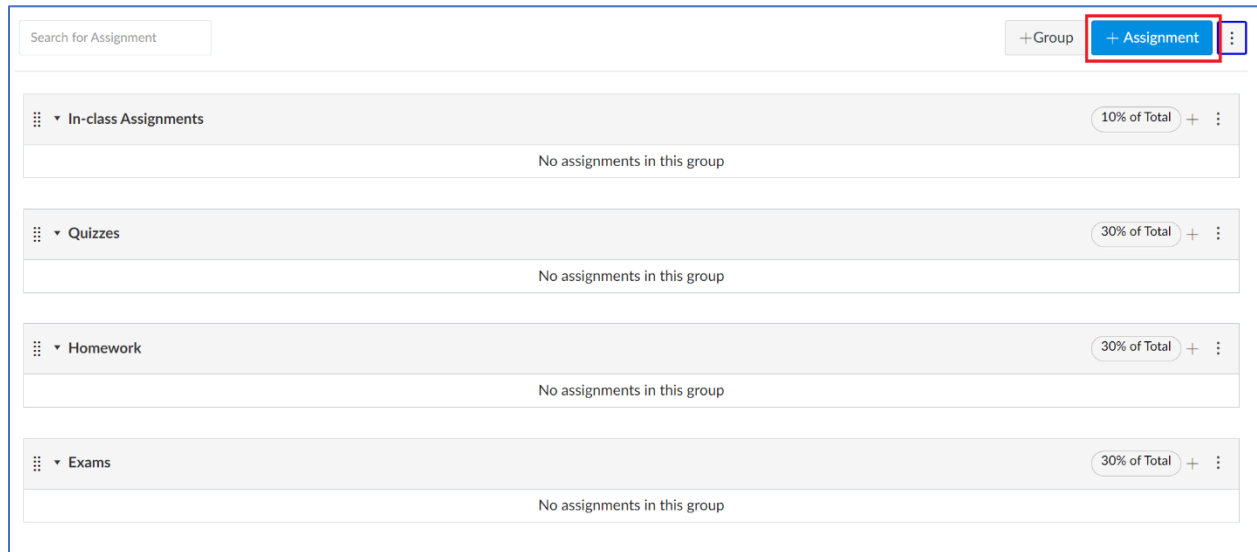
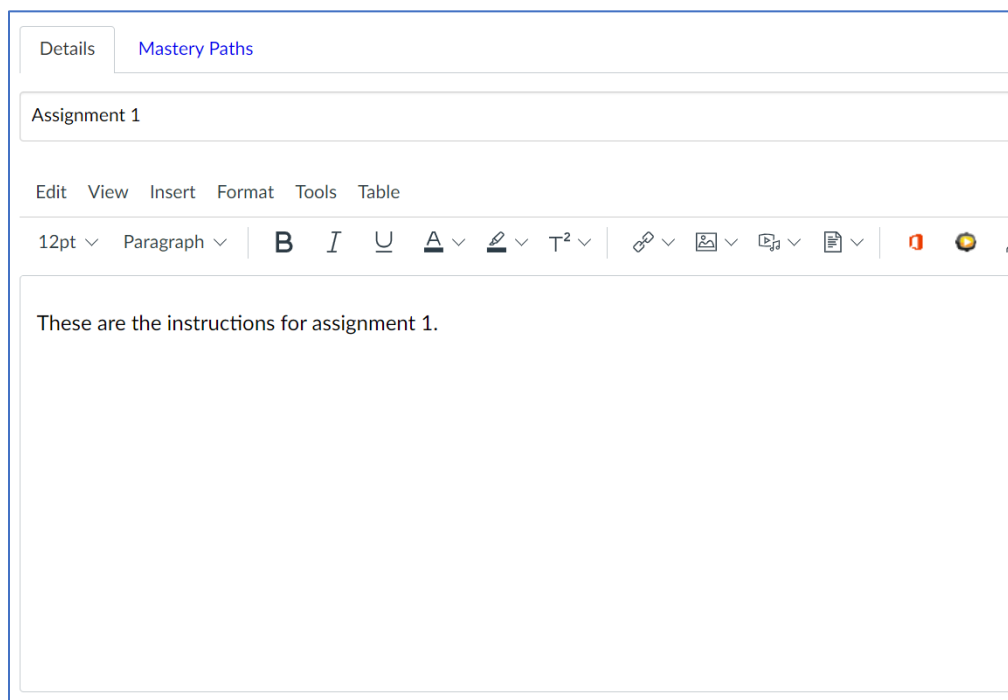


## How do I create an assignment in Canvas?

1. To create an assignment, click the “+ Assignment” button on the right side of the assignments page.



2. On the new assignment page, enter the name of the assignment and add instructions to the rich content editor.



3. Enter the number of points for this assignment then select the assignment group to place the assignment under. In the “Display Grade as” dropdown, select how you would like the grade to appear in the gradebook. The “Submission Type” area contains a dropdown to select the type of submission the assignment will be. This could be a paper submission or no submission at all. However, if you would like the student to submit a file through Canvas, select “Online.” Online entry options include a file upload or a text entry where the student can enter their text directly into the assignment.

Points

100

Assignment Group

In-class Assignments

Display Grade as

Percentage

☐ Do not count this assignment towards the final grade

Submission Type

Online

Online Entry Options

☒ Text Entry

☐ Website URL

☐ Media Recordings

☐ Student Annotation

☐ File Uploads

4. The “Submission Attempts” area contains a dropdown to select if the assignment is to have unlimited or a specified number of limited attempts. You can also select if the assignment is a “Group Assignment”, requires “Peer Reviews” (where a student can provide feedback on another student's assignment), or allows “Anonymous Grading” (where the student’s name is not displayed when grading the assignment). Lastly, the “Assign” area allows you to assign to specific students or to the entire class, and to enter a due date and the dates the assignment will be available to students.

Submission Attempts

Allowed Attempts

Limited

Number of Attempts

1

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v

Group Assignment

☐ This is a Group Assignment

Peer Reviews

☐ Require Peer Reviews

Anonymous Grading

☐ Graders cannot view student names

Assign

Assign to

Everyone

Due

Available from

Until

+ Add

5. After clicking “Save”, the assignment will appear under the selected assignment group.

Search for Assignment

+ Group
+ Assignment

In-class Assignments
10% of Total

Assignment 1  
100 pts

Quizzes
30% of Total

No assignments in this group

Homework
30% of Total