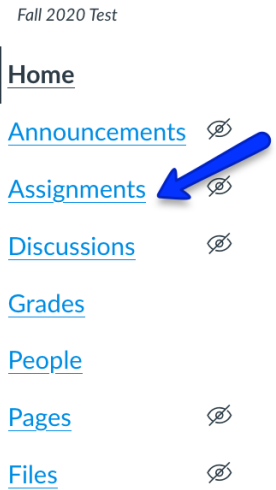








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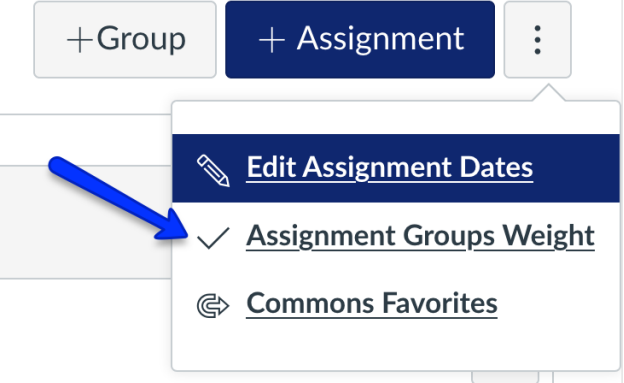
# Canvas Tip Sheet: Assignment Groups

Assignment Groups are similar to categories in Moodle gradebook. You will set up your assignment groups based on your grading scheme in your course syllabus. It is recommended that you create your assignment groups before you begin to add assignments to your course.

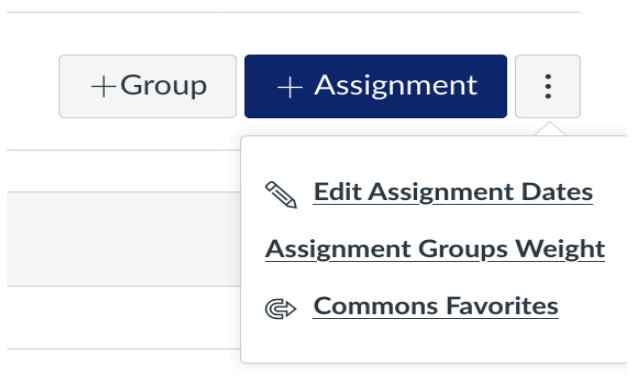
### How to create Assignment Groups

Steps	Directions	Image
1. Assignment Index	To access the place in Canvas where you create assignment groups, click on Assignments in course navigation.	 <p>Fall 2020 Test</p> <ul style="list-style-type: none"> <li>Home</li> <li><a href="#">Announcements</a> </li> <li><a href="#">Assignments</a>  </li> <li><a href="#">Discussions</a> </li> <li><a href="#">Grades</a></li> <li><a href="#">People</a></li> <li><a href="#">Pages</a> </li> <li><a href="#">Files</a> </li> </ul>

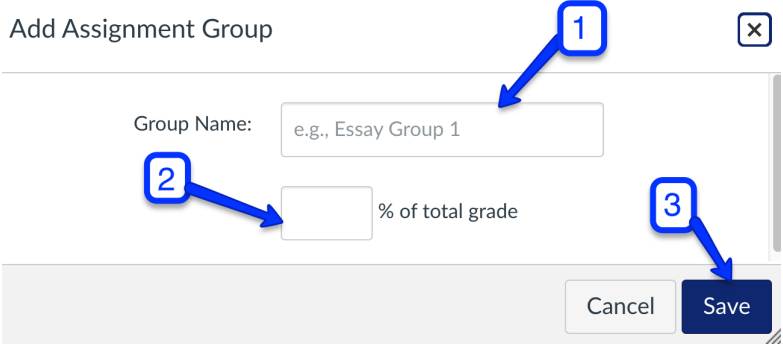
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<p>2. Add a Group</p>	<p>To add an assignment group, first check to make sure Assignment Groups Weight is activated</p> <p>Click on “more options” (the snowman)</p>	
<p>3. Name the group</p>	<p>Click on Assignment Groups Weight</p>	
<p>4. Add the remainder of your groups</p>	<p>Check the Box</p>	

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		<p>Assignment Groups Weight <span style="float: right;">✕</span></p> <hr/> <p><input checked="" type="checkbox"/> Weight final grade based on assignment groups</p>
<p>5. Set the weight for each assignment group</p>	<p>On the top right of the screen, click the more options button.</p> <p>Click Assignment Groups Weight</p>	

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<p>6. Weights</p>	<p>1. Give the group a name based on your grade scheme in your syllabus</p> <p>2. Add the weighted percent</p> <p>3. Click Save</p>	 <p>The screenshot shows a dialog box titled "Add Assignment Group" with a close button (X) in the top right corner. It contains a "Group Name:" label followed by a text input field containing "e.g., Essay Group 1". Below this is a percentage input field followed by "% of total grade". At the bottom right are "Cancel" and "Save" buttons. Three blue callout boxes with numbers 1, 2, and 3 are overlaid on the image. Callout 1 points to the Group Name input field. Callout 2 points to the percentage input field. Callout 3 points to the Save button.</p>
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<p>7. Add weight for each group</p>	<p>Based on your grading scheme, add weights for each group. The percentage should total 100.</p>	<div data-bbox="951 272 1795 1185"><h3>Assignment Groups Weight <span>×</span></h3><p><input checked="" type="checkbox"/> Weight final grade based on assignment groups</p><table><tr><td>Assignments</td><td><input type="text" value="0"/></td><td>%</td></tr><tr><td>Quizzes</td><td><input type="text" value="0"/></td><td>%</td></tr><tr><td>Final Project</td><td><input type="text" value="0"/></td><td>%</td></tr><tr><td>Research Paper</td><td><input type="text" value="0"/></td><td>%</td></tr><tr><td>Total</td><td></td><td>0%</td></tr></table><p><input type="button" value="Cancel"/> <input type="button" value="Save"/></p></div>	Assignments	<input type="text" value="0"/>	%	Quizzes	<input type="text" value="0"/>	%	Final Project	<input type="text" value="0"/>	%	Research Paper	<input type="text" value="0"/>	%	Total		0%
Assignments	<input type="text" value="0"/>	%															
Quizzes	<input type="text" value="0"/>	%															
Final Project	<input type="text" value="0"/>	%															
Research Paper	<input type="text" value="0"/>	%															
Total		0%															

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<p>8. Save</p>	<p>After you have saved your Assignment Groups Weight, you are ready to begin adding assignments to your course.</p>	<div data-bbox="1024 251 1726 1015"> <h3>Assignment Groups Weight <span>×</span></h3> <p><input checked="" type="checkbox"/> Weight final grade based on assignment groups</p> <table border="1"> <tr> <td>Assignments</td> <td>25</td> <td>%</td> </tr> <tr> <td>Quizzes</td> <td>15</td> <td>%</td> </tr> <tr> <td>Final Project</td> <td>30</td> <td>%</td> </tr> <tr> <td>Research Paper</td> <td>30</td> <td>%</td> </tr> <tr> <td><b>Total</b></td> <td></td> <td><b>100%</b></td> </tr> </table> <p>Cancel Save</p> </div>	Assignments	25	%	Quizzes	15	%	Final Project	30	%	Research Paper	30	%	<b>Total</b>		<b>100%</b>
Assignments	25	%															
Quizzes	15	%															
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