Quick Guide: How to Enroll in a Group

Groups are useful resources that support student collaboration and information sharing in an ELMS course space. There are two kinds of groups in ELMS: student-created and instructor-generated.

Create Your Own Group

Instructors can enable students to create their own groups. In such cases, all group resources—file storage, discussion forums, wiki pages—are available to members; however group activities are not tied to the gradebook.

1. Hover over the Courses (& Groups) menu in the Canvas dashboard, and click on the course in which you would like to create a group.

2. Click on the People link in the left Navigation menu.
   Note: If your instructor has disabled the link, you will not be able to access groups.
3. Click on the “View User Groups” button on the right hand side of the page.

4. Click the “Start a New Group” button on the right hand side of the page.

5. Type in a group name, and click the box next to the names of students you would like to invite. Click the “Joining” drop-down menu to choose membership options (invite-only or open to all). Click the “Create Group” button after you are finished.

Join a Self-Enrollment Group

1. Follow steps 1-3 from above. If your instructor has created self-sign up groups, you will see a list of “Available Groups”. Click the join this group link to join.
Access an Instructor-Generated Group

1. Your instructor may create groups and assign students to them. In this case, you will see a link to the group in which you have been enrolled when you click on the “View User Groups” button.

Another way to access a group in which you are a member is to hover over the Courses & Groups menu in the Canvas global dashboard, then click on the link representing your group’s name.