

# Using groups in Canvas

## A GUIDE FOR STUDENTS

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## Assignments

### Submit and verify

When a group is to submit an assignment in Canvas only one of the members need to make the submission. Just as with an individual assignment, the person that made the submission will see a confirmation on the assignment page with date, time, and a link to download the submitted document(s). The exact same confirmation can be seen by every member of the same group. Therefore, it is easy to verify that a submission has been made on behalf of the group and that it contained the correct file(s).

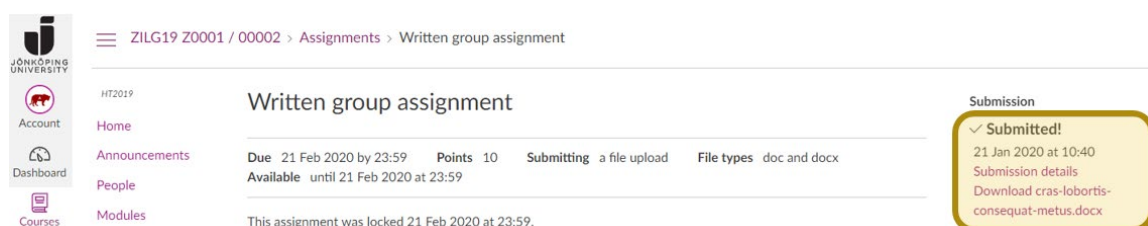


Figure 1: Confirmation of a submitted assignment is visible for all group members.

### Find/Download files

The most recently submitted file(s) for a group assignment can be accessed by each group member from the assignment page. Previously submitted files along with files the group has submitted for other assignments can be found using the **Files menu item within the group**. A folder called **Submissions** have been automatically created there. Each student can also access all their files (including group files) from **Account** (in the main menu) and then **Files**. There, one folder per course and group have been created and each of them have a **Submissions folder** (if assignments have been submitted).

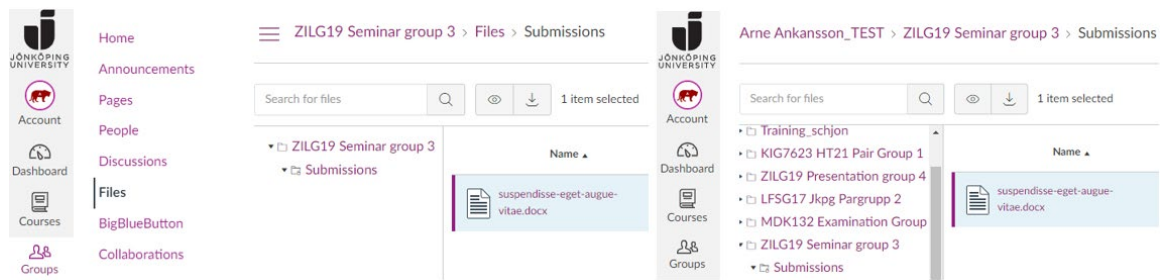


Figure 2: Files for a group (left) and for a user (right).

## Feedback

Feedback in the form of comments on submissions and annotations in documents can for group assignments be found in the same way as individual assignments. Head to the **submission details** page using either the assignment page or the **Grades** page (in the course menu). You will *not* be able to view any feedback by downloading documents as described in the previous heading.

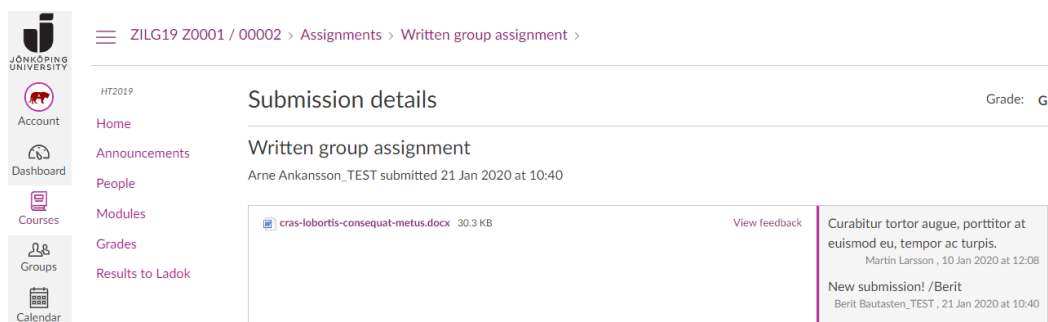


Figure 3: Submission details and comments from teachers and students.

