

# Assignments

We will explore the tools you can use to best meet the assessment goals for your course.

Participants will be able to:

1. Understand how Canvas uses assignments to assess students
2. Create assignments and assignment shells in multiple areas of Canvas
3. Modify assignments using options
4. Effectively use assignment groups to add structure and organization to the course

## Assignments

In Canvas, an assignment includes any student assessment that you will grade. Regardless of where you create an item in Canvas, if it will be graded, then it will appear in the **Assignments** tab.

## Assignment Types

There are 4 ways\* to assess student outcomes:

- **Assignments** - Students submit assignments such as files, answer text, or submit a URL
- **Graded Discussions** - Students engage in text dialogue
- **Quizzes** – Graded/Non-graded Quizzes, and Surveys
- **External Tools** - Assignment linked to an enabled course app

*\*This handout will only focus on Assignments (Student-submitted work). Discussions, Quizzes, and External Tools are covered in other resources.*

## Creating Assignments.

Assignments can be created through the Assignments page, Modules, and the Calendar.

### Method I (Preferred)

Creating an Assignment from the Assignments navigation page link.

1. In Course Navigation on the left, click the **Assignments** link.
2. In the top right corner of the assignment screen, click the maroon **+Assignment** button.

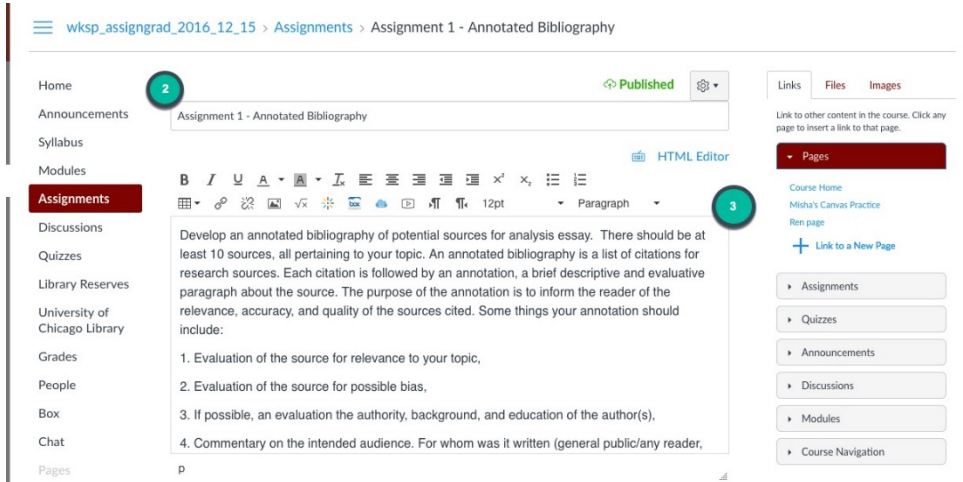


## Tips and Notes

For more details on best practices for using Assignments, see <https://community.canvaslms.com/docs/DOC-2614>

Any Assignment you create and publish on the Assignments page will automatically show up in the Grades, Calendar, and Syllabus features so students can view it.

3. Enter assignment name.
4. Add assignment instructions, details, and description in main body (*Details can include files, links, and other media*).
5. Select assignment options
  - a. **Points**  
Enter the desired point value for the assignment.



**b. Select Assignment Group**

For grading and organization, all assignments should be in a group (e.g. Papers, Quizzes, Midterm). All assignments are put into the default “Assignments Group.”

**c. Display Grade as**

Grade can be displayed as points or letter grade

**d. Submission Type**

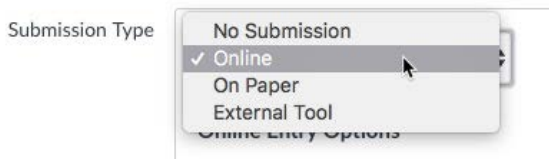
The desired way students are expected to submit their assignment

**1. No Submission**

Students do not submit work. This assignment is used to create additional columns in the Gradebook. This option can also be used for assignments with more than one grade.

