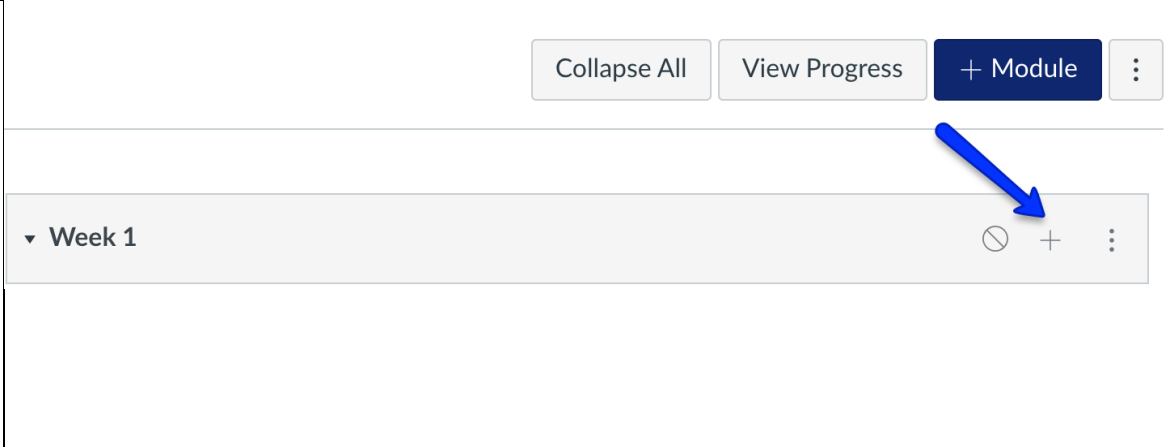


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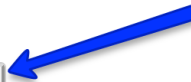












Canvas Tip Sheet: Assignments

This tip sheet describes how to create your assignments in your course Modules. You may also create assignments in the assignment index. Please note that your assignment is not visible until you publish the assignment

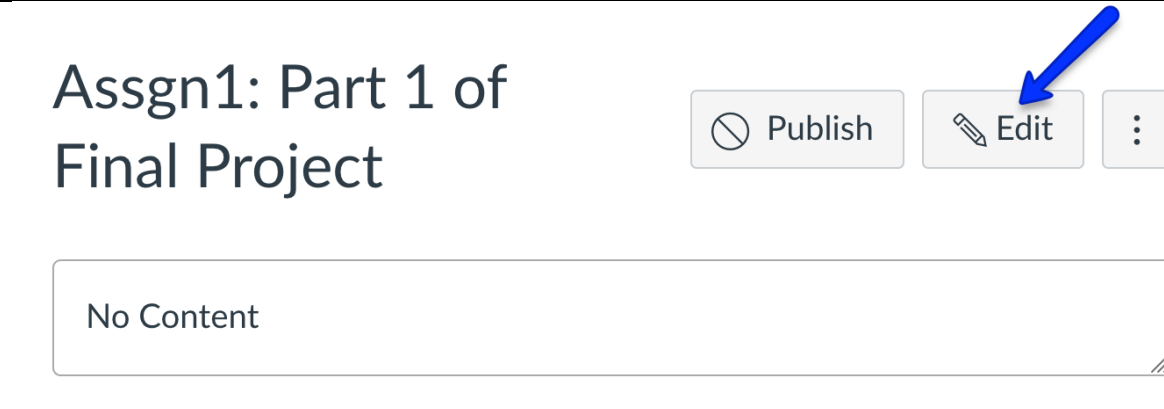
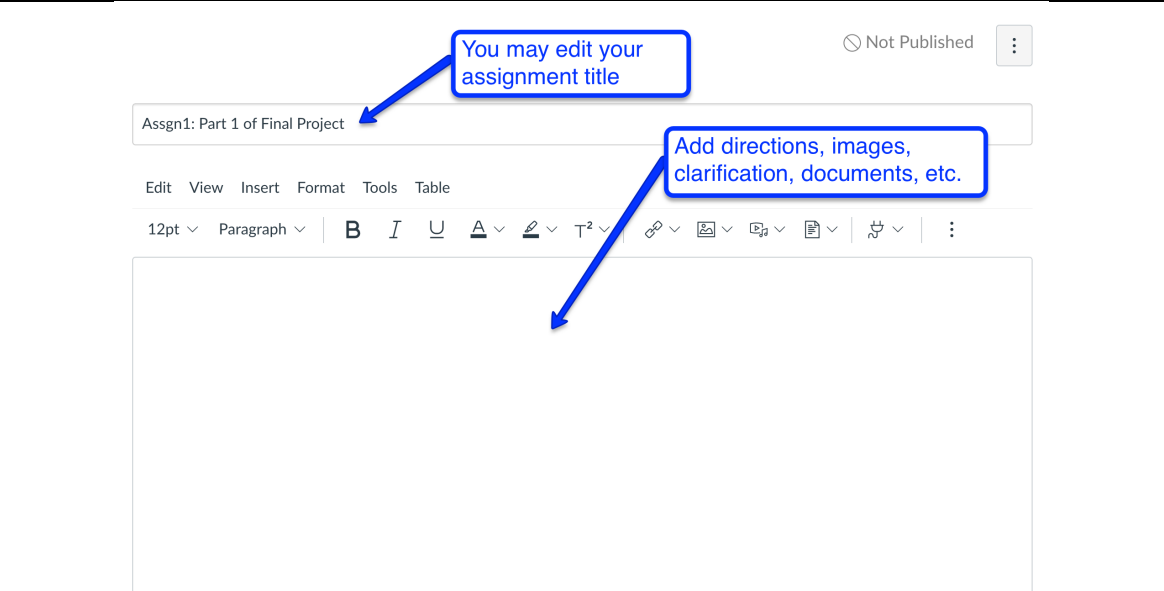
How to create your assignments on your Modules page