## Planning

### Teacher appointments

If your teacher has published available appointments in Canvas, you and your group can book a time slot the same way you do with slots for individual students. The only difference is that the slot will only be shown in the groups calendar and not your personal Canvas calendar or the course calendar.

To book an appointment, go to the **course** and the click **View course calendar** on the right side and then the button **Find appointment**.

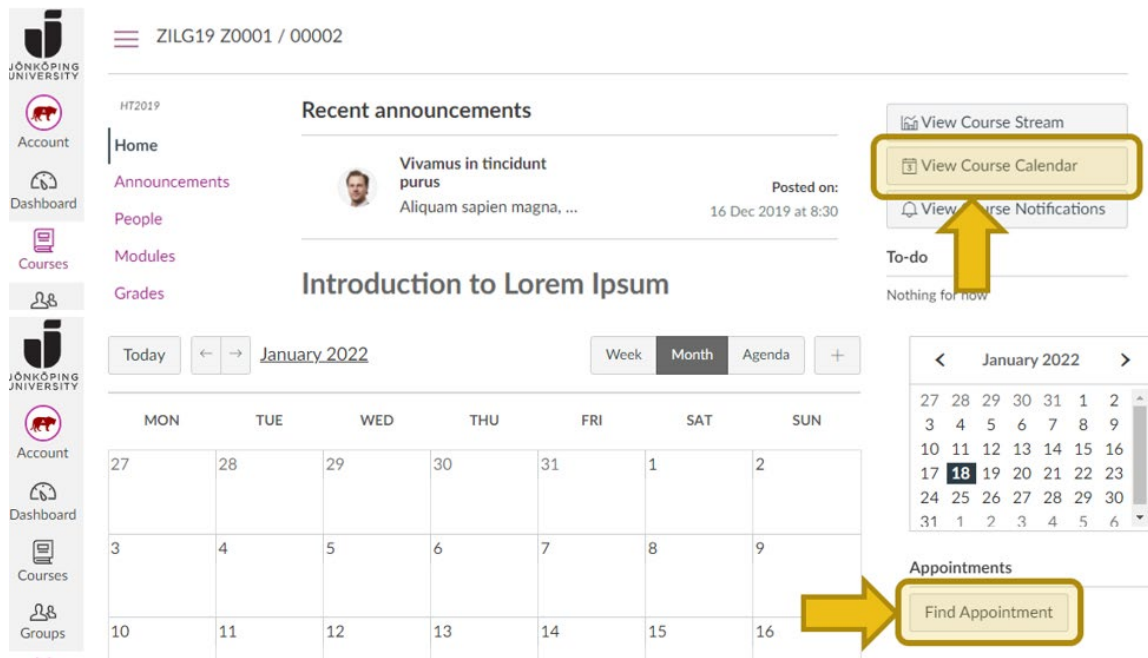


Figure 4: To view available appointments one must first View course calendar and then click Find appointments.

The available appointments will be shown, and you click any of them to book a slot. Click **Close** under **Meetings** to exit the booking mode. Then it is important that you do not forget to **toggle the groups calendar**, otherwise the booked appointment will not be visible in the calendar view.

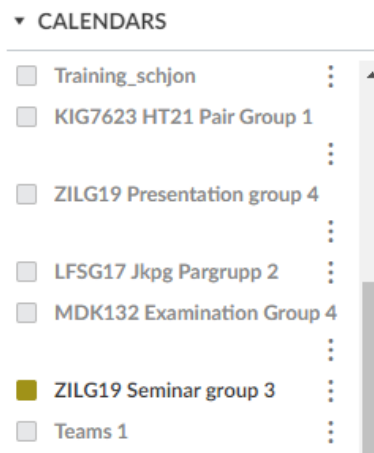


Figure 5: Don't forget to toggle your group calendar!

