

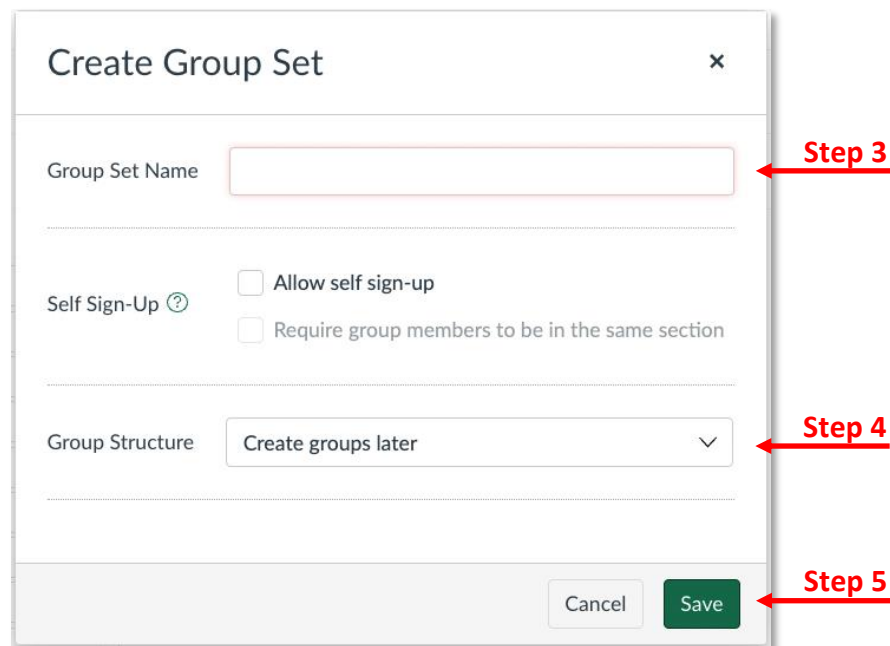
## Creating Student Groups in Canvas for Grading

### Adding a Group Set

1. Click **People** in the left-hand navigation.
2. Click **+Group Set** in the upper right-hand corner.



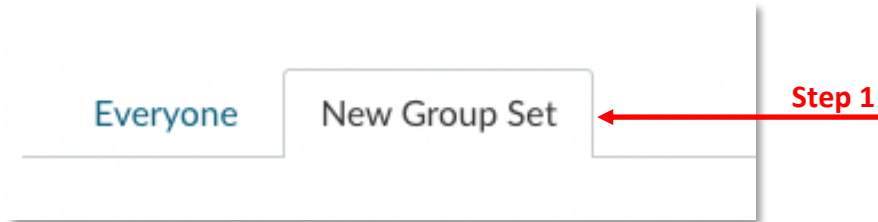
3. Enter a *Group Set Name*.
4. Ensure the *Create Groups Later* option is selected from the drop-down menu.
5. Click the **Save** button.

A screenshot of the 'Create Group Set' dialog box. The title bar says 'Create Group Set' with a close button (x). The form has the following fields:

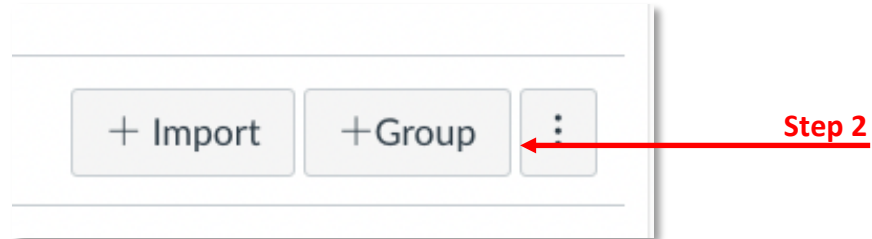
- 'Group Set Name' with an empty text input field, indicated by a red arrow labeled 'Step 3'.
- 'Self Sign-Up' section with two checkboxes: 'Allow self sign-up' (unchecked) and 'Require group members to be in the same section' (unchecked).
- 'Group Structure' with a dropdown menu showing 'Create groups later', indicated by a red arrow labeled 'Step 4'.
- At the bottom right, there are 'Cancel' and 'Save' buttons, with a red arrow labeled 'Step 5' pointing to the 'Save' button.

