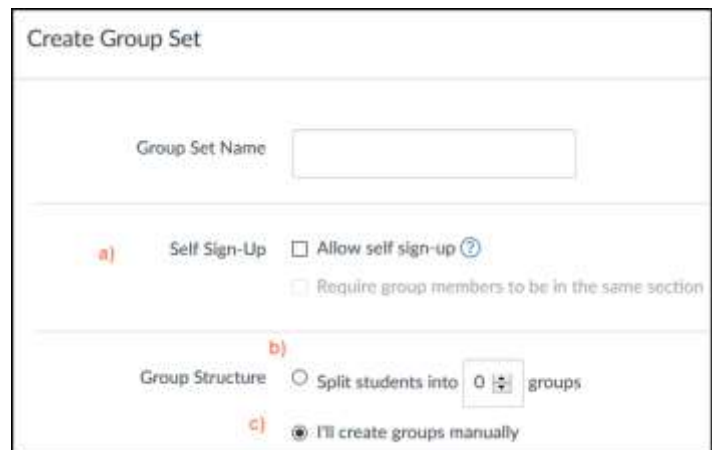
A student can be a member of more than one group. For example, an instructor might create discussion groups containing 10-20 students and project groups containing 4-5 people each. Each set of groups is contained within a container called a **Group Set**.

BEGIN: Go to PEOPLE and click the red +GROUP SET button



When creating a Group Set, specify whether it will contain

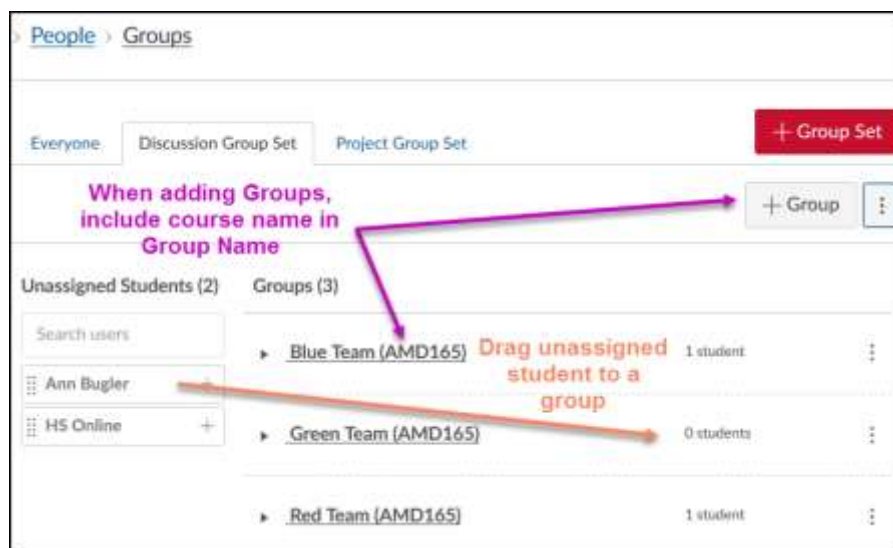
- a) groups that students can self-enroll into, OR
- b) groups that are created and populated automatically, OR
- c) groups that are created and populated manually by the instructor (instructor drags student name from “unassigned” list to the desired group)



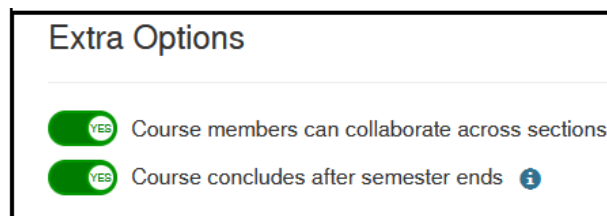
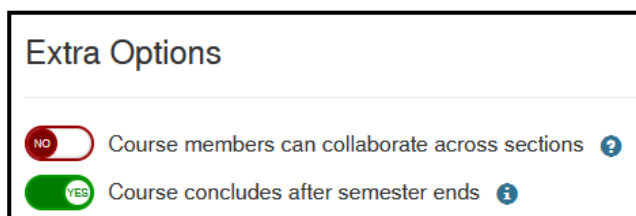
Note: It is considered better practice to NOT allow students to self-enroll into groups. Either assign students randomly or “purposefully” (e.g. mixing majors and non-majors together).

TIP: Include the course name in each group’s name. Students access all their course groups from a single global link in the red side menu. Including the course name in the group name is important so they can identifying the course the group is associated with.

IMPORTANT: If students join the course AFTER the group enrollment occurs, they will NOT be automatically added to a group. It is up to the instructor to check the Group Set page to see if there are any “unassigned” students.

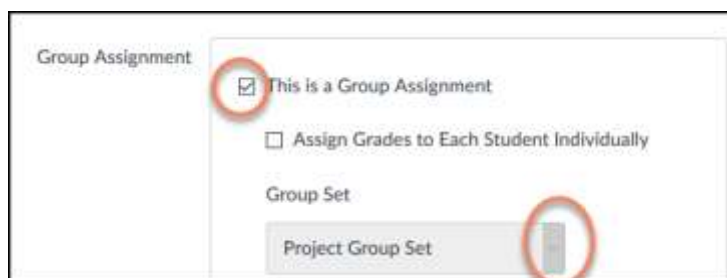


IMPORTANT: To ensure that students assigned to the same group can see and interact with one another, you **MUST** change a Canvas setting. In your course, go to **ISU AdminTools > Additional Course Settings > Extra Options > switch the “Course members can collaborate across sections” toggle to “yes”**.



GROUP BASED ACTIVITIES

The instructor can go to any assignment OTHER than “Quiz/Survey” and in its settings specify that it is a Group Assignment and then select which Group Set the activity is assign it to.



- Any student enrolled in a Group can submit the assignment during the open period.
- If more than one student submits, the instructor sees multiple submissions and students in the group only see the **last** submission and feedback/ scores associated with the **last** submission

TIP: If you want students to resubmit the same work, e.g. a draft paper and a final paper, set up separate assignments for each submission and assign points accordingly.

Warning: When you copy a course, the Group Sets and Groups do not copy over, however the assignment settings will still be set as “Group Assignment” and refer to the Group Set name that was used in the original course. **Be careful** to use the same Group Set names in the new course or change the assignment so it points to the correct Group Set in the new course.