# Oregon State University Ecampus

# Quick Reference — Groups

# About Groups

Within Canvas, an instructor can create a set of student Groups that can be used for collaboration. Each group is given a set of collaborative tools to access within a private space just for members of that group. The following tools are available within each Group (these cannot be modified).

- Announcements Students can post announcements on the Group homepage
- Pages Student can create Pages within their group area that have the features of a wiki, they can all edit each page
- People View members of the group
- Discussions Post asynchronous messages within a discussion board. Members of a group can post messages and/or create new topics
- Files Upload and share files created outside of Canvas (i.e. Word, PowerPoint)
- Conference Synchronous conferencing tool allowing for text chat, audio, video, sharing of computer screen, and more
- Collaborations Create and collaborate within Google documents (if students authenticate their OSU Google accounts)

# Create Groups

## Create Groups Using a Signup Sheet

When creating groups in Canvas, Instructors can have students 'join' a group.

- Access People
- Select + Group Set
- Give the 'Set' of groups a name
- Select 'Allow self sign-up'
  - Enter the number of groups and/or the number of students that can sign up for each group
  - Student group leaders can add or remove students from a group and change the group name.

**NOTE:** When using a Signup Sheet, students are allowed to switch groups at any time. It is recommended that the instructor disable the signup after students are in groups.







### Access the Signup Sheet and Join and Group

As a Student, to access the Signup Sheet and join a Group, the People option must be visible within the menu at the left.

- Access People
- Select the Groups Tab
- Join a group

#### Manually Assign Students or Automatically Assign Students

When creating groups in Canvas, Instructors can manually assign students to groups or can automatically shuffle students into groups as an alternative to a signup sheet.

- Access People within the course menu
- Select + Group Set
- Give the 'Set' of groups a Name
  - To automatically shuffle students into groups, select 'Split students into \_\_\_\_\_ equal groups'
  - To manually assign students, select 'I'll create groups manually'

## Access a Group (as a student)

There are multiple ways to access a group as a student

- Students can access a group through the Groups global navigation at the left.
- Students can access their Group from the Home of their course at the right side under Course Groups.
- Students can access People and then can Visit the group they are a part of.
- All students within a group have equal privileges to post and create and edit content.







Create Group Set	×	
Group Set Name	Project Groups	
Self Sign-Up	Allow self sign-up ⑦ Require group members to be in the same section	
Group Structure	Split students into     groups     Require group members to be in the same section     I'll create groups manually	
	Cancel Save	



## Access a Group (as an instructor)

There are multiple ways to access a group as an instructor

• Instructors can access People and then select View User Groups. Next to each group is a gear symbol that has an option to View Group Homepage.

Instructors can go to a group Discussion (from Discussions or Modules) and select a group from the Discussion.

Project Gro	ups						
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Students (5)		Groups (6)					
6		<ul> <li>Project Group 1</li> </ul>		0 / 4 students		. ھ	
letter	+						
der	+	<ul> <li>Project Group 2</li> </ul>	S Apple Lockey	1/4 students	-	\$ <b>*</b>	
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oook	: +	<ul> <li>Project Group 3</li> </ul>		0 / 4 students	& Visit Group Homepage		
e)	.+.				S Edit		
		<ul> <li>Project Group 4</li> </ul>		074-students	Delete		

## Create a Group Assignment

When using groups, instructors have the option to create group assignments. The purpose of a group assignment is for ONE student to submit the assignment for all members. So once the first member of a group has submitted an assignment, it is submitted on the behalf of all members.



- Create an Assignment
- Checkmark 'This is a Group Assignment', select the Group Set
- Checkmark 'Assign grades to each student individually' to give one student in the group a grade different from the rest. Leave it unchecked if each group of students will always receive identical grades.

## Grade a Group Assignment

#### Individually Grade Students

If the instructor checkmarked the box to 'Assign grades to each student individually', then within the Speedgrader each student will appear and the instructor will need to enter a score for each student.





Group Assignment			
	<ul> <li>This is a Group Assignment</li> </ul>		
	<ul> <li>Assign Grades to Each Student Individually</li> </ul>		
	Group Set		
	Project Groups		



Project Group 2

Assessment

Submitted: Feb 2 at 2:15pm

Assignment Comments

Add a Comment

out of 10

Send Comment to the Whole

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#### Grade Group Members the Same

If the instructor did not checkmark the box to 'Assign grades to each student individually', then within the Speedgrader, one submission for each group will appear. This is only applicable for Group Assignments.

The instructor can enter a single score for the entire group; they cannot enter an individual grade. All comments entered will be seen by all members of the group.

#### Create a Group Discussion

When using groups, instructors have the option to create group discussions. Group Discussions are private discussions in which only members within a group (and the instructor) can view the postings. Students are graded individually on Group Discussions.



Paper View

ology through the Advance Online Learning Strategy class, PF282-G4CC, but I have also

nments, I have mastered the use of technology as never before. I have learned to nail to my instructor and classmates. I have learned to use the online library to access

have learned how to use the Internet and to use various search engines as vehicles for uate the quality of the material I had gathered. In addition, I learned to create my own

he Internet. The class Bulletin Board was also a new learning experience for me, as was

hout ever meeting face to face. Something I once doubted. What was particularly Electronic Editing assignment. It was there that I learned how one must understand the

coom. Both of these modes of communication enabled me to see how a person can really

ment before one can edit it. Otherwise, the meaning can become somewhat altered from

s a learning community and how to successfully participate in or

- Create a Discussion
- Checkmark 'This is a Group Discussion', select the Group Set

#### Grade a Group Discussion

Grading a Group Discussion is no different than grading a class discussion, all of the postings by the student within the topic will appear within the Speedgrader.

up Assignment 1

#### **Support**

Canvas offers 24/7 support via phone or chat. Access Help within the Canvas course menu to receive immediate assistance or contact <u>EcampusFacultySupport@oregonstate.edu</u>.

Additional tutorials about Canvas can be found at <u>http://learn.oregonstate.edu</u>.