## Add a Group

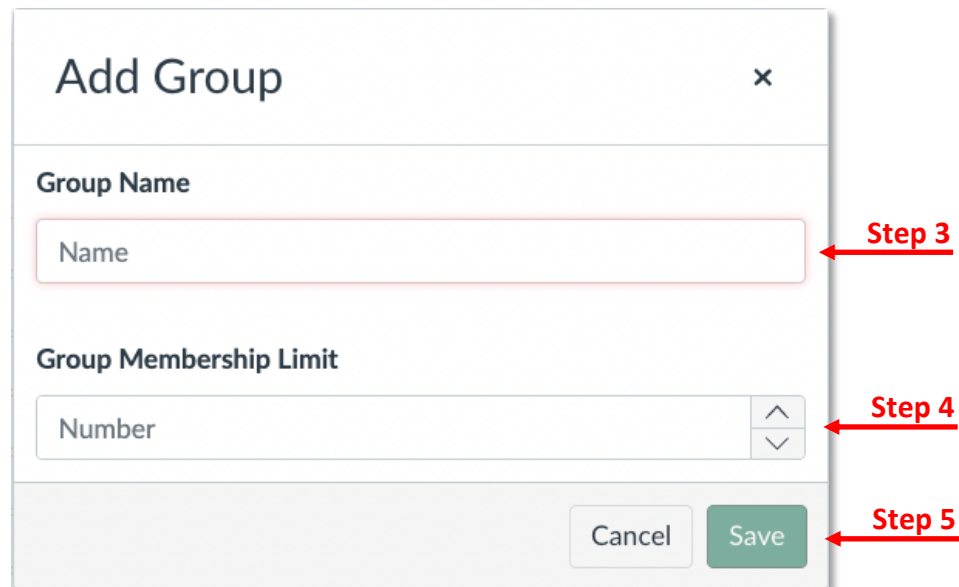
1. Click on the name of the group set you created in the tabs at the top.



2. Click the **+Group** button.



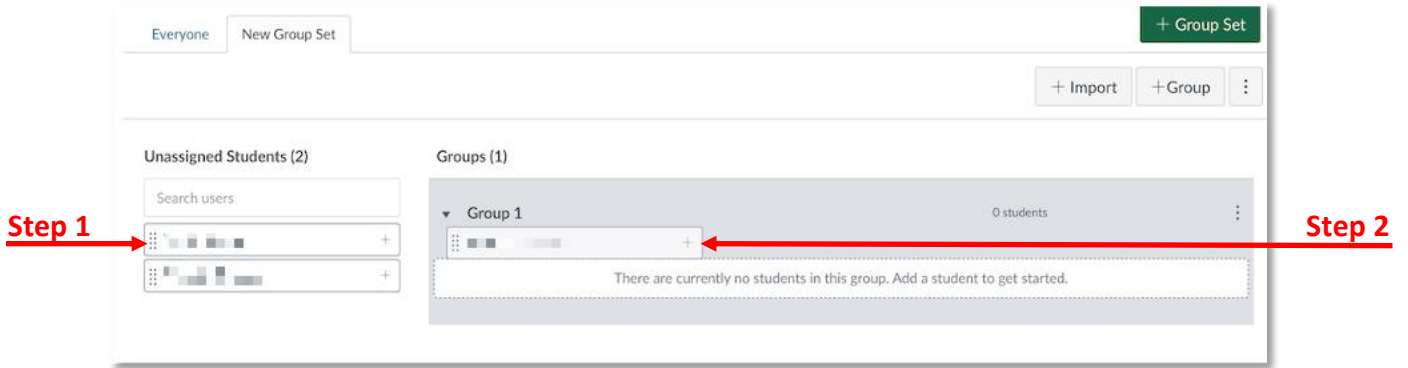
3. Name the group.
4. Enter the maximum number of group members in the *Group Membership Limit* field.
5. Click the **Save** button.



