



# CREATING AN ASSIGNMENT IN CANVAS

## ADD A NEW ASSIGNMENT TO YOUR COURSE

- 1** Click on **Assignments** from the course navigation on the lefthand side.
- 2** Click **+Assignment** at the top-right corner.

The screenshot displays the Canvas LMS interface. On the left, a navigation menu lists 'Fall 2019', 'Home', 'Syllabus', 'Announcements', 'Modules', 'Grades', and 'Assignments'. The 'Assignments' menu item is highlighted with a red box and a red circle containing the number '1'. In the top right corner, there is a search bar labeled 'Search for Assignment' and a '+ G' button. Next to it is a '+ Assignment' button, which is also highlighted with a red box and a red circle containing the number '2'. Below these elements, a 'Sample' section is visible, containing two items: 'Sample Assignment' (due Jul 1 at 11:59pm | 10 pts) and 'Sample Quiz', both with green checkmarks and three-dot menu icons.

# ENTER ASSIGNMENT DETAILS

- 3** Give your assignment a **name** in the top box.
- 4** Enter any **assignment details** (e.g., description, instructions, documents) in the text box (Rich Content Editor).
- (**5** If you would like to attach files, you can select the file from the **Documents** icon.)

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Assignment Name 3

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## CONFIGURE ASSIGNMENT SETTINGS

*Below the Rich Content Editor are assignment settings that you can select to fit your assignment's specific needs and configuration.*

The screenshot shows the assignment settings interface with the following elements highlighted by red boxes and numbered callouts:

- 6**: Points input field (value: 0)
- 7**: Assignment Group dropdown menu (value: Sample)
- 8**: Display Grade as dropdown menu (value: Points) and checkbox "Do not count this assignment towards the final grade"
- 9**: Submission Type dropdown menu (value: Online) and Online Entry Options section with checkboxes for Text Entry, Website URL, Media Recordings, File Uploads (checked), and Restrict Upload File Types
- 10**: Plagiarism Review dropdown menu (value: None) and Show report to students dropdown menu (value: Immediately)
- 11**: Group Assignment checkbox (value: This is a Group Assignment)
- 12**: Peer Reviews checkbox (value: Require Peer Reviews)
- 12**: Assign section with Assign to dropdown menu (value: Everyone), Due date field, Available from field, and Until field
- 13**: Save & Publish button and Save button

Additional elements visible in the interface include a "Notify users that this content has changed" checkbox and a "+ Add" button at the bottom of the Assign section.

- 6** Set the number of **Points** the assignment is worth (if ungraded, enter '0').
- 7** Select an **Assignment Group** if any have been created.
- 8** Select the type of grade (**Display Grade as**) that shows up in the gradebook and on the students' view (e.g., percentage, complete/incomplete, points, letter grade, GPA scale)
- 9** Set the **Submission Type** (e.g., online, on paper, text entry, website URL, media recording, file uploads). Note that, if an online file is selected, you can also use the plagiarism review tool *Turnitin*.
- 10** Select to designate the assignment as a **Group Assignment**.
- 11** Select to have students provide feedback via a **Peer Review** activity.
- 12** Identify who will see the assignment (under **Assign to**), set the due date (under **Due**), and how long the assignment will be accessible (under **Available from . . . Until**).
- 13** Click **Save** or **Save & Publish**.