DO NOT PUBLISH THIS PAGE - INSTRUCTOR'S NOTES ON CREATING GROUPS & PUBLISHING DISCUSSIONS

WARNING!!

Do **NOT** select the Discussion's "This is a Group Discussion" setting (Step 2) **OR** publish a group discussion (Step 3) until:

1. Everyone has joined a group**. This must be completed before step 2.**
2. **Once everyone has joined a group, then**, the instructor can open the Discussion and select "This is a Group Discussion" and the appropriate "Group Set". **This must be completed before step 3.**
3. **Once the Discussion Group settings are completed, then**, the instructor can publish the Discussion.

The three steps above **MUST BE** completed sequentially EACH AND EVERY SEMESTER!

- If a Discussion was copied from the prior semester, the Discussion's "This is a Group Discussion" setting must be unchecked for the new semester.
- The instructor will also need to unpublish a Discussion to prevent postings (which will prevent the Group selection option).
- The instructor CANNOT select the "This is a Group Discussion" and appropriate "Group Set" (e.g., "Social Justice" group category) until everyone in the current class is assigned to a group.
- The instructor CANNOT publish a group discussion until steps 1 and 2 have each been sequentially completed.

Instructions on Creating Group Discussions, etc.

How to Create Groups

To create groups within the Webcourse, I go to "People" and Create a "Group Set" called "Social Justice".

- Within the group set, I create 5 groups.
- I permit students to self-select their group. (Make sure self-sign up is enabled, and that the system is not preventing self-selection.)
- Students are required to stay in the same section for group discussions once the discussions are published.
  - As a reminder, "Please ensure all students have been added to a group **before** assigning a group set to the group discussion.
- See Canvas instructions at **How do I add a group set in a course? (https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-add-a-group-set-in-a-course/ta-p/693)**
- For more Canvas instructions on "Groups" see the weblink at **Canvas Instructor Guide Table of Contents   (https://community.canvaslms.com/t5/Instructor-Guide/tkb-p/Instructor#Groups)** .

How to Create Group Discussions

To create a group Discussion:

- See Canvas instructions at **How do I assign a graded discussion to a course group (https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-assign-a-graded-discussion-to-a-course-group/ta-p/1070)** .
- For more Canvas instructions on "Discussion" see the weblink at **Canvas Instructor Guide Table of Contents   (https://community.canvaslms.com/t5/Instructor-Guide/tkb-p/Instructor#Groups)** .

Student Self-Selections: Creating an Assignment to Remind Students to Join a Group

Since I allow students to select their project groups, many need to be reminded via the Canvas "to do" list. Accordingly, I create an Assignment page with the link to the **Course Group (https://webcourses.ucf.edu/courses/1411209/groups#tab-72277)** .

- By creating an Assignment worth 0 points, students are prompted by Canvas to meet the due date.
- Students can sign up with a group.
  - Refer them to Canvas instructions on **How do I view all groups in a course as a student? (https://community.canvaslms.com/t5/Student-Guide/How-do-I-view-all-groups-in-a-course-as-a-student/ta-p/353)**
- If students do not sign up, the instructor can message them individually.
  - See Canvas instructions at **How do I message students who have not signed up for a self-sign-up group?   (https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-message-students-who-have-not-signed-up-for-a-self-sign/ta-p/1105)**

- I inform them that if they do not select a group by a given deadline, I will select their group for them.
- If they do not sign up by the given deadline, I add them to a group that seems relevant to their capstone project.

Double Check the Discussion Immediately Prior to or After Publishing

After everyone following steps 1-3 at the top of this page, make sure each Group has their own Webcourse shell or Group Homepage.

- If done correctly, Discussion should list the Groups in a blue box at the top, as shown on **How do I create a group discussion in a course?** **(https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-create-a-group-discussion-in-a-course/ta-p/911)**
- Also, Groups are given their own Webcourse shell or "Group Homepage" like a separate course.
  - If you created the Groups and Discussion correctly, you can click on a Group's name at the top of the Discussion to get to the Group's Discussion in their Webcourse shell.
  - Alternatively, you can go to People (in the original Webcourse shell) and click on dot choices next to a Social Justice group. Then, select "Visit Group Homepage" to find the Group's Webcourse shell.

If students start posting to a Discussion that is not properly formatted into Groups, the Discussion cannot be changed! So double-check!!!

Instructing Student on Finding their Group's Webcourse Shell

In addition to following steps 1-3 and making double-checking to see the Discussions have their own Webcourse shell or Group Homepage:

- I create and publish a Webcourse page to let students know the Discussions are open and to instruct them on finding their group Discussions.
- Accordingly, the Webcourse page states:
  - Your social justice group's discussions have been given their own **separate Webcourse shell** outside of this regular course shell.
  - You can find your social justice group's shell under "Groups" at the far left of your Webcourse screen (See **How do I view my Canvas groups as a student (https://community.canvaslms.com/t5/Student-Guide/How-do-I-view-my-Canvas-groups-as-a-student/ta-p/281)** .)
- I also remind them of the purpose of the Discussions to prepare for their Final Papers/Projects.