

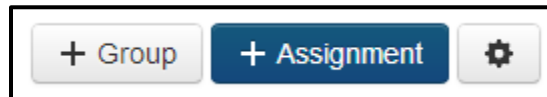
Creating Assignments in Canvas

Assignments in Canvas include quizzes, graded discussions, and online submissions.

To create an assignment

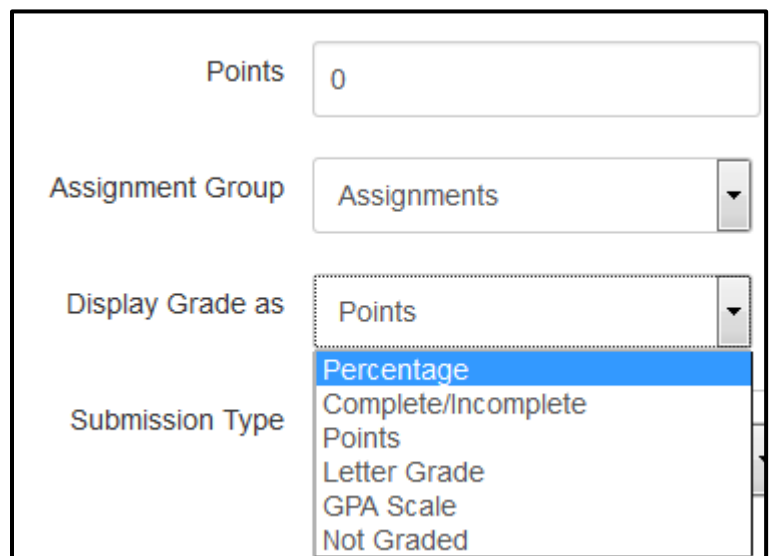
- Log in to Canvas and select the desired course.
- From the menu on the left, click **Assignments**.

- Click **+Assignment** to add an assignment.



- Enter the name of the assignment.
- Enter a description if desired.
- Enter the number of points the assignment is worth.

- Click the Assignment Group dropdown to select an assignment group other than the default "Assignment."
- Click the Display Grade dropdown to choose how the assignment will be graded:
 - Percentage
 - Complete-incomplete
 - Points
 - Letter Grade
 - Ungraded

A screenshot of the Canvas assignment creation form. It shows four fields: 'Points' with a text input containing '0'; 'Assignment Group' with a dropdown menu showing 'Assignments'; 'Display Grade as' with a dropdown menu showing 'Points' and a list of options including 'Percentage' (highlighted in blue), 'Complete/Incomplete', 'Points', 'Letter Grade', 'GPA Scale', and 'Not Graded'; and 'Submission Type' which is currently empty.

- Click the Submission Type dropdown to choose how students should submit the assignment on paper or online thru Canvas.

- If the submission type is online, choose the type(s) of submissions you will accept.

Submission Type: Online

Online Entry Options

- Text Entry
- Website URL
- Media Recordings
- File Uploads

- Check the Group Assignment box if students will be collaborating as a group on the assignment.
- Check the Require Peer Reviews box if a peer review is required before the assignment can be submitted.

Group Assignment: This is a Group Assignment

Peer Reviews: Require Peer Reviews

- The assignment is assigned to everyone in the class by default. To assign it to individual students, click the X next to Everyone and click the names of students needing the assignment.

Assign

Assign to: Everyone X

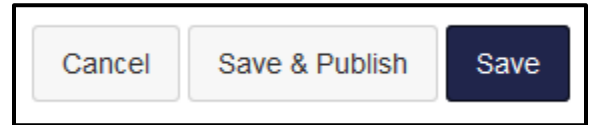
Due: [Date Field] [Calendar Icon]

Available from: [Date Field] [Calendar Icon] until [Date Field] [Calendar Icon]

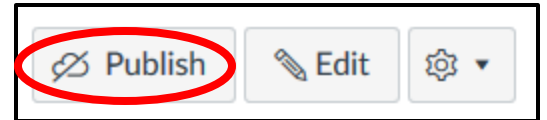
+ Add

- Enter a due date.
- To make the assignment available only during a certain time period, enter the dates in the Available from section.
- Click the Notify users that this content has changed box to let your students know you've made changes to the assignment details.

- Click **Save** at the bottom of the page to save your work or click **Save & Publish** to make the assignment visible to students (students will not see the assignment if it is not published).



- To publish the assignment later, click Assignments from the menu on the left, then click the gray cloud next to the assignment.



The assignment will appear on the Assignments page, on the calendar, on the syllabus page, and in the gradebook.