**2. Online Submission –**

Students submit work either by text entry in Canvas, URL, media, or uploading a file.



### 3. On Paper

Students submit printed assignments. A column is created in the Gradebook for grading purposes.

### 4. External tool

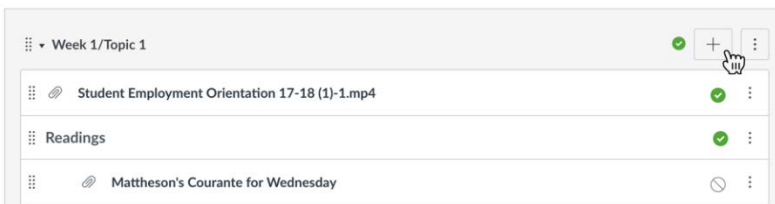
Students submit work using an external app enabled in the course. A link to the external tool must be provided.

- e. **Group assignment**  
Enable for group work allowing students to be graded individually or as a group
- f. **Peer Review**  
When enabled, students can review each other's score, and provide feedback on each other's work. Faculty can assign the reviewer or automatically have the reviewer assigned.
- g. **Moderated Grading**  
Enable to allow multiple reviewers to grade a student's work.
- h. **Anonymous Grading**  
When enabled, faculty can create assignments that will mask student names from graders.
- i. **Assign**  
Enable to restrict assignment availability dates. Assignment can be assigned to specific individuals, the course section, or groups.
- j. **Save Assignment**  
Faculty have the option of creating a draft of the Assignment or publishing to the course.

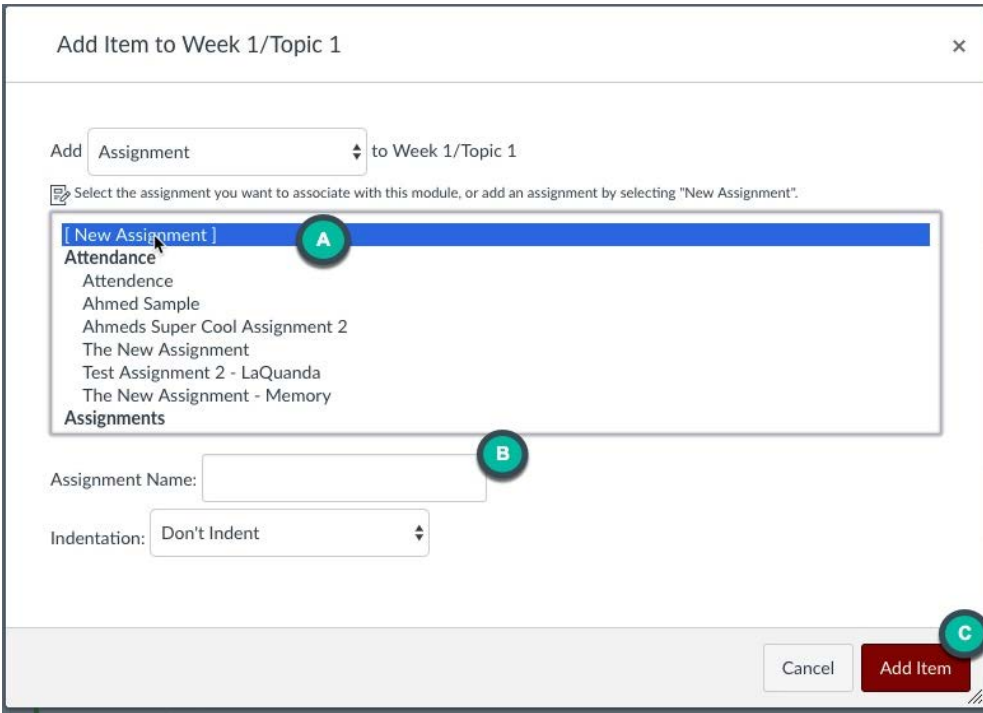
## Method II

### Creating an Assignment shell from the Modules page

1. To add a new assignment shell, click **Modules** link in the Course Navigation.
2. Click add **+** button to add item to Module



3. In the Add Assignment window, select
  - a) Select [new assignment]
  - b) Edit assignment name
  - c) Add item



An assignment shell has been created. To edit the unpublished shell assignment options, click the assignment link in the module. (Follow steps to create an assignment outlined in Method I.)

