Creating and Managing Assignments on Canvas

Center for Instructional Technology

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Overview of Assignments

Assignments in Canvas show students all of the activities that will be expected of them and the points for each. Assignments could include quizzes, papers, projects, discussions, participation etc. Assignments can also be used to set up grading rules, and weight grades.

Assignments can be used to:

- Set up online submissions that can be quickly graded in the Speed Grader.
- Grade Discussions, either by the whole class or student groups.
- Create ungraded activities that align with course Outcomes.
- Grade students submissions online as well as on paper, etc.
Assignments = Gradebook Columns. Assignments control the Gradebook columns and calculations.

Any graded item created in the Assignments will automatically show up in the Grades, Syllabus, and Calendar. Any graded assignments created in the Calendar tool will automatically show up in the Assignments, Grades, and Syllabus.

All gradable items, such as assignments, discussions and quizzes can be created directly via Assignments.

A non-graded assignment doesn’t have a corresponding Gradebook column.

Each item created in Assignments needs to be placed within an “Assignment Group”.

Within Assignments, Discussions, and Quizzes, instructors can assign different due dates for each section of their course. This feature is designed to help instructors when they have sections of a course that meet on different days of the week or in different formats.

Key things about Assignments:

1. Navigate to the course’s Assignments area.
2. Determine which Assignment Group the assignment should be placed in, for example, you can place all online submission or paper submission assignments in the default assignments group, discussion assignments to “Discussions” group, and all quizzes to the “Quizzes” group. For this practice example, we will create an essay assignment under the default Assignments group.

3. Click on the plus sign on the right of the assignment group name to create the assignment sell first.

More information about Assignment Groups will be covered in Weighting and Grading Rules with Assignment Groups section of this guide. For this example, we will add an essay assignment to the default assignment group and later describe how to set up more groups for grading purposes.

4. On the pop up window, select the Assignment Type via the Type drop down menu. Since this is an essay assignment, select Assignment type.
Assignment Types

There are 5 types of assignments:

• **Assignment**: used for students to submit documents online or off-line or for items which do not require submission such as “attendance or participation”. This type of assignment will show up in the Gradebook, and also on the Syllabus page.

• **Discussion**: used to create a Canvas discussion that will grade student responses to discussion topics. This type of assignment will show up in the Gradebook, and also on the Syllabus page.

• **Quiz**: used to create a Canvas quiz. This assignment type will show up in the Gradebook, and also on the Syllabus page.

• **External Tool**: used to link to a third-party application (e.g. Campus Pack Wiki or Blog) to provide students access to that tool. This assignment type will show up in the Gradebook, and on the Syllabus page.

• **Non-graded**: the Non-Graded Assignments will appear on the Assignments and Syllabus pages but they will NOT appear in the Gradebook.

5. Enter Assignment name, due date, and the total possible points for this essay assignment.

6. Click Save to save this assignment.

7. To add the assignment details such as instructions and submissions properties, click on the assignment title.

8. Click Edit button located in the right hand side.