Steps	Directions	Image
1. Add an assignment to a Module	If you have not added Modules to your course, add a module to your course page. If you have created your Modules, decide on the Module you want to add an assignment to and click the plus sign in the Module title block.	 <p>The image shows a screenshot of the Canvas Modules page. At the top right, there are buttons for 'Collapse All', 'View Progress', '+ Module', and a vertical ellipsis menu. Below this, a module titled 'Week 1' is shown with a dropdown arrow on the left and a plus sign, a circle with a slash, and a vertical ellipsis menu on the right. A blue arrow points to the plus sign in the 'Week 1' module title block.</p>

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<p>2. Select assignment</p>	<p>In the dropdown menu, choose Assignment. Then click New Assignment. If you already have assignments in your course, they will be listed in this section, too.</p>	<p>Add Item to Week 1</p> <hr/> <p>Add <input type="text" value="Assignment"/> to Week 1</p> <p></p> <p> Select the assignment you want to associate with this module, or add an assignment by selecting "New Assignment".</p> <p><input type="text" value="[New Assignment]"/> </p>
<p>3. Assignment Name</p>	<p>Give your Assignment a name. Provide a descriptive name to help you identify the assignment in the assignment index.</p> <p>Click Add Item.</p>	<p>Assignment Name: <input type="text"/></p> <p>Indentation: <input type="text" value="Don't Indent"/></p> <p></p> <p><input type="button" value="Cancel"/> <input type="button" value="Add Item"/></p> <p></p>
<p>4. Blank Assignment</p>	<p>Your assignment appears in the Module where you created it.</p>	<p>▼ Week 1   </p> <p>  <u>Assgn1: Part 1 of Final Project</u>  </p> <p></p>

