

## How can I create student groups in Canvas?

1. Assignments and discussions can be assigned to student groups. To create a student group, click the “People” link in the navigation menu, then click the “+ Group Set” button.

BSAN 300 > People

Spring 2022-DeLand

Home

Grades

Modules

Zoom Meeting

Announcements

Discussions

Syllabus

LockDown Browser

Cengage

Assignments

**People**

Pages

Everyone Groups

Search people

All Roles

Name	Login ID	SIS ID	Section	Role	Last Activity	Total Activity
William Sause	wsause@stetson.edu	800603941	Programming for Analytics	Teacher	Jul 25 at 8:28pm	09:51:48

2. In the “Create Group Set” dialog, enter the group name in the “Group Set Name” textbox. Select the “Allow self sign-up” checkbox to allow students to sign up for groups on their own. Under “Group Structure”, you can indicate the number of groups to split the students up, the number of students within a group, or create groups later. In addition, you can select to automatically assign a group leader. Once you have selected all group options, click the “Save” button.

Create Group Set

Group Set Name: Student Group

Self Sign-Up

☒ Allow self sign-up

☐ Require group members to be in the same section

Group Structure

☒ Split students into 3 groups

☐ Split students into groups with 0 students per group

☒ Require group members to be in the same section

☐ I'll create groups later

Leadership

☐ Automatically assign a student group leader

Cancel Save

- After clicking the “Save” button, a tab will appear on the “People” page with the name of the group set. In the tab, each group is listed and can be assigned students (the example below has no students enrolled in the class to assign). These groups can now be selected in assignment and discussion settings for group projects.

Everyone

Student Group

+ Group Set

+ Import

+ Group

Unassigned Students (0)

Search users

There are currently no students in this group.  
Add a student to get started.

Groups (3)

▶ Student Group 1	0 students	⋮
▶ Student Group 2	0 students	⋮
▶ Student Group 3	0 students	⋮