If you subscribe to your Canvas calendar all events will be included, regardless of whether it is an event for you, a course, or a group.

## Other events in the calendar

Apart from booking appointments that your teacher has published, your group can also use the Canvas calendar to manage your own events – for example setting deadlines for a draft of a paper or study group meetings. Click the **plus button** in the calendar to create new events.

Edit event ×

Event My To Do

Title:

Date:

From:  to

Location:

Conferencing:

Calendar:  ▼

Figure 6: You and your group members can create events in your calendar.

## Discussing

### Discussion assignments

If a teacher has assigned a discussion assignment to your group, you can find the discussion thread from either **Modules** and/or **Discussions/Assignments** depending on whether it is graded and how your teacher have designed the course room. You will only be able to access the discussion thread that applies to your group. The same thread can be reached from the **group page** and then **Discussions**.

The screenshot shows a course page for HT2019. On the left is a sidebar with navigation options: Home, Announcements, People, Modules, Grades, Account, Dashboard, and Courses. The main content area displays a list of topics under 'Topic 4: The effects of Lorem Ipsum'. The topics are: 'The effects of Lorem Ipsum' (Viewed), 'Group Discussion: Pros/Cons' (28 Feb 2020 | 10 pts | Submitted), and 'Presentation' (5 Mar 2020 | 5 pts | Scored at least 5.0). The 'Group Discussion: Pros/Cons' item is highlighted with a yellow box.

Figure 7: Find group discussions from Modules (if your teacher is using this).

The screenshot shows a group page for 'ZILG19 Presentation group 4'. On the left is a sidebar with navigation options: Home, Announcements, Pages, People, Discussions, Files, Groups, and BigBlueButton. The main content area displays a list of discussions under 'Discussions'. The discussions are: 'Group Discussion: Pros/Cons - ZILG19 Presentation group 4' (Last post at 10 Jan 2020 at 12:00, Was locked at 28 Feb 2020 at 23:59, Due 28 Feb 2020 at 23:59) and 'Closed for comments'. The 'Group Discussion: Pros/Cons - ZILG19 Presentation group 4' item is highlighted with a yellow box.

Figure 8: Find the same discussion in your group area.

### The groups own discussions

To create your own discussion threads (that doesn't require an assignment or any other course connection), you head to your **group page** and then click **Discussions**. From there, each member

has the permission to create new discussions using the **+ Discussion** button. Your teacher can see the contents of your discussions but must manually visit each group page to find them.

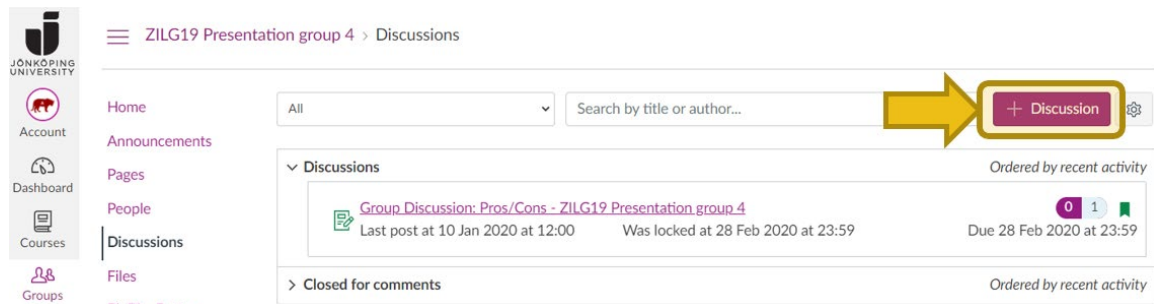


Figure 9: In your group you can create your own discussions.

## Communicating

### Announcements

You and your group members can post announcements for your group in the same manner that your teacher posts announcements to the course. Only group members and teachers can see the group announcements.