A screenshot of a dialog box titled 'Add Group'. It contains two input fields: 'Group Name' with a placeholder 'Name' and 'Group Membership Limit' with a placeholder 'Number' and up/down arrows. At the bottom are 'Cancel' and 'Save' buttons. Red arrows point to the 'Name' field (Step 3), the 'Number' field (Step 4), and the 'Save' button (Step 5).

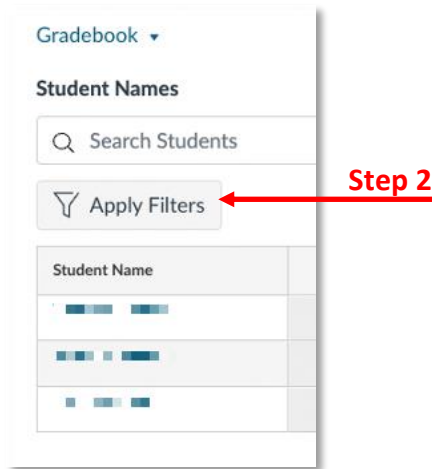
## Add Students to a Group

1. In the *Unassigned Students* section, find the student you want to add to a group.
2. Click and hold on the student's name then drag it to the appropriate group.

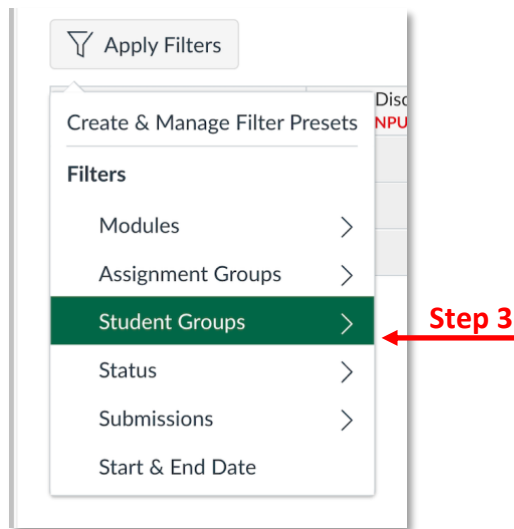


## Grading Using Student Groups

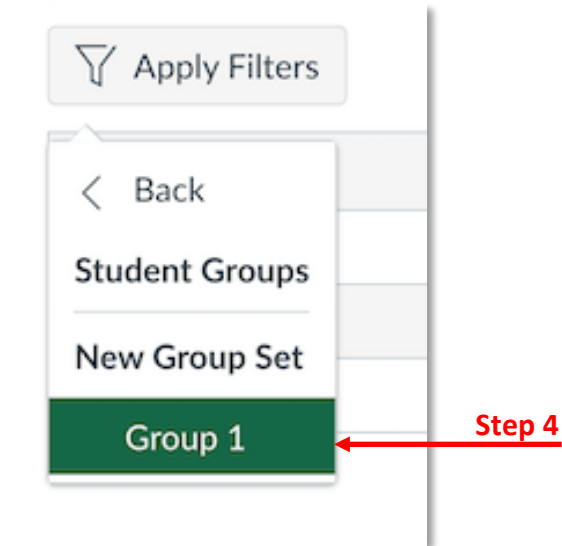
1. Click **Grades** in the left-hand navigation.
2. Click **Apply Filters**.



3. Click **Student Groups**.



4. Click the name of the group of students you would like to grade.



5. Click the appropriate assignment for the student and either enter the grade or go to the Speed Grader to view and grade the assignment.

