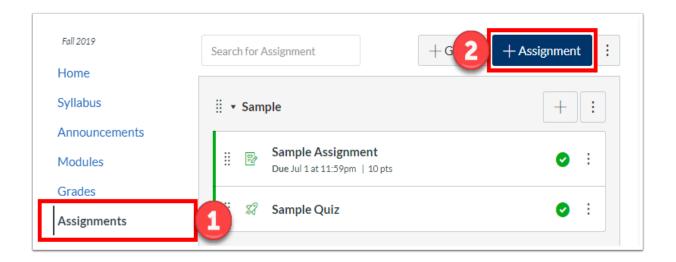


CREATING AN ASSIGNMENT IN CANVAS

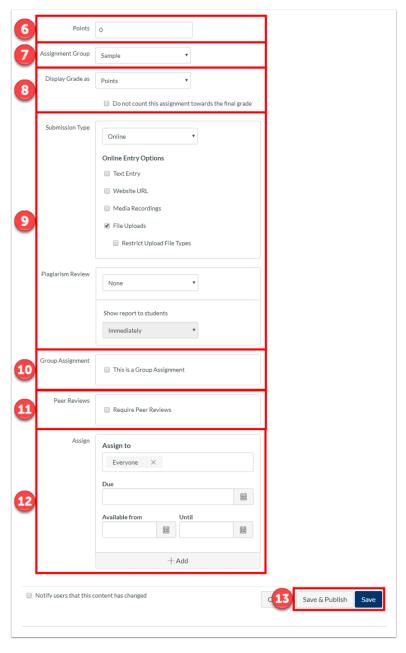
ADD A NEW ASSIGNMENT TO YOUR COURSE

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



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.)
○ Not Published :
Assignment Name
Edit View Insert Format Tools Table $ 12 \mathrm{pt} \vee \ \mathrm{Paragraph} \vee \ \ \ \ \ \ \ B \ \ $
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CONFIGURE ASSIGNMENT SETTINGS

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

- 6 Set the number of Points the assignment is worth (if ungraded, enter 'O').
 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.