

# Groups

## A STUDENT CANVAS GUIDE



This guide describes the following

- Finding groups in a course
- Joining a group
- Switch/leave group
- Finding groups from the dashboard
- Overview of group tools

## Finding groups in a course

First you must enter a course room. Click the **course card(A)**.

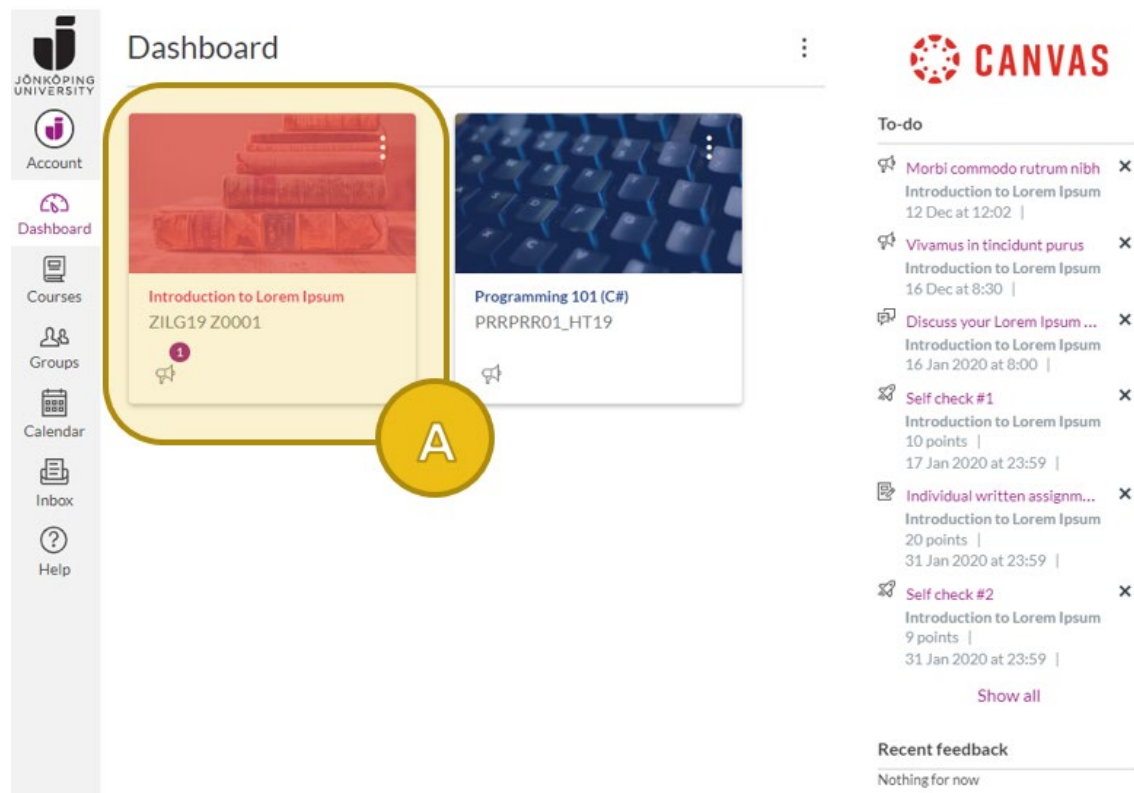


Figure 1: Canvas dashboard.

In the course room you click **People(B)** and then switch to **the Groups tab(C)**.

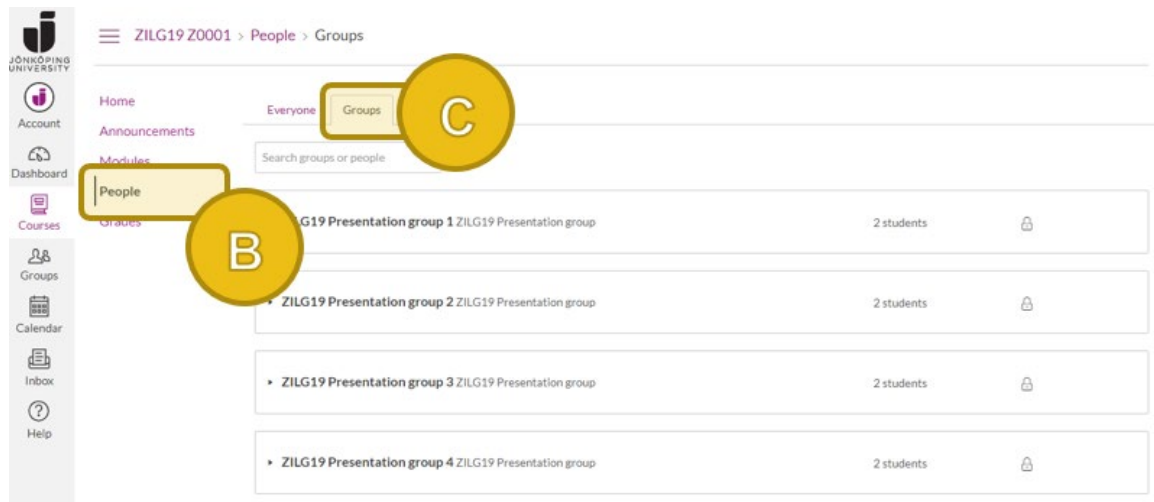


Figure 2: Groups tab on the People page.

