## **Self-Help Guide**

# **Canvas: Use Groups for Collaboration**

This self-help guide is for instructors and students alike. It guides instructors on how to set up and facilitate Groups in their Canvas courses. It also informs students on how to collaborate within Groups.

## **Use Groups for Collaboration**

## Plan for Collaboration in Your Course

#### **Explore the Research Behind Using Online Group Collaboration**

Creating Effective Collaborative Learning Groups in an Online Environment <a href="http://www.irrodl.org/index.php/irrodl/article/view/675/1271">http://www.irrodl.org/index.php/irrodl/article/view/675/1271</a>

Using online collaboration applications for group assignments: The interplay be... https://www-sciencedirect-com.ezp1.lib.umn.edu/science/article/pii/S03601315120...

You must login with your UMN account to view this library resource.

A Faculty Guide to Team Projects

http://facultyguidetoteamwork.umn.edu/

Student Resistance to Active Learning? Connect Your Approaches to What Learners...

http://www.cetla.howard.edu/teaching\_strategies/docs/Student%20Resistance%20to%...

### **Understand How Groups Work in Canvas**

Overview of Groups (Video)

 $\frac{https://community.canvaslms.com/t5/Video-Guide/Groups-Overview-Instructors/tap...}{p...}$ 

What are Groups?

https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-Groups/ta-p/16

Understand a Groups Workspace

/services-technologies/how-tos/canvas-understand-groups-workspace

View All Groups in a Course as an Instructor

https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-view-all-groups-in...

View My Canvas Groups as an Instructor

https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-view-my-instructor...

UMN Canvas Guide: Multi-Section Courses in Canvas

https://docs.google.com/document/d/1AkaJ3IAFDfizZalR1RrKiBuXpb3tPW3DmAvJzbYf3ms...

Describes options and provides instructions for managing multi-section courses in Canvas.

#### **Understand Google Drive Integrations for Collaborations**

Overview of Google Drive Integrations

https://it.umn.edu/services-technologies/how-tos/canvas-overview-google-drive

Authorize Groups to Access Your UofM Google Drive for Google Docs

https://it.umn.edu/canvas-authorize-canvas-groups-access-0

Authorize Groups to Access Your UofM Google Drive for Google Apps

https://it.umn.edu/canvas-authorize-canvas-groups-access

Troubleshoot Canvas Google Drive Issues

https://it.umn.edu/services-technologies/how-tos/canvas-troubleshoot-canvas-goo...

## **Set Up Your Groups**

## **Create Groups**

Add a Group Set

https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-add-a-group-set-in...

Use Clear Naming Conventions for Groups

 $\underline{\text{https://it.umn.edu/services-technologies/how-tos/canvas-use-clear-naming-conven...}}$ 

Edit a Group Set

https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-edit-a-group-set-i...

Automatically Create Groups in a Group Set

https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-automatically-crea...

Manually Create Groups in a Group Set

https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-manually-creategr...

Create Self Sign-up Groups

https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-create-self-sign-u...

Prevent Students from Creating Their Own Groups

https://it.umn.edu/services-technologies/how-tos/canvas-prevent-students-creati...

View All Groups in a Course as an Instructor

https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-view-all-groups-in...

View My Canvas Groups as an Instructor

https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-view-my-instructor...

Reset Groups after Importing a Course Site

https://it.umn.edu/services-technologies/how-tos/canvas-reset-groups-after-impo...

#### **Assign Students to Groups**

Automatically Assign Students to Groups

https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-automatically-assi...

Manually Assign Students to Groups

https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-manually-assign-st...

Move a Student into a Different Group

https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-move-a-student-int...

Assign a Student Leader to a Group

https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-assign-a-student-l...

Prevent Students from Switching Groups

https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-prevent-students-f...

Message Students Who Have not Signed up for a Self Sign-Up Group

https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-message-students-

<u>w...</u>

Change Group Membership During a Semester

https://it.umn.edu/services-technologies/how-tos/canvas-change-group-membership...

## Work with Groups and Collaborations as an Instructor

## **Facilitate Group Work**

View Content and Student Activity within a Group as an Instructor

https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-view-content-and-s...

Assign an Assignment to a Course Group

https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-assign-an-assignme...

Create a Group Discussion

https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-create-a-group-dis...
Assign a Graded Discussion to a Group

https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-assign-a-graded-di...

