

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...>

UMN Canvas Guide: Multi-Section Courses in Canvas

<https://docs.google.com/document/d/1AkaJ3IAFDfizZaIR1RrKiBuXpb3tPW3DmAvJzbYf3ms...>

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

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

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

<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-...>

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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-...>

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## **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**

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<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...>