

# Arranging and Managing Groups in Canvas Workshop

## Getting Started

- Question: Will my students be organizing their own groups? (More than likely no)
  1. Go to settings.
  2. Choose Course Details.
  3. Select More Options (all the way at the bottom).
  4. Uncheck Let Students Organize Their Own Groups.
- Notes:
  1. Students can create new student groups as often and as many times as they want when this option is left on. They are also able to enroll any and all students in the course.

## Creating Groups

- Fastest Way to Organize Your Students into Groups:
  1. From the People Section in your course, create a Group Set.
  2. Enter a name for your Group Set.
  3. Split students into the desired number of groups.
  4. Choose whether you want to have group leaders.
- Notes:
  - Group leaders can add and remove students from their own groups from all available students in the class and can change group names.
  - Groups are always listed in alpha-numeric order (important if you're manually creating groups).
- Other Ways to Organize Your Students in Groups
  - During assignment creation

## Accessing Group Areas and Messaging Groups

- From the People Section in the Course Menu:
  1. Go to your desired Group Set.
  2. Go to the kabob icon and select Visit Group Homepage.
- Notes:
  - The instructor can't see this area in student view.
  - Items in this area are general and can't be linked to the grade book.
  - This might be a good place where you can message a group directly.

- From Your Global Inbox:
  1. Compose a new message and select your desired course from the course drop-down menu.
  2. From your address book, select student groups and then the specific group you want to message.
  3. Finally, select the individual you would like to message.
- Notes:
  - The Groups option from the course drop-down menu refers to the groups that *you* are currently in (not your students).
  - Messaging your students this way may be somewhat impractical as you have to select each individual team member.
- From Groups in the Global Menu:
  - This area gives you access to groups that *you* are in, not the students.

## Associate Assignments and Discussions to Groups

- Assignments:
  1. Within the Course Menu, go to assignments.
  2. Create a new assignment.
  3. Within Group Assignment, select “This is a Group Assignment.”
  4. Select the Group Set for the assignment.
  5. Optional: select whether to assign grades individually.
  6. Optional: select whether to require peer reviews.
- Discussions:
  1. Within the Course Menu, go to Discussions.
  2. Create a new discussion.
  3. Within Group Discussion, select “This is a Group Discussion.”
  4. Optional: select whether to require peer reviews.
- Notes:
  - After student submissions, you cannot turn regular assignments or discussions into group assignments or discussions (or vice versa).
  - Group discussions will split your class into multiple discussion areas and will not affect submission rules in the way that assignments do.

## Group Grading

- Assignments:
  1. Within the Course Menu, go to Assignments.

2. Click on the (group) assignment you want to grade.
  3. Click on SpeedGrader.
- Discussions
    1. Within the Course Menu, go to Discussions.
    2. Click on the (group) discussion you want to grade.
    3. Click on the Kebab menu.
    4. Click on SpeedGrader.
  - Notes:
    - Assignments only require one submission for the entire; however, all group members are able to submit to the group dropbox. If this happens, the instructor will have the option of viewing the various submissions via a drop-down menu.
    - Unless the instructor elects to assign grades individually, the grade and comments for the group apply to all students within the group.
    - Group discussions are always graded individually.

## Useful Links

- Canvas Support:
  - <https://canvas.fiu.edu/support/>
- Canvas Guide on Groups:
  - <https://community.canvaslms.com/docs/DOC-10460-canvas-instructor-guide-table-of-contents#jive\ content\ id\ Groups>
- Center for the Advancement of Teaching:
  - <https://cat.fiu.edu>