

Canvas Group Discussions

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CREATING GROUP DISCUSSIONS IN COURSES WITH CROSSLISTED SECTIONS

Students should be informed when sections have been crosslisted into one course whether by course syllabus, in an announcement, or other method. Students can opt out of sharing information. In the event of a student opting out of sharing information the instructor would be notified. Upon receiving the notification the instructor must create the Group Set with Group(s), and a discussion for each section following these instructions to be in compliance with FERPA regulations.

PART I. CREATE A GROUP SET AND GROUPS

1. Log in to your Canvas course.
2. Click on **People** in the course menu.
3. On the People page, click on the **+Group Set** button.
4. In the **Create Group Set** pop-up, enter the name for the Group Set, select options as needed, then **Save**.
5. Create at least one group for each Group Set by clicking on **+Group**.
6. In the Add Group box enter the name of the group, the limit of students that can be in the group, then **Save**.
7. Create as many groups as needed but at least one for each Groups Set.
8. Drag and drop students from the Unassigned Students list into their respective group set and groups.

PART II. CREATE THE GROUP DISCUSSION FOR EACH GROUP SET

1. Click on **Discussions** in the course menu.
2. Click on the **+Discussions** button.
3. Enter the Topic Title, Instructions, etc.
4. Select **This is a Group Discussion**.
5. Select the Group Set that was created earlier.
6. Set the **Available From** and **Until** dates/times.
7. Click on either the **Save & Publish** button or the **Save** button.

If you have more questions, email ITHELP@clermson.edu or call 864-656-3494.

