

Quick Start Guide

Canvas – Groups (Student Guide)

Introduction:

This guide will cover how to use Groups in Canvas. This guide focuses on the student-side of the Groups tool in Canvas.

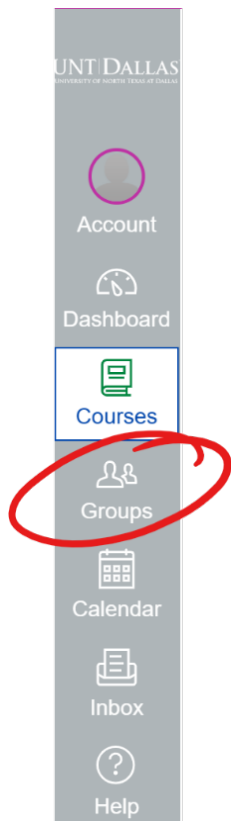
Purpose of Groups:

The Groups tool in Canvas allows your teacher to assign you into a group environment to work at times that are convenient for you on an assigned topic using the tools integrated in Canvas. Groups can be used both synchronously (everyone working together at the same time) and asynchronously (everyone works as they are able to).

Access Your Groups:

Let's assume your teacher has provided instructions for a group assignment and has advised you that you have been assigned to a group.

- 1) Login to [UNT Dallas Canvas](#) with EUID / Password.
- 2) On the left (gray) navigation, click on "Groups" to access any groups you have been assigned to.



NOTE: Tools in the left navigation are site-wide links. So, if you have been assigned to groups in multiple different courses, they will all appear on the Groups list.

- 3) Click on the Group you are trying to access.

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Group Tools:

Groups in Canvas basically gives you a mini Canvas course environment inside your teacher's course.

Notice that you have several tools on the left at your disposal:

The screenshot shows the Canvas Groups interface. On the left is a navigation menu with 'Home' highlighted in green, and other options: Announcements, Pages, People, Discussions, Files, Conferences, and Collaborations. The main content area has a green-bordered box for 'Notifications. Tell us how and when you would like to be notified of events in Canvas.' with a 'Notification Preferences' button. Below this is a section titled 'RECENT ACTIVITY IN TEAM 1' with a 'No Recent Messages' message. To the right, there is a '+ Announcement' button and a 'Coming Up' section with a 'View Calendar' link and the text 'Nothing for the next week'.

- **Announcements:** Allows you to create announcements for the group. These announcements are visible only to members of your group.
- **Pages:** Allows you to create a web page for the group. You can actually create as many pages as you would like. Think of these as document pages, like a Word document where you can post content that is in a web-friendly environment.
- **People:** Allows you to see all of the people who have been assigned to your group.
- **Discussions:** Allows you to create discussion forums for the group. These discussions are visible only to members of your group.
- **Files:** This is a common files area that you share resources with each other. Please note, the storage space is extremely limited.
- **Conferences:** Allows you to create video conferences as needed. Conferences can be recorded, but cannot be downloaded and will be deleted after 2 weeks. Additional information on the Conferences tool can be found at [Quick Start Guide: Conference Tool with BigBlueButton](#).
- **Collaborations:** Allows you to create a collaborative area for common files in Microsoft Office 365 or Google Docs. Please note that all students have accounts for Microsoft Office 365 linked to their UNTDallas.edu e-mail address. Google Docs is NOT supported by UNT Dallas.