Canvas Guide: Non-Course Group Setup

Purpose

The purpose of this guide is to provide a brief guide for setting up and administering free-standing non-course groups within Canvas.

Overview

- Non-Course Groups may be created on request of staff or faculty by filling out and submitting the Terms of Use for Canvas Non-Course Groups & Request Form
- Non-Course Groups in Canvas provide the same tools as regular courses
  - After logging into Canvas, select “Help” and “Find Answers” for online guides and workshop schedules to begin learning the Canvas interface
  - Group Administrators are also encouraged to attend regular Faculty Canvas Workshops provided by CDLI. Topics covered in these sessions overlap with many uses of Non-Course Groups
- Available Non-Course Group roles include:
  - Group Administrators/Instructors makes all changes such as creating content pages, uploading files and adding other members
  - Group Participants/Students do not have ability to make changes to the site such as adding content pages, but are able to take part in discussions, download files, etc.
  - Tutors can only message individual students, view discussions (but not post to discussions), and view student group pages inside a Non-Course group site
- User login procedures for Canvas require that members of Non-Course Groups have an active SU email.
- Non-Course Groups will be audited for inactivity. Please email cdli@seattleu.edu to let us know you no longer need your Non-Course Group site in Canvas.

...checklist on next page
Non-Course Group Set-up Checklist

After logging into Canvas, click “Help” and then select “Get Support” and “Find Answers” to register for in-person workshops, and view online guides and to begin learning the Canvas interface. Here’s a checklist of quick tips as you begin setting up your Non-Course Group site:

- Change home page layout to “Pages Front Page” to create a landing page with instructions on what you want your participants to do while they are using your Non-Course Group site
- Set up a folder structure on your computer, thumb-drive or network drive space and upload documents to Files as needed
- Organize files for group participants using Modules
- Hide unneeded site navigation items, such as Assignments and Grades, to make navigation easier for your group participants
- Add members to your group:
  - Click “People” in the left-hand navigation bar, then click “+ People” and enter SU email addresses in the pop-up box (up to 50 addresses at a time)
  - Assign the appropriate role for the individuals
  - Click the “Next” button inside the pop-up box, and then click the “Add Users” button once email addresses are validated
  - Non-Course Group invitation emails will be sent to these individuals. They can also accept your invitation on their personal Dashboard after logging into Canvas
- Publish your Non-Course Group so that it is visible to Group Participants. Group Participants will not be able to log into the Non-Course Group site until it is published.
- Create a welcome announcement with instructions on how to log into Canvas and find the Non-Course Group site. Create the announcement after publishing your course, and after participants have accepted the invitation. Announcement emails will not be sent until after you publish the site, and participants have accepted the site invitation.
## Revision History

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Description of change</th>
<th>Author</th>
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<tbody>
<tr>
<td>1.0</td>
<td>08/20/2013</td>
<td>Initial version</td>
<td>J. Buell</td>
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<tr>
<td>2.0</td>
<td>10/15/2013</td>
<td>Revised and expanded with checklist</td>
<td>J. Buell</td>
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<tr>
<td>2.1</td>
<td>11/27/2013</td>
<td>Updated with revised procedures</td>
<td>M. Anthony</td>
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<tr>
<td>2.2</td>
<td>05/01/2014</td>
<td>Update to provide clarification on group enrollments</td>
<td>M. Anthony</td>
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<tr>
<td>3.0</td>
<td>10/16/2014</td>
<td>Updated home page creation steps. Revised to include links to relevant help guides</td>
<td>M. Anthony</td>
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<tr>
<td>4.0</td>
<td>12/17/2014</td>
<td>Updated for Help Center migration</td>
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<tr>
<td>5.0</td>
<td>1/22/2016</td>
<td>Updated Overview info for Terms of Use form &amp; role explanations</td>
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<td>Revised for CDLI Help Center</td>
<td>M. Anthony</td>
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