Canvas Quick Guide for Students - Groups

This quick guide will provide a brief overview for students on how to set up basic settings and introduce Canvas’ feature of Groups.

Announcement:

To send announcements out to your specific group:

1. On the Canvas main page, click on Groups.
2. Click on the selected Group to create an Announcement.

3. The page will redirect to the Group’s Homepage, shown as “Recent Activity”.

4. If you have Announcements, the page will display them in a box titled "Recent Activity in Discussion Group 1". If you do not have any announcements, the box will read "No Recent Messages. You don’t have any messages. You’ll see this screen participating in your courses you’ll see this screen with updates, private messages between you and others.”
4. On the right corner of the frame, click on “+ Announcement”

5. Another option to make a new Announcement is on the left panel of the Group Homepage. Click on “Announcements” then click on the blue button on the middle screen “+ Announcement”.
6. On the right-side panel, there is an option to insert links, files, or images to announcement.

![Insert Content into the Page]

**Edit Announcements**

To make edits in an announcement:

1. To make any changes to the announcement created, click on Announcements on the left panel of the Group Homepage.

![Recent Activity in Discussion Group 1]

2. The same user can only make editing changes to the Announcement that is created.
3. Click on the Announcement to be edited.
4. On the right corner click on the “Edit” button with a pencil to make changes.
5. On the right corner click on the “ ” to mark all as read or delete the announcement.

Pages:

To create a page in the specific group:

1. On the Canvas main page, click on Groups.
2. Select the desired group name.
3. Now, click on pages as shown below.
4. Next, click on “+Page” button in the top right corner to create a new page. This will open the page creation menu as shown below.

**People:**

To view the people in the specific group:

1. On the Canvas main page, click on **Groups**.
2. Select the desired group name.
3. Now, click on people as shown below. This will show a list of all group members as well as a list of teachers and TA’s present in the course.

Discussions:

1. To start a discussion with a Group, click on “Groups”.
2. Click on the selected Group to start a new discussion.

3. On the left panel under the Group name, click on “Discussions”
4. Click on “+ Discussion”

5. To allow threaded replies, click on the “Allow threaded replies”.

6. Click **Save** to post the Discussion to the Group.