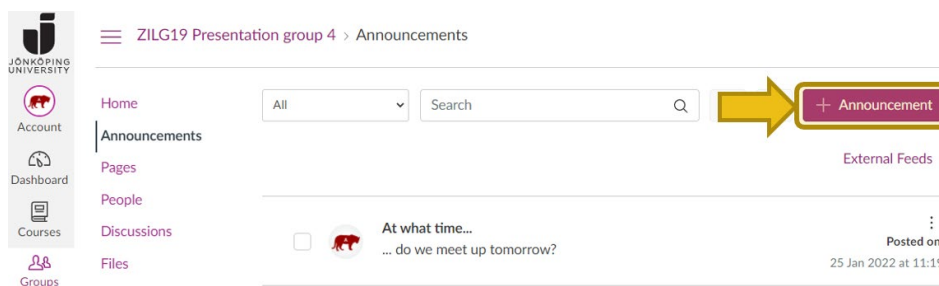


Figure 10: You and your group members can add announcements.

### Messages

In addition to announcements, you can send messages to your group members. Messages appear in the recipients Inbox in Canvas and copies are also sent as e-mails (if those notifications have not been turned off).

To send a message to a group, go to **Inbox** in the Canvas main menu and click **Compose new message** at the top right. For the course option, you can select your group and then the members as recipients.

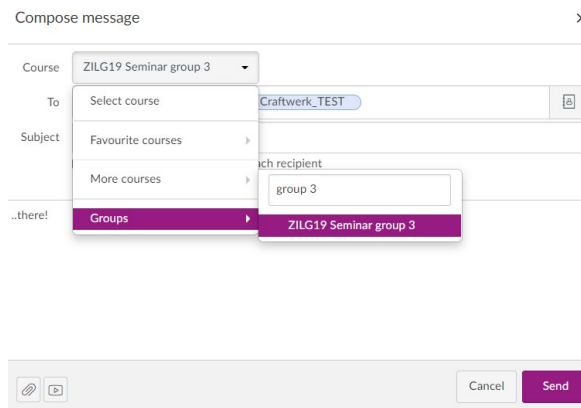


Figure 11: The Canvas inbox can manage groups and not only courses.

## Working with documents

### Files

As a student, you are not allowed to make changes to any folder in the courses files. However, your group has a file storage of its own where you can upload documents. Unfortunately, there is no way to collaborate on documents in real time using Canvas. Each document must be downloaded, edited, and then re-uploaded by a group member. See next topic for better alternatives.

Submissions for any group assignment are automatically stored in a Submissions folder.

## Collaborating using Teams, Office and Zoom

To communicate and collaborate on documents in real time there are tools much more well suited than Canvas. Using Office365 services or Zoom, your group can have online meetings, chat, edit documents together, collaborate on a digital whiteboard, organise/plan your tasks and much more. A good starting point is to get familiar with Teams – from there a lot of collaboration and communication can be managed.

- [About Office, IT Helpdesk \(JU\)](https://ju.se/en/it-helpdesk/faq---manuals/programs/office-365.html)<sup>1</sup>
- [About Teams, IT Helpdesk \(JU\)](https://ju.se/en/it-helpdesk/faq---manuals/programs/office-365/teams.html)<sup>2</sup>
- [List of Office apps \(office.com\)](https://www.office.com/apps)<sup>3</sup>
- [Learn to use Office apps with AddSkills Online \(online.addskills.se\)](https://online.addskills.se/local/iomad_signup/login.php?id=116&code=JonkopingUniversity)<sup>4</sup>
- [About Zoom, IT Helpdesk \(JU\)](https://ju.se/en/it-helpdesk/faq---manuals/programs/zoom.html)<sup>5</sup>

<sup>1</sup> <https://ju.se/en/it-helpdesk/faq---manuals/programs/office-365.html>

<sup>2</sup> <https://ju.se/en/it-helpdesk/faq---manuals/programs/office-365/teams.html>

<sup>3</sup> <https://www.office.com/apps>

<sup>4</sup> [https://online.addskills.se/local/iomad\\_signup/login.php?id=116&code=JonkopingUniversity](https://online.addskills.se/local/iomad_signup/login.php?id=116&code=JonkopingUniversity)

<sup>5</sup> <https://ju.se/en/it-helpdesk/faq---manuals/programs/zoom.html>