

How do I manually assign students to groups?

As an instructor, you can manually add students to a group in both published and unpublished courses. Alternatively, you can choose to [automatically assign students to groups](#) or create and assign students to groups by [importing a CSV file](#).

Note: In group assignments, all students should be assigned to groups before the assignment is published. Grades and submissions may be affected for students who were not in a group at the time of assignment submission but who were later added to a group.

Open People

Open People

In Course Navigation, click the **People** link.

Open Group Set

[Open Group Set](#)

Click the name of the group set.

Confirm Groups

[View Group](#)

Confirm you have created all the groups for this group set. If you need more groups, you can [create additional groups manually](#).

Manually Assign via Drag and Drop

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In the Unassigned Students section, find the student you want to add to a group [1]. Click the student's name and drag it to the group [2].

Manually Assign via Add Icon

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You can also click the student name **Add** icon [1] and select the group name [2].

View Groups

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Canvas will update the member count for that group to show the student has been added [1].

Continue to manually add students to groups until all students have been added.

To [expand the group](#) and view all group members, click the arrow icon next to the group name [2].

You can also [move students between groups](#) if necessary.

[Content retrieved from <https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-manually-assign-students-to-groups/ta-p/663>]

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