

Quick Start Guide

Canvas – Groups (Instructor Guide)

Introduction:

This guide will cover how to use Groups in Canvas. This guide focuses on the teacher responsibilities for setting-up and managing groups in Canvas. There is a companion for this guide for students entitled [Quick Start Guide: Canvas – Groups \(Student Guide\)](#).

Canvas Groups vs. ZOOM Break-Out Rooms:

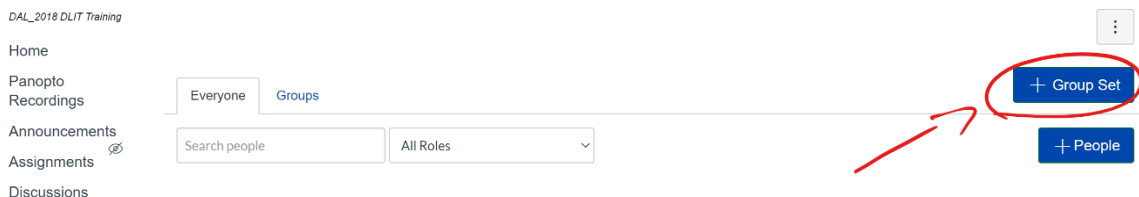
ZOOM Break-Out Rooms support synchronous group work where the instructor wants to have the opportunity to move between rooms while the students work in groups under the timely control of the teacher during the ZOOM call.

In contrast, Canvas Groups support asynchronous group work where the instructors provides instruction for the students and the students can work on their assigned tasks at any time using the tools inside of Canvas.

Creating Group Set and Groups:

A Group Set is a set of groups that you plan to use in your course. You could create a different Group Set for each unit/topic of instruction if you wanted to mix the groups up for each unit/topic or you could set a single Group Set up to use for everything through the course.

- 1) Login to [UNT Dallas Canvas](#) with EUID / Password.
- 2) Access the course you want to create a group in.
- 3) Click on “People” in the left navigation.
- 4) Click on “Group Set” button in the top-right.



- 5) Set the name for the Group Set.
- 6) Set the “Self Sign-Up” as you see fit for your course.
 - Turned on (checked): Students will be able to sign-up for their own groups and move between groups as they like.
 - Turned off (unchecked): Students will be assigned to groups by the teacher and cannot move between groups.

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- 7) Set the “Group Structure” as you see fit for your course.
 - Split students into __ groups: Automatically creates the set number of groups.
 - I’ll create groups manually: Teacher manually creates their groups.
- 8) Press “Save” Button.
- 9) If you selected to manually create groups in Step 7 above, press “+Group” button to create however many groups will be needed.

NOTE: You can set a maximum group size, if you like along with a group name. It is suggested that groups names contain course ID (e.g. ENGL 1011 – Team 1, MATH 1522 – Group 3) so they can be easily located by the students.

- 10) Drag the students from the list on the left to the group you want them assigned to.

The screenshot shows the 'UNASSIGNED STUDENTS (10)' and 'GROUPS (3)' sections. The 'UNASSIGNED STUDENTS' list includes names like Susan B. Anthony, Cesar Chavez, Walt Disney, Albert Einstein, Gloria Estefan, Martin Luther King, Barak Obama, Rosa Parks, Pablo Picasso, and George Washington. The 'GROUPS' section shows 'Team 1', 'Team 2', and 'Team 3', each with '0 students' and a vertical ellipsis menu. Red arrows point from the student list to the group names, illustrating the drag-and-drop assignment process.

NOTE: You can open each group and view the students that are assigned to that group. A student can only be assigned to a single group as a time in a Group Set.

- 11) Advise your students they have been assigned to groups in your course, give them the assigned topic and [Quick Start Guide: Canvas – Groups \(Student Guide\)](#).

Accessing Groups:

When you are ready to access work that has been completed by the various groups, click on “People” in the left navigation and then select the tab for the Group Set you need to access.

The screenshot shows the navigation bar with 'Everyone' and 'Unit 1' tabs. 'Unit 1' is circled in red with an arrow pointing to it. Below the tabs is a search bar for 'Search people' and a dropdown for 'All Roles'. On the right, there are two buttons: '+ Group Set' and '+ People', with '+ People' highlighted in red.