University of Minnesota

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
http://www.irrodl.org/index.php/irrodl/article/view/675/1271
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…
https://tophat.com/blog/overcoming-student-resistance-to-active-learning/

Understand How Groups Work in Canvas

Overview of Groups (Video)
https://community.canvaslms.com/t5/Video-Guide/Groups-Overview-Instructors/ta-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...

Understand Google Drive Integrations for Collaborations

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
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-create-gr...
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-w...
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-...
Send a Message to all Course Users (or Specific Groups) in the Inbox as an Inst...
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-send-a-message-to-...
Privately Respond to one Individual in a Group Message as an Instructor
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-privately-respond-...
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-w...

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)
https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-create-a-Google-Dr...
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://community.canvaslms.com/t5/Video-Guide/Groups-Overview-Students/ta-p/38…
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-I-view-my-Canvas-groups…
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-I-manage-groups-as-a-st…
Add an Announcement in a Group
https://community.canvaslms.com/t5/Student-Guide/How-do-I-add-an-announcement-i…
Create a New Group Page

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

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 a Student
https://community.canvaslms.com/t5/Student-Guide/How-do-I-create-a-Google-Docs-...
Create Google Drive Collaboration as a Student (Google Apps Collaboration)
https://community.canvaslms.com/t5/Student-Guide/How-do-I-create-a-Google-Drive...