

How to create workgroups for Canvas using Central

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To create a workgroup for Canvas, go to Central: <https://central.app.clemson.edu>. 1. Click on **+ Create** located in the upper right of the page. 2. Enter a Group Name. 3. Enter a Description for the group (Required). 4. Click on each resource you require for the group except contact Support Center to select **Canvas** for a Canvas workgroup. 5. Click **Save**. At this point you will be able to add users. To add a single member: 1. Enter the individual's username where it says **Add user by UserID**. 2. Select the role for the individual - default is Member. 3. Click **Add User**. 4. Click **Save**. To add/remove members after creation: 1. Search for your workgroup. 2. Click on **Edit Group**. 3. To add an individual follow instructions above. 4. To add multiple people click on **Batch Edit**, enter the usernames separated by commas, and click **Submit**. 5. Click **Save**. If you have more questions, email ITHELP@clemson.edu or call 864-656-3494.

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