

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@clemsn.edu or call 864-656-3494.

Online URL: <https://hdkb.clemson.edu/phpkb/article.php?id=967>