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# **Group Work within Canvas**



# Overview

- Setting up groups
- Managing groups
- Assigning a group discussion or assignment
- Grading a group discussion or assignment

# **What can I do with Groups**

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1. Assign group projects or assignments
2. In large classes, use groups so discussions will be smaller and more manageable
3. Assign students a problem to solve as a group, then they post their answer to a discussion board
4. Manage assignments by Lab sections



# Setting Up Groups

# Types of Groups

- Assignment Groups
- Create Lab Groups
- Discussions
- Group Discussions

Announcements

Syllabus

Modules

Grades

People <sup>22</sup> 1

Collaborations

Discussions

Quizzes

Files

Pages

Outcomes

Settings

Everyone Lab Groups 2

+ Group Set

Search people All Roles

+ People

Create Group Set

Group Set Name 3

Self Sign-Up

Allow self sign-up ?

Require group members to be in the same section

Group Structure

Split students into 0 groups

Require group members to be in the same section

I'll create groups manually

Leadership

Automatically assign a student group leader

Set first student to join as group leader

Set a random student as group leader

4

5

Cancel Save

# Randomly vs Manual

The screenshot displays a user interface for managing a group. At the top, there are tabs for 'Everyone', 'Group Project', 'Lab Groups', and 'test', along with a '+ Group Set' button. Below the tabs, there are '+ Group' and a three-dot menu button. The main area is divided into 'Unassigned Students (9)' and 'Groups (2)'. The 'Unassigned Students' list includes Sara Carpenter, Christopher Con..., Jeff Falkenstein, Ashley Hardesty, and Raneela Khan, each with a '+' icon. A red box highlights the '+' icon for Sara Carpenter. A red arrow points from this icon to 'Group 2' in the 'Groups' section. A context menu is open over 'Group 2', listing options: 'Message All Unassigned Students', 'Randomly Assign Students' (highlighted with a red box), 'Edit', 'Clone Group Set', and 'Delete'.

Everyone Group Project Lab Groups test + Group Set

+ Group ⋮

Unassigned Students (9) Groups (2)

Search users

Sara Carpenter +

Christopher Con... +

Jeff Falkenstein +

Ashley Hardesty +

Raneela Khan +

Group 1

Group 2

Message All Unassigned Students

Randomly Assign Students

Edit

Clone Group Set

Delete

# Creating Healthy Groups

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1. Keep groups small
2. Designate class time for group meetings
3. Assign or suggest roles (e.g., group leader, scheduler)
4. Give directions for using Zoom and Group Discussions
5. Set clear expectations for members with a group contract
6. Precede group activities with individual brainstorming or assignment

# Activity #1 2:00 min

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Set up a group in your course

1. Click on People
2. Click on Group Set
3. Give it a Name
4. Decide how many groups
5. Assign at random or by choice
6. Click Create
7. Then click on +Group to add individual groups





# **Managing Groups**

# Manage Groups

- Visit Group Homepage
- Edit Group name
- Move to another group
- Copy a Group Set

The screenshot shows a user interface for managing groups. At the top, there is a header area with a 'Lab Groups' label (callout 1) and a '+ Group Set' button. Below this is a '+ Group' button and a three-dot menu icon. The main content area is titled 'Groups (3)' and lists three groups: 'Lab A' (3 students), 'Lab B' (2 students), and 'Lab C' (3 students). A three-dot menu icon is positioned to the right of 'Lab A' (callout 2). A context menu is open over 'Lab B' (callout 3), showing three options: 'Visit Group Homepage' (highlighted in red), 'Edit', and 'Delete'.

