

## How to create group sets and groups in Canvas

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Here are instructions to create Group Sets and Groups in Canvas.

**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. 1. Click on **+Group**. 2. Enter the name of the group, the limit of students that can be in the group, then click **Save**. 3. Create as many groups as needed. 4. Drag and drop students from the Unassigned Students list into their respective groups. If you have more questions about this email [ITHELP@clemson.edu](mailto:ITHELP@clemson.edu) or call 864-656-3494.

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