

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.*

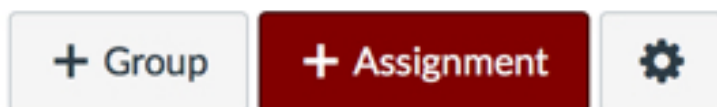
Creating Assignments

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, Essays, Quizzes, Reading Responses etc.)

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

Submission Type

- No Submission
- Online
- On Paper
- External Tool

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.


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 options
- 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, groups, or the entire course section.
- i. **Save Assignment**
Faculty have the option of creating a draft of the Assignment or publishing to the course.

 For more details on best practices for assign an assignment to a course group

<https://community.canvaslms.com/docs/DOC-2652>

 Definition: Moderated grading allows multiple reviewers to grade a student's work and create draft or provisional grades for an assignment
<https://community.canvaslms.com/docs/DOC-5651>

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

Assignments
Sample Submission Assignment
Assignment 1 - Annotated Bibliography
Discussions
Midterm Exam
Final Project
which dog is the best
Final Exam
Attendance

Assignment Name:

Indentation:
Don't Indent

Cancel
Add Item

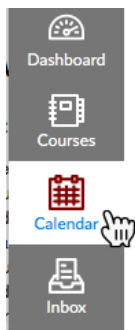
An assignment shell has been created. To edit the unpublished shell assignment options, click the assignment link in the module. (Follow steps to create an assignment outlined in Method I.)

Method III

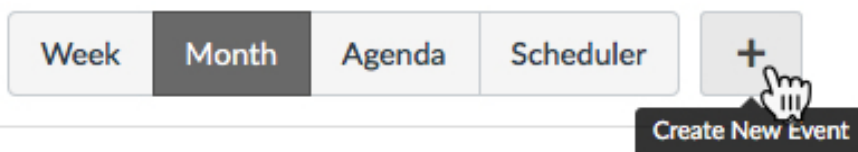
Creating an Assignment shell from the Calendar

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
 - Click the calendar icon or enter manually
4. Select Calendar (Course)
5. Select Assignment Group
6. Publish
7. Submit

**More options - opens the create Assignment window.*

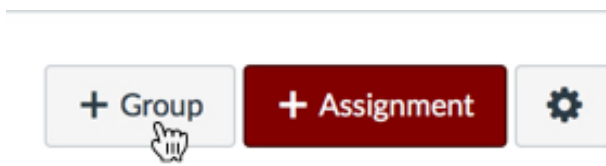
Setting up Assignment Groups

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 the 'Assignments' group expanded. The group is labeled 'Assignments' with a red arrow pointing to it, and the individual assignment is labeled 'Sample Submission Assignment' with a red arrow pointing to it. The group also contains 'Discussions' and 'Midterm Exam'.

Assignments Student View

Students cannot see unpublished assignments or unavailable assignments.

Instructor View

The screenshot shows the Canvas LMS Instructor View. The 'Assignments' group is expanded, showing 'Sample Submission Assignment' (25 pts) and 'Assignment 1 - Annotated Bibliography' (25 pts). The 'Sample Submission Assignment' is marked as 'Unpublished Assignment' and the 'Assignment 1 - Annotated Bibliography' is marked as 'Published Assignment'.

Student View

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

The screenshot shows the Canvas LMS Student View. The 'Upcoming Assignments' section is expanded, showing 'Assignment 1 - Annotated Bibliography' (25 pts) with a due date of 'Due Jan 4, 2017 at 11:59pm'.