

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 future workshops.*

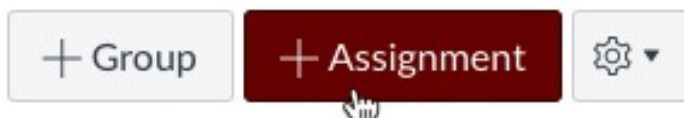
Creating Assignments.

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
<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 them.

3. Enter assignment name
4. Add assignment instructions, detail 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)

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

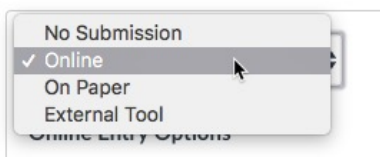
1. No Submission

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 upload file.

Submission Type



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.

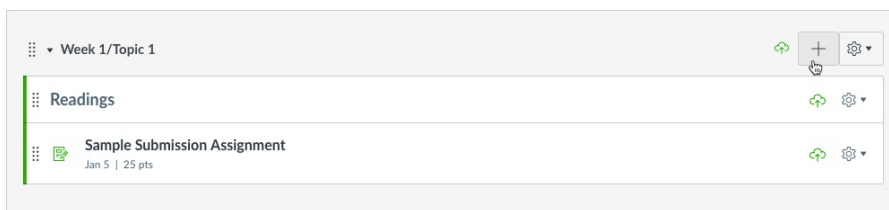
Tips and Notes

- 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, score and provide feedback on each others' work. Faculty can assign the reviewer or automatically have the reviewer assigned.
- g. **Moderated Grading**
Enable to allow multiple reviewers to grade student's work.
- h. **Assign**
Enable to restrict assignment availability dates. Assignment can be assigned to specific individuals, the course section, or groups.
- i. **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

Add Item to Week 1/Topic 1

Add Assignment to Week 1/Topic 1

Select the assignment you want to associate with this module, or add an assignment by selecting "New Assignment".

- [New Assignment]
- Attendance
- Ahmed Sample
- Ahmeds Super Cool Assignment 2
- The New Assignment
- Test Assignment 2 - LaQuanda
- The New Assignment - Memory

Assignments

Assignment Name:

Indentation: Don't Indent

Cancel 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

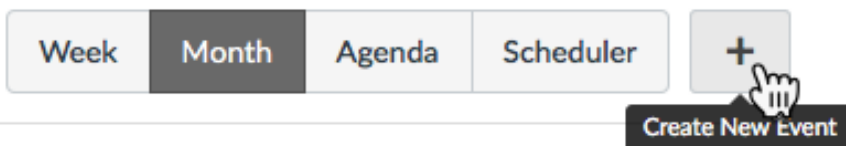
Creating an Assignment shell from the Calendar

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

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**, click **Save**.

**Repeat steps 1-3 to add additional groups as needed*



Assignments appear nested under Assignment groups.

Tips and Notes

The screenshot shows the Canvas LMS interface with three assignment groups: 'Assignments', 'Discussions', and 'Midterm Exam'. The 'Assignments' group is expanded, showing a 'Sample Submission Assignment' with a due date of 'Due Jan 5 at 11:59pm' and '25 pts'. Red arrows point to the group name and the assignment name, with labels 'Assignment Group' and 'Assignment' respectively.

Assignments Student View

Students cannot see unpublished assignments or unavailable assignments.

Instructor View

The screenshot shows the Instructor View of assignments. The 'Sample Submission Assignment' is marked as 'Unpublished Assignment' in red, and 'Assignment 1 - Annotated Bibliography' is marked as 'Published Assignment' in green. The interface includes a search bar and buttons for '+ Group' and '+ Assignment'.

Student View

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

The screenshot shows the Student View of assignments. Only the 'Assignment 1 - Annotated Bibliography' is visible under the 'Upcoming Assignments' section. The interface includes a search bar and a 'Show by:' dropdown menu with options for 'Date' and 'Type'.