View Group Files as an Instructor

https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-view-group-files-a...
Send a Message to a User in a Group in the Inbox as an Instructor
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-send-a-message-to-

<u>...</u>

Send a Message to all Course Users (or Specific Groups) in the Inbox as an Inst... <a href="https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-send-a-message-to-">https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-send-a-message-to-</a>

<u>...</u>

Privately Respond to one Individual in a Group Message as an Instructor <a href="https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-privately-respond-...">https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-privately-respond-...</a>
Message Students Who Have Not Signed Up for a Self Sign-Up Group <a href="https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-message-students-w...">https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-message-students-w...</a>

### **Use Collaborations Within Groups**

Start a Collaboration in a Group

https://community.canvaslms.com/t5/Student-Guide/How-do-I-start-a-collaboration... Create a Google Docs Collaboration as an Instructor

https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-create-a-Google-Do...

These are course level instructions that also apply to the Groups area in Canvas. Create a Google Drive Collaboration as an Instructor (Google Apps Collaboration) <a href="https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-create-a-Google-Dr...">https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-create-a-Google-Dr...</a>

These are course level instructions that also apply to the Groups area in Canvas.

## **Grade Group Work**

Grade Group Assignments in SpeedGrader

https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-grade-group-assign...

Grade Group Assignments at the Group and at the Individual Level

https://it.umn.edu/services-technologies/how-tos/canvas-grade-group-assignments
Learn How to Build Rubrics and Use Them for Grading

https://it.umn.edu/services-technologies/self-help-guides/canvas-assess-grade-s...

See the "Create Rubrics to Use with Assessments" and "Use Speedgrader" sections of the Assess and Grade Student Work self-help guide.

## Work with Groups and Collaborations as a Student

#### **Learn about Working in Groups**

Surviving Group Projects

https://teamwork.umn.edu/

Student Groups Overview (video; 2:41)

https://vimeo.com/58553577

Understand a Group's Workspace

https://it.umn.edu/services-technologies/how-tos/canvas-understand-groups-works...

Set my Canvas Notification Preferences as a Student

https://community.canvaslms.com/t5/Student-Guide/How-do-I-set-my-Canvas-notific...

View Your Canvas Groups

https://community.canvaslms.com/t5/Student-Guide/How-do-l-view-my-Canvasgroups...

View All Groups in a Course as a Student

https://community.canvaslms.com/t5/Student-Guide/How-do-I-view-all-groups-in-a-...

Create a Group as a Student

https://community.canvaslms.com/t5/Student-Guide/How-do-I-create-a-group-as-a-s...

Use Clear Naming Conventions for Groups

https://it.umn.edu/services-technologies/how-tos/canvas-use-clear-naming-conven...
Join a Self Sign-up Group

https://community.canvaslms.com/t5/Student-Guide/How-do-I-join-a-group-as-a-stu... Leave a Self Sign-Up Group

https://community.canvaslms.com/t5/Student-Guide/How-do-I-leave-a-group-as-a-st...

#### **Work Within Your Group**

Manage Groups as a Student Group Lead

https://community.canvaslms.com/t5/Student-Guide/How-do-l-manage-groups-as-ast...

Add an Announcement in a Group

https://community.canvaslms.com/t5/Student-Guide/How-do-l-add-an-announcement-i...

Create a New Group Page

https://community.canvaslms.com/t5/Student-Guide/How-do-I-create-a-new-page-in-

<u>...</u>

Use the People Page in a Course as a Student

https://guides.instructure.com/m/4212/l/230001-how-do-i-use-the-people-page-in-...

Create a Discussion in a Group

https://community.canvaslms.com/t5/Student-Guide/How-do-I-create-a-discussion-i...

View a Group Calendar

https://community.canvaslms.com/t5/Student-Guide/How-do-I-view-a-group-calendar...

Upload a File to a Group

https://community.canvaslms.com/t5/Student-Guide/How-do-I-upload-a-file-to-a-gr...

Submit an Assignment on Behalf of a Group

https://community.canvaslms.com/t5/Student-Guide/How-do-l-submit-an-assignment-...

Send a Message to Users in a Group in the Inbox as a Student

https://community.canvaslms.com/t5/Student-Guide/How-do-I-send-a-message-to-a-u...

#### **Use Collaborations as a Student**

Overview of Google Drive Integrations

https://it.umn.edu/services-technologies/how-tos/canvas-overview-google-drive

Start a Collaboration in a Group

 $\underline{https://community.canvaslms.com/t5/Student-Guide/How-do-I-start-a-collaboration...}$ 

Create a Google Docs Collaboration as a Student

https://community.canvaslms.com/t5/Student-Guide/How-do-I-create-a-Google-Docs-

<u>...</u>

Create Google Drive Collaboration as a Student (Google Apps Collaboration)

 $\frac{https://community.canvaslms.com/t5/Student-Guide/How-do-I-create-a-Google-Drive...}{Drive...}$