

How to create group assignments in Canvas

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CREATE GROUP ASSIGNMENTS Here are instructions to first create a Group Set and individual Groups and then create the Group Assignment.

Create a Group Set: 1. Click on **People** in the Course Navigation menu. 2. Click on the **+Group Set** button. 3. In the Create Group Set pop-up, enter the name for the Group Set, select options as needed, then click **Save**.

Create Groups for the Group Set: 1. Click on **People** in the Course Navigation menu. 2. Click on the tab for the Group Set. 3. Click on **+Group**. 4. Enter the name of the group, the limit of students that can be in the group, then click **Save**. 5. Create as many groups as needed. 6. Drag and drop students from the Unassigned Students list into their respective groups.

Create the Group Assignment: 1. Click **Assignments** in the course Navigation menu. 2. Click **+Assignments**. 3. Enter the Assignment name, Points, etc and select **This is a Group Assignment**. 4. Leave **Assign Grades to Each Student Individually** unchecked unless each member of a group will receive an individual grade. 5. Select the **Group Set**. 6. Click on the **Assign To** box, select one of the Groups you created, enter a Due date and Available From and Until Dates. 7. To assign the Assignment to additional groups click on the **+Add** button and repeat step 6. 8. Once the Assignment is assigned to all groups, click on the **Save & Publish** button. If you have more questions about this, email ITHELP@clermson.edu or call 864-656-3494.

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