Setting Up Groupwork in Canvas

➢ **Purpose**

Canvas Groups provides two powerful features. Canvas Groups are a small version of a course and used as a collaborative tool where students can work together on group projects and assignments [1]. Canvas Groups also provides a vehicle for students to create web pages where they can use built-in page layout tools to build functional and expressive products to be graded by the instructor.
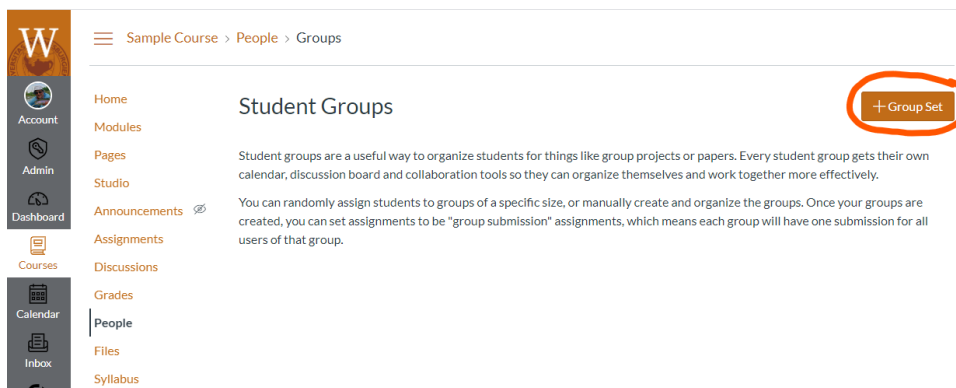
➢ **Scope**

Instructors set up student group configurations at the course level for assignments and in-class work, both graded and ungraded. Canvas Groups facilitate semester-long projects so that students can communicate and iterate on documents together. Canvas groups also facilitate student-run study groups within courses or at the account level.

➢ **Background**

Collaboration is an important part of both face to face and online learning experiences. Students learn teamwork and leadership skills while solving problems in a group setting. Canvas provides a platform for facilitating group work. In addition, the products that are created in this setting can be functional and authentic tasks expressed through web design and layout.
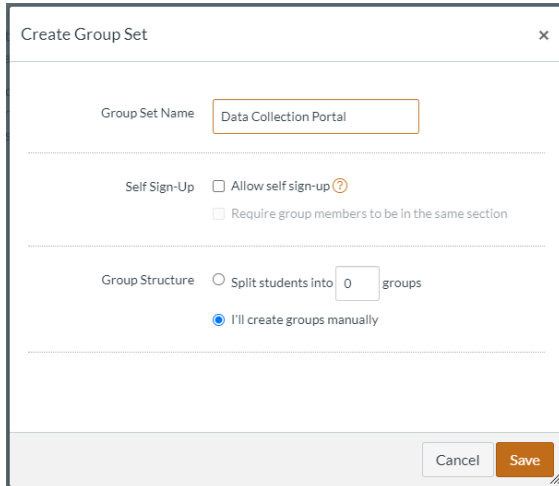
Directions for Setting Up Groupwork

1. Establish the title of the project the groups will be working on and then divide the students into groups.
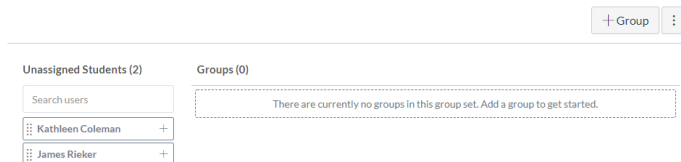
Select People from the left navigation

Click on "**+ Group Set**". Give the project a name. Here, all the groups will be working on creating their version of a data collection portal. You will manually divide the students into groups. Leave self-sign-up blank. Choose **Save.**
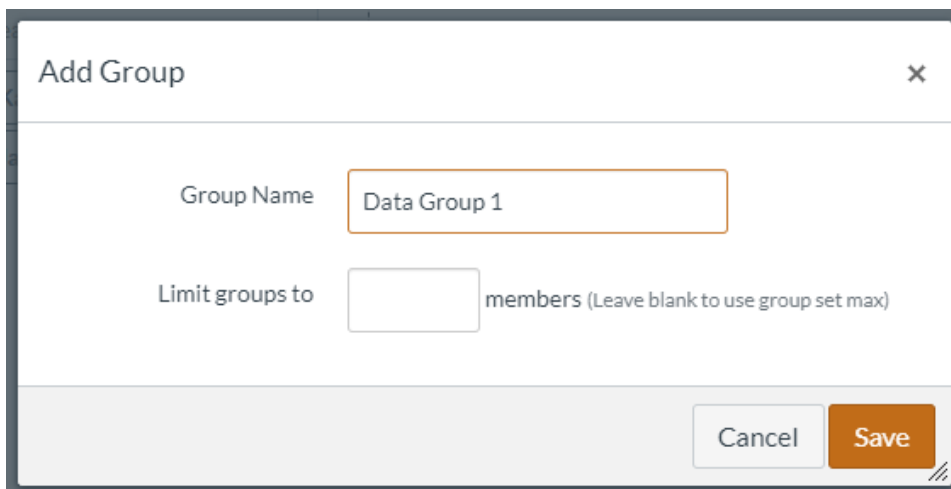
Now it's time to create the groups. Click on "+ Group"

In the pop-up window, enter a name for the first group. Tip: this is the name that will appear in drop down menus, so be descriptive. Choose SAVE. Repeat this process until you have enough groups.

Drag students from the list on the left into the appropriate group.

Continue until all the students are in groups. It is possible to edit groups later. You are now done setting up your student project groups.

2. A Canvas Assignment is then created for the project. When setting up the assignment, give explicit directions on how to complete the assignment and use a rubric to define the criteria for evaluating the project and how points are awarded for each criterion. Directions for creating assignments and building rubrics can be found elsewhere [2, 3].

3. Publish the assignment and let the students get to work. Please notice that what the student sees in Canvas is different than what the instructor sees. Groups is a side panel navigation option in the student view. The assignment can be found in the course, as well as the rich content editor for building web pages [4].

References

[1] Groups overview
https://community.canvaslms.com/docs/DOC-10717-67952724469

[2] How do I create an assignment?
https://community.canvaslms.com/docs/DOC-9873-415267003

[3] How do I add a rubric in a course?
https://community.canvaslms.com/docs/DOC-26360-how-do-i-add-a-rubric-in-a-course

[4] Using the Rich Content Editor for Students
https://lakeland.instructure.com/courses/1186804/pages/using-the-rich-content-editor