How do I manually create groups in a group set?

In a group set, you can choose to manually create groups. You can also automatically create groups in a group set or create 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.

Add Group Set

Add Group Set
Click the **Add Group Set** button.

Save Group Set

Save Group Set

Add a **Group Set Name** [1]. Select whether you would like to allow self sign-up [2]. Make sure the **Create groups later** option is selected from the Group Structure drop-down menu [3]. Then click the **Save** button [4].

Add Group

Add Group
Click the **Add Group** button.

Save Group

Save Group

Name the group by typing in the **Group Name** field [1]. If you want to limit groups to a specific size, enter the maximum number of group members in the **Group Membership Limit** field [2]. Click the **Save** button [3].

Note: If your group set allows self sign-up and you set a group limit for the entire group set, the group limit will apply to each individual group you create. The option above allows you to modify the limitations within an individual group, such as changing one group to allow a few more members than the other groups. However, at a later time if you decide to edit the entire group set and change the group set limitations, Canvas will override all member limitations created within individual groups.

View Group

View Group

To create another group, click the **Add Group** button [1]. You can create as many groups as you need. You can keep track of the groups by locating the groups counter [2].

Students can be assigned to groups manually, automatically, or by importing a CSV file.

Manage Group

Manage Group

To manage a group, click the group **Options** menu [1]. To edit the name of the group, click the **Edit** link [2]. To delete the group, click the **Delete** link [3].

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