Here you will see a list of all the groups in the course. This includes ones you are part of, ones you can join and other students' groups (that you cannot join).

## Joining a group

You can only join groups that your teacher has enabled for you. If such groups are available, you can see a purple link **JOIN** to the right of the group name. Click the link to add yourself to that group(**D**). If you would like to see other group participants before joining, click the **arrow** to the left(**E**).

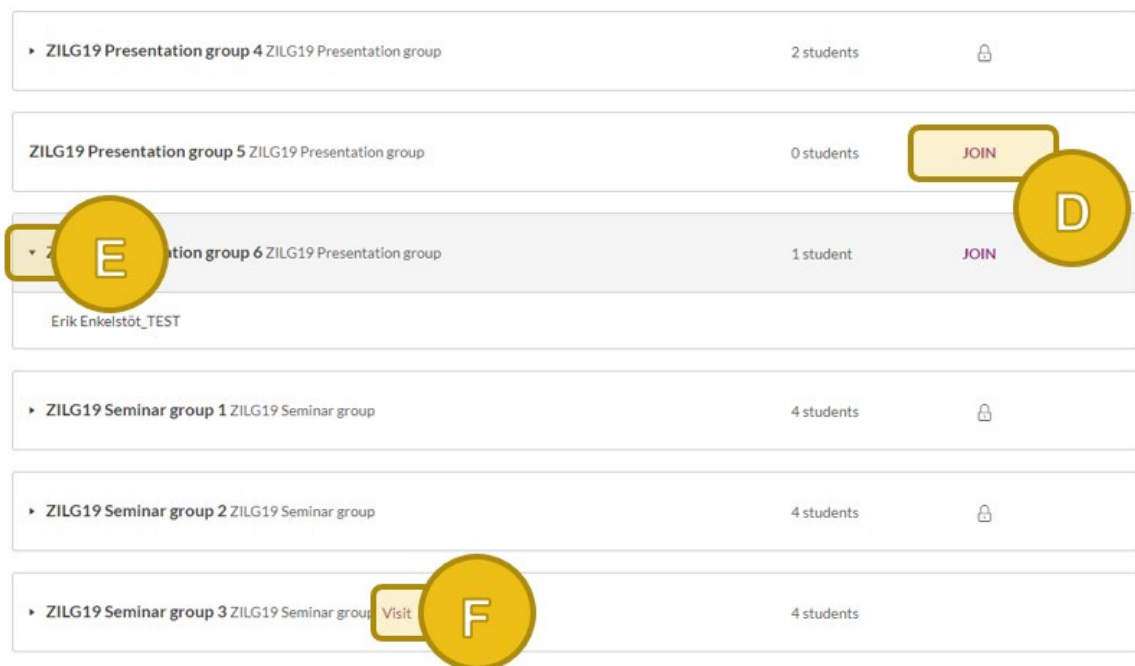


Figure 3: Joining a group and seeing current members.

The padlock icon means that the group is either full or does not allow self-sign-up. To enter your group space, you click **Visit(F)**. You must of course be part of a group to be able to do this.

## Switch/leave group

Once you have joined a group you are able to **leave(G)** or **switch to(H)** another one. These options become available only after you have first joined a group.

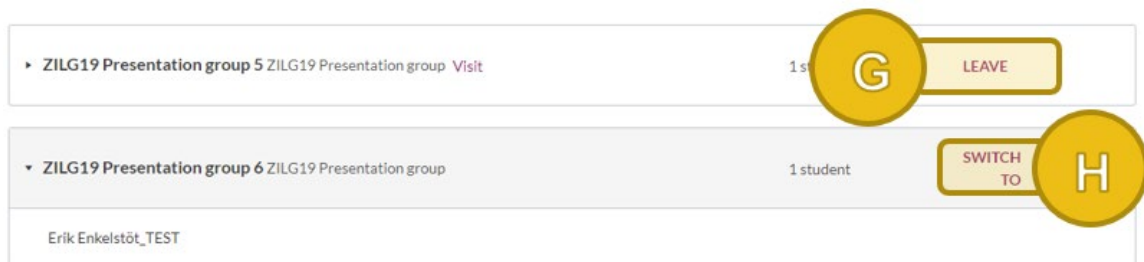


Figure 4: Leaving/switching group.

