

Creating Groups in Your Course

Canvas Groups are created and managed through the People Tool. Instructors / TAs / Guest Instructors can create Group Sets by going to the People tool and clicking on the Groups tab. Group Sets house the different groups within a course. Once you have created a group set, you can create groups and either manually or automatically enroll students into those groups.

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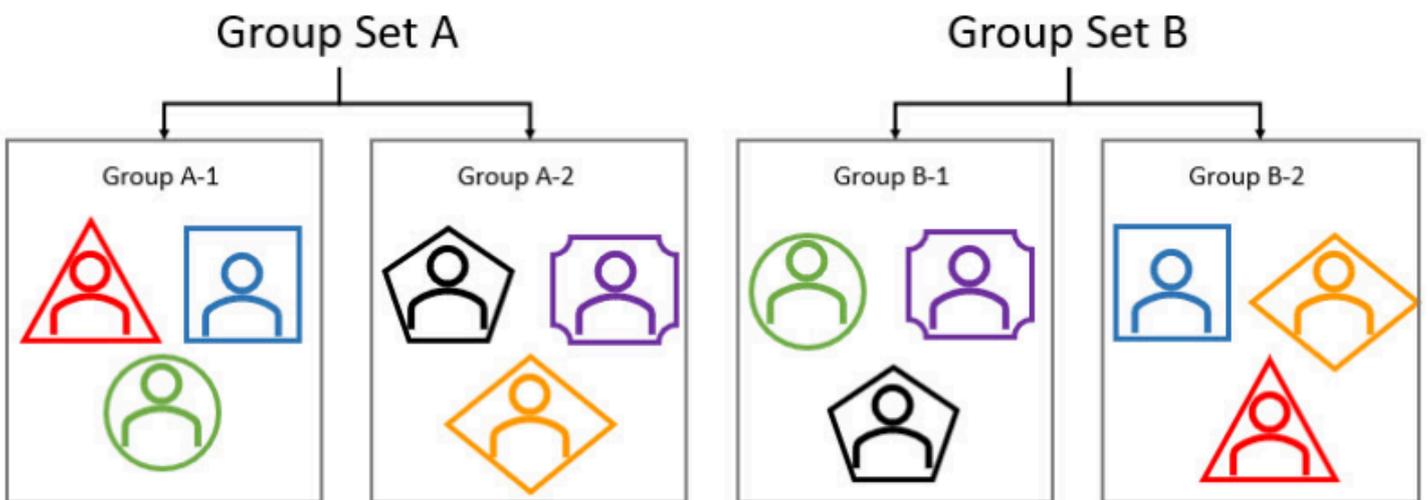
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Group Sets Vs. Groups

Group Sets are collections of Groups. Instructors can create multiple Group Sets in their course to accommodate different combinations of students for different projects. Each Group Set will contain the appropriate number of groups between which the students should be assigned.

💡 A student can only be assigned to one Group within a specific Group Set.



Creating a Group Set

1. Click on "**People**" in the course navigation.
2. Click "**+Group Set**" in the top right corner.

samp.sbx > People

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Name	Login ID	SIS ID	Section	Role	Last Activity	Total Activity	
[Redacted]	[Redacted]	[Redacted]	Section 01	Instructor	Oct 22 at 10:48am	84:37:54	⋮
[Redacted]	[Redacted]	[Redacted]	Section 01	Guest Student	Oct 11 at 11:45am	24:39	⋮
[Redacted]	[Redacted]	[Redacted]	Section 01	Guest Student	Oct 7 at 4:09pm	52:06	⋮
[Redacted]	[Redacted]	[Redacted]	Section 02	Guest Student	Aug 27 at 9:51am		⋮

3. Set the name and options for your group set, and then click "**Save**":
 - a. **Group Set Name:** This is the name of your set of groups, NOT the name of an individual group.
 - b. **Self Sign-Up:**
 - i. **Allow self sign-up:** This allows students to enroll themselves into their chosen groups.
 - ii. **Require group members to be in the same section:** If you allow students to enroll themselves into a group, you can specify that they must be in the same section.
 - c. **Group Structure:**
 - i. **Split students into __ groups:** Automatically divides students into the specified number of groups. You can also specify that they must be in the same section.
 - ii. **I'll create groups manually:** Manually create the number of groups, as well as manually enroll students.

Create Group Set

Group Set Name

Self Sign-Up Allow self sign-up [?](#)
 Require group members to be in the same section

Group Structure Split students into groups
 I'll create groups manually

3

Cancel Save

Creating Groups within a Group Set

After creating a group set, you will be taken to the tab for the new group set. If you chose the "**Split students into __ groups**" option, groups will have already been created for you, and students will have been randomly assigned.

4. To manually create a new group, click "**+Group**."

5. Name the group and optionally limit the number of members to a group, then click "**Save.**"

Enrolling / Moving Students in Groups

6. If you select "**I'll create groups manually**" or you would like to move students around groups, you can click and drag their names to the chosen group.

Everyone | Sample Group Set | + Group Set

+ Group | ⋮

Unassigned Students (4) | Groups (2)

Search users

⋮ [red box] +

⋮ CTL Tester02 + [red box]

⋮ [red box] +

⋮ [red box] +

▶ Sample Group 1 [red box] CTL Tester02 + [red box] 0 students ⋮

Sample Group 2 0 students ⋮

7. Click on the **arrow** next to the group name to expand and view the group enrollments.

Groups (2)

▾ Sample Group 1 2 students ⋮

⋮ [red box] ⋮

▶ Sample Group 2 2 students ⋮

💡 For more information on Groups:

- [Groups Guides \(Vendor guides\)](#)
- [Accessing Group Sites](#)

For more help, please contact canvas@yale.edu.