

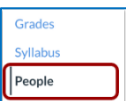


### Manually Create a Group Set

In a group set, you can choose to manually create groups. You can also [automatically create groups in a group set](#).

**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.

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



Click the **Add Group Set** button.



**Create Group Set**

1 Group Set Name

2 Self Sign-Up  Allow self sign-up [?](#)  
 Require group members to be in the same section

Group Structure  Split students into  groups  
3  I'll create groups manually

4

Add a name for the group set [1].

Select whether you would like to [allow self sign-up](#) [2].

Make sure **I'll create groups manually** option [3] is selected.

Then click the **Save** button [4].

Click the **Add Group** button.

Everyone Project Group

Unassigned Students (7) Groups (0)

Search users

There are currently no groups in this group set. Add a group to get started.

Emily Boone +  
Jessica Doe +

**Add Group**

1 Group Name

2 Limit groups to  members (Leave blank to use group set max)

3

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 **Limit groups to** 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, later 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.

Everyone Project Group

Unassigned Students (7) Groups (1) 2

Search users

History Project Group 0 students

Emily Boone +  
Jessica Doe +

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](#) or [automatically](#).

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].