## Finding groups from the dashboard

Once you have been added to or joined a group in any course the **Groups** menu item(I) in the global navigation will be available for you. From here you can access your groups directly without having to enter a course room first.

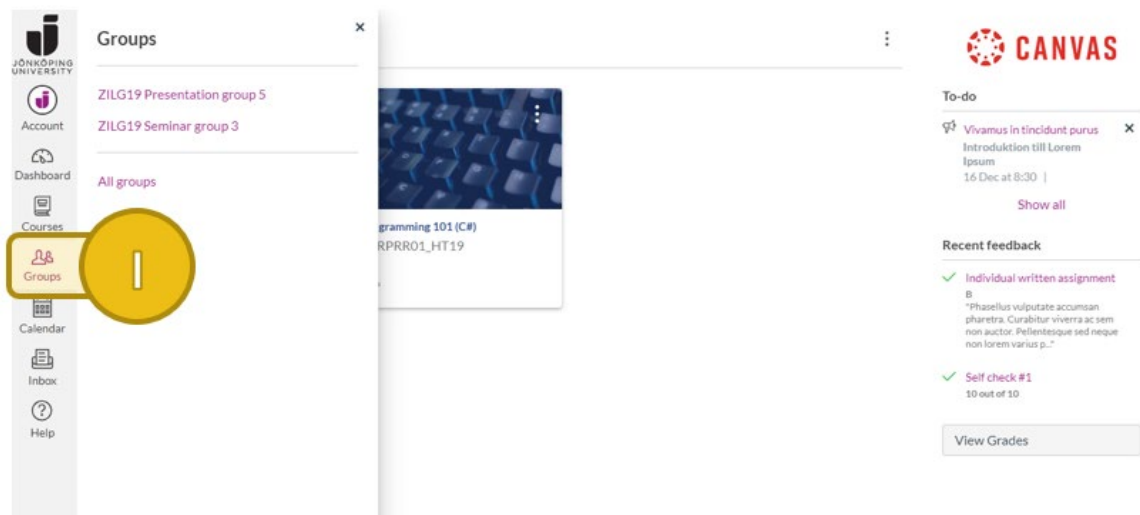


Figure 5: Find groups from the dashboard.

# Overview of group tools

Inside a groups' workspace you have the following tools(**J**) available.

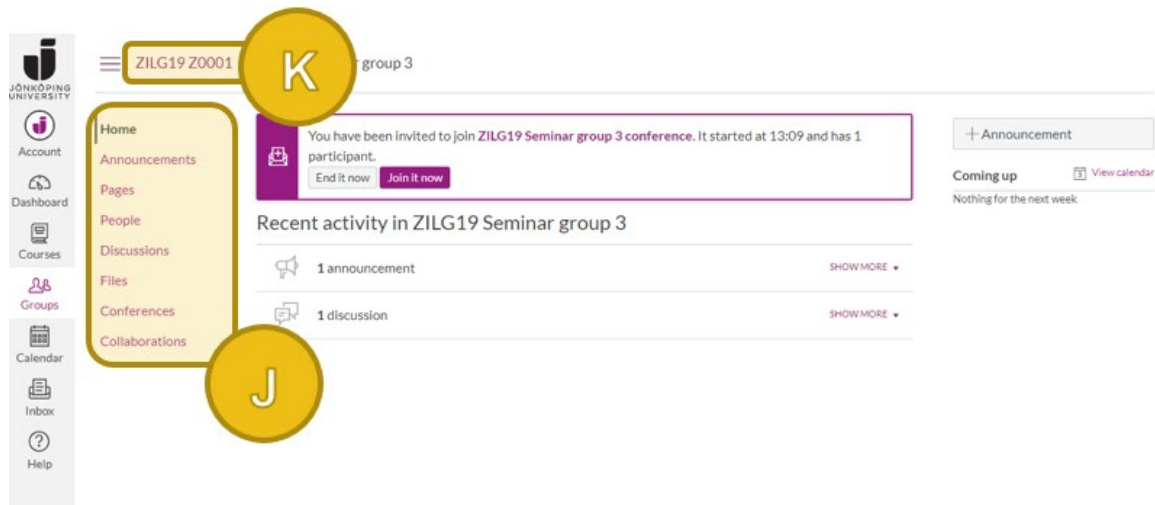


Figure 6: A groups workspace.

- Home: The groups' start page that the screenshot is showing. This page automatically shows a summary of announcements and discussions.
- Announcements: Group specific news feed.
- Pages: Create web content with text, image, audio and video.
- People: List of group members.
- Discussions: Group specific discussion threads.
- Files: Group specific files and folders.
- Conferences: Built-in online conference tool called BigBlueButton (not Zoom) that can be used directly in the browser.
- Collaborations: Work with Office365 or Google documents together in real time.

To go back to the course start page, you must click the **course code(K)**.