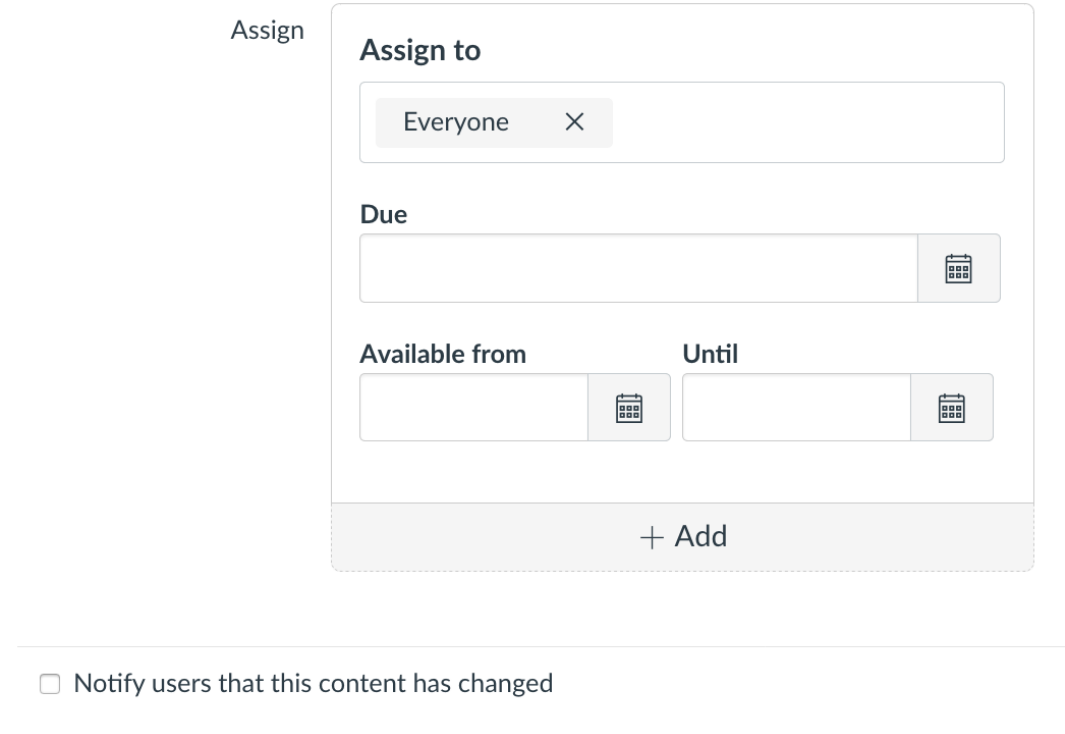
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<p>5. Begin to Edit your Assignment</p>	<p>Unlike Moodle, Canvas does not offer a global “turn editing on.” Click Edit to activate the editing features.</p>	 <p>Assgn1: Part 1 of Final Project</p> <p>No Content</p>
<p>6. Edit assignment</p>	<p>You may change the name of the assignment if needed.</p> <p>In the rich content editor (RCE), you may add directions, images, clarification, documents, links, videos, and more.</p>	 <p>Assgn1: Part 1 of Final Project</p> <p>Edit View Insert Format Tools Table</p> <p>12pt Paragraph B I U A T²</p>

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<p>7. Edit Assignment Settings</p>	<p>Choose the number of points the assignment is worth.</p> <p>If you set up assignment groups, choose the group.</p> <p>Choose how to display the grade in the gradebook.</p> <p>Decide if the assignment will count towards the final grade.</p>	<p>Points <input type="text" value="0"/></p> <p>Assignment Group <input type="text" value="Assignments"/></p> <p>Display Grade as <input type="text" value="Points"/></p> <p><input type="checkbox"/> Do not count this assignment towards the final grade</p>
<p>8. Choose submission type</p>	<p>Choose how you want your students to submit their assignments.</p> <ol style="list-style-type: none"> No Submission Online – submit via Canvas On Paper – hand in manually External Tool – via your publisher 	<p>Submission Type</p> <ul style="list-style-type: none"> ✓ No Submission Online On Paper External Tool

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<p>9. Choose who the assignment is assigned to.</p>	<p>The default is to assign to everyone. You may click the add button to add exceptions. (those who need extra time or who missed class, etc.)</p> <p>Also, there is a checkbox to notify users that the content of this assignment has been changed. If you check this box, student will receive an email when the page is updated</p>	
<p>10. Click Save</p>	<p>You can save or save & publish.</p>	