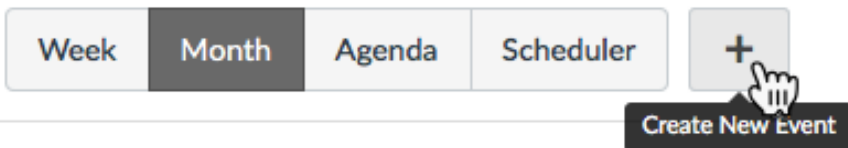
### Method III Creating an Assignment shell from the Calendar

Creating an event on the calendar creates an assignment shell which is a placeholder for the assignment. Assignment shells created in the Calendar can be published.

In Global Navigation on the left, click **Calendar**.



Click + to create new event



1. Click Assignment tab
2. Enter assignment title
3. Enter assignment due date
  - a) Click the calendar icon or enter manually
4. Select Calendar (Course)
5. Select Assignment Group
6. Publish
- \*More options - opens the Create Assignment window.
7. Submit

The screenshot shows the 'Edit Event' window with the 'Assignment' tab selected. The form contains the following elements:

- Title:** A text input field.
- Due:** A date and time selector showing 'Fri Aug 25, 2017 12:00a' with a calendar icon.
- Calendar:** A dropdown menu showing 'BestOrgINWorld'.
- Group:** A dropdown menu showing 'Assignments'.
- Publish:** A toggle switch currently turned off.
- More Options:** A button with an asterisk icon.
- Submit:** A red button.

## Setting Up Assignment Groups

Assignment Groups are a simple way to organize and manage multiple assessments (Discussions, Quizzes, Assignments, etc.) Faculty can use Assignment Groups to set final grade weights for different groups.

### To create an Assignment Group:

1. Click on the **Assignments** button in the course navigation menu.
2. Click **Add Group** button in top right hand corner.
3. Type in a name in **Group Name** and click **Save**.  
\*Repeat steps 1-3 to add additional groups as needed



Assignments appear nested under Assignment Groups.

Tips and Notes

The screenshot displays the Canvas interface for managing assignments. It is organized into three main sections: Assignments, Discussions, and Midterm Exam. Each section has a header with a dropdown arrow, a title, and a progress indicator. The 'Assignments' section shows 'Sample Submission Assignment' (25 pts, due Jan 5 at 11:59pm) with a red arrow pointing to the 'Assignment Group' label and another red arrow pointing to the assignment title. The 'Discussions' section shows 'Sample Discussion Question' (50 pts). The 'Midterm Exam' section shows 'Midterm Exam' (1 pts, Week 3 Module). Each item has a plus icon and a settings gear icon.

## Assignments Student View

Students cannot see unpublished assignments or unavailable assignments.

### Instructor View

The screenshot shows the instructor view of assignments. It features a search bar for assignments and a 'Show by:' dropdown set to 'Date'. Two assignments are listed: 'Literary Review Week - 2' (Unpublished Assignment) and 'Worksheet - Nouns' (Published Assignment). The 'Unpublished Assignment' has a red circle with a slash icon, and the 'Published Assignment' has a green checkmark icon.

### Student View

The unpublished assignment does not appear on the students' view of the **Assignment** page.

The screenshot shows the student view of assignments. It includes a search bar and a 'Show by:' dropdown set to 'Date'. Under the 'Upcoming Assignments' section, only 'Assignment 1 - Annotated Bibliography' (due Sep 1 at 11:59pm, -/25 pts) is visible. The unpublished assignment is not shown.