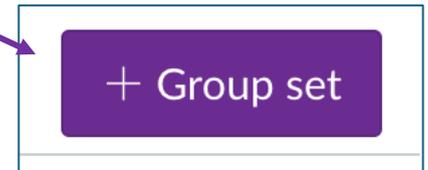


Activity 1 – Creating Manual Groups

Where you want to assign specific students to specific groups (small scale). E.g. To manually assign 15 students to their chosen group project

1. Navigate to your Sandbox, and from the course navigation menu, open 'People'
2. Click the +Group Set button to create your group set
3. Give your group set a meaningful name
4. For manual groups, self sign-up isn't required
5. Choose to 'create groups later' (i.e. manually) and save
6. To create your individual groups within the group set, click the '+Group' button
7. In the dialog box, specify your group name – this will be visible to the students/group members and so naming should be relevant!
8. Set your group membership limit (or leave blank for no limit)



Remember, to create Canvas groups, you must first have a group set!

Activity 2 – Random or Auto-Enrol Groups

Where it doesn't matter which students end up in which group. E.g. to facilitate an assessed course discussion

1. As previous, create your group set and give it a meaningful name (e.g. Discussion Group). NB: these names are carried into the actual group names that students will see
2. Self-sign up is not required here as students will automatically be assigned their group
3. Group structure – how do you want to divide up your students?

Imagine a course with 80 total students...

A screenshot of the 'Group Structure' settings in Canvas. It shows a dropdown menu set to 'Split students by number of groups', a text input field containing the number '8', and an unchecked checkbox labeled 'Require group members to be in the same section'.

Choose your number of groups, and automatically split the students between them

E.g. I want to create 8 random groups.
= 8 groups each containing 10 students

A screenshot of the 'Group Structure' settings in Canvas. It shows a dropdown menu set to 'Split number of students per group', a text input field containing the number '5', and an unchecked checkbox labeled 'Require group members to be in the same section'.

Choose how many students you want in each random group

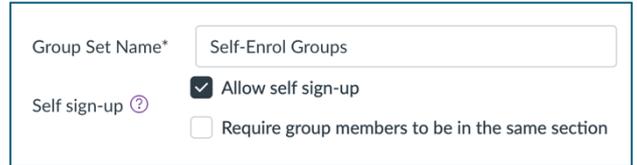
E.g. I want 5 students per group
= 16 groups each containing 5 students

Once saved, your students would be randomly split as per your settings

Activity 3 – Self-Enrol Groups

Where you want to allow students to choose their own groups E.g. to allow students to pick their own project topic from a given list from a given list

1. As previous, create your group set and give it a meaningful name. NB: these names are carried into the actual group names that students will see
2. Here, self sign-up IS required and should be switched on
3. Specify your group structure
4. Decide whether to automatically assign a group leader – this can be done manually later if required
5. Save to create your groups

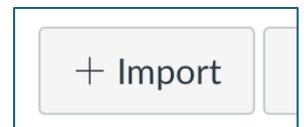


The screenshot shows the 'Group Set Name' field with the value 'Self-Enrol Groups'. Below it, the 'Self sign-up' section has two options: 'Allow self sign-up' which is checked, and 'Require group members to be in the same section' which is unchecked.

Activity 4 – Creating Groups in Bulk

Where you want to assign students to specific groups (on a larger scale) E.g. to assign 150 students to their group project allocations

1. Navigate to the 'manual' group set that you created in Activity 1
2. Within your group set, click +Import and on the page that opens, Download Course Roster CSV
3. To create a group, enter a group name or names in the group_name column, separated by row - see image below
4. When finished, save your csv file
5. Re-upload your file on the import page in Canvas and once processed, the changes you've made will pass over to the live groups



	A	B	C	D	E	F	G
1	name	canvas_user	user_id	login_id	sections	group_name	
2						Group1	
3						Group2	
4						Group3	
5							

Activity 5 – Creating Sections and Adding Users

1. Navigate to your Sandbox, and from the course navigation menu, open Settings
2. Choose Sections from the menu bar at the top of the settings page
3. To create a section, type its name in text field and click '+Section'
4. To add a user to your section, navigate to the People page in the course
5. For your chosen user, open the options menu on their record – this can be an instructor
6. From the options menu, choose "Edit Sections" and allocate the section that you just created
7. Follow steps 4-6 to remove a person from a section