# Activity #2 After

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Visit the group homepages

1. Click on People
2. Click on the Group Set Tab you created earlier
3. On the (three dots) open the menu
4. Click on Visit Group Homepage
5. Edit the Group Homepage name
6. Click on the Course name Breadcrumb to return to main Homepage of the course



# Assigning Groups

# Group Activities can be

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- Discussions
- Assignments
- Graded as a group or individual
- Ungraded
- Multiple Due dates

This is a Group Assignment

Assign Grades to Each Student Individually

Group Set

Select a group category ▼

New Group Category

# Activity #3 2:00

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Create a Group Assignment

1. Put in directions and points
2. Select “Group Assignment”
3. Optional: choose “Assign Grades to Each Student Individually”
4. Select a Group set or create a new group category
5. Assign Different Dates for Groups
6. Save

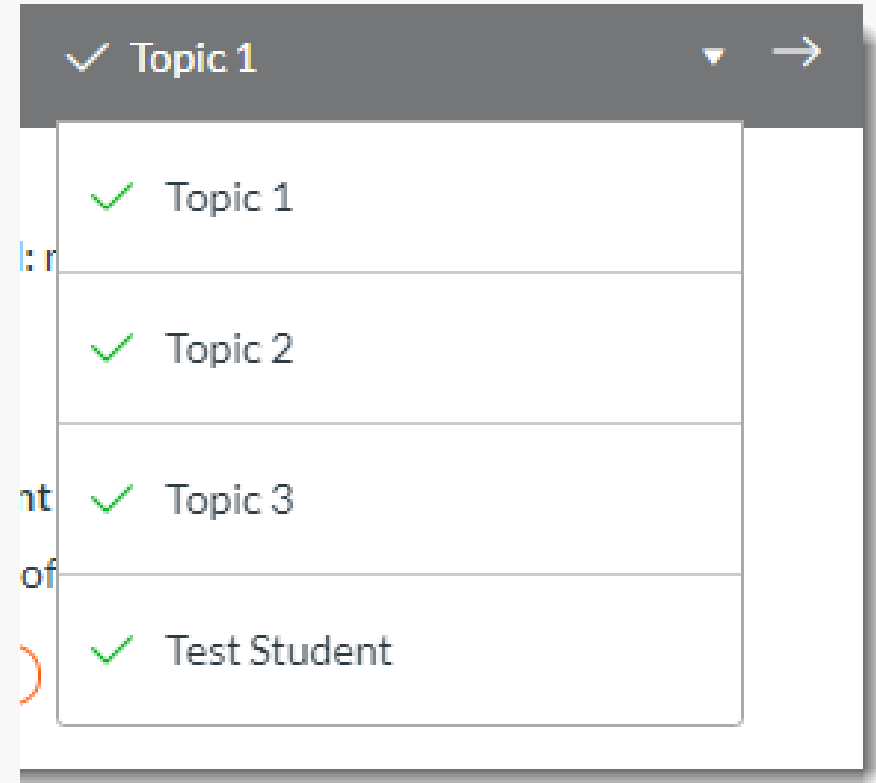


# **Grading Groups**

# SpeedGrader and Groups

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- Send feedback to the whole group
- Students not assigned to groups are listed
- Individual feedback for individual graded assignments





# Assessment Best Practices

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1. Increase accountability by using group and individual assessments
2. Assess group processes and individual contributions periodically (progress reports with self-evaluation and peer evaluations)

Group Assessment	Individual Assessment
Group Deliverable	Self-Evaluation (essay, journal, quiz)
Team Evaluation	Peer Evaluations
Group Contract	Reflection on assigned responsibilities

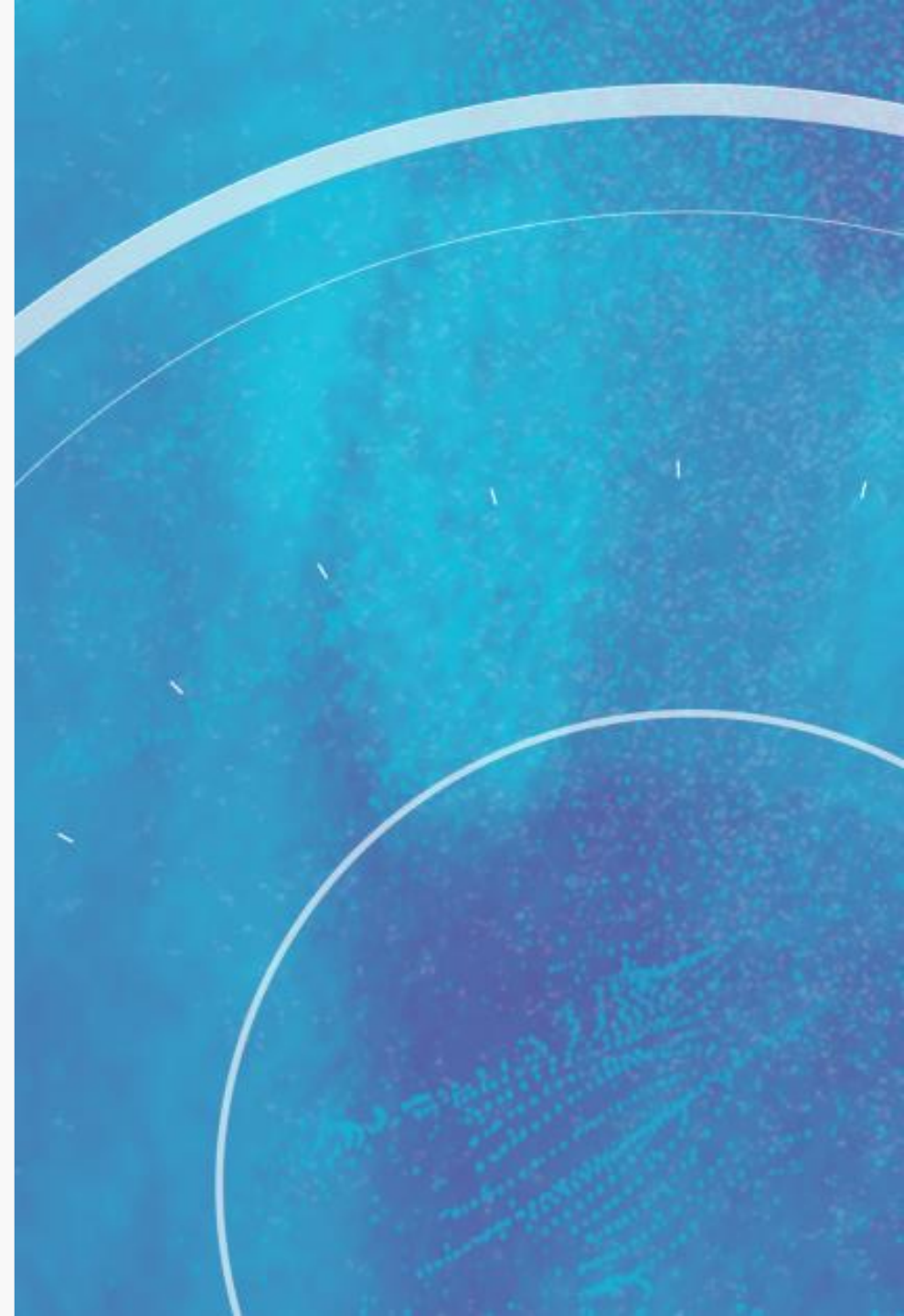
# **Assessment Best Practices cont.**

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3. Provide feedback to keep groups on track
4. Make assessment criteria and grading scheme clear
  - a. Break project into smaller deliverables
  - b. Provide a schedule (rubric for parts and whole project)

# Review

- Setting up groups
- Managing groups
- Assigning a group discussion or assignment
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# Canvas Guides

- [How do I view all groups in a course as an instructor?](#)
- [How do I add a group set in a course?](#)
- [How do I manually create groups in a group set?](#)
- [How do I automatically create groups in a group set?](#)
- [How do I automatically assign students to groups?](#)
- [How do I move a student into a different group?](#)
- [How do I view content and student activity within a group as an instructor?](#)
- [How do I manually assign students to groups?](#)
- [How do I edit a group set in a course?](#)



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**Thank you!**

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**<http://bit.ly/cilacphs>**