

- Instructor Training -

Assignment Creation

Step	Action	Script - Narration
1	First screen - Course Home	In this video you will learn the basics of Assignment creation.
2	Click Assignments from course navigation	To begin, click the Assignments link in the Course Navigation.
3	View Assignments Index Page (emphasize the + Assignment button)	On this page, there are two ways to create an assignment. First, you have the option to Add Assignment and all of its specific details.. This is a good option if you'd like to create one complete assignment at a time.
4	(emphasize the + button in an assignment group)	The second option is to create an assignment shell within an assignment group. An assignment shell is a placeholder that is seen in your Gradebook, Calendar, Syllabus, and on this Assignments index page. This is a great option if you don't have all the details for each assignment or if you just want to quickly create placeholders for all of your assignments, at once. For information on how to create an assignment shell or an assignment group, please watch the video tutorial entitled <u>Assignments Overview</u> .
5	Click Add Assignment button	To create a new assignment, click the "Add Assignment" button at the top of the Assignments index page.
6	Enter "Intercultural Communications Paper" in name field	Begin by adding a title to this assignment in the Assignment Name field.
7	Demo RCE, fill in some content/instructions	Below you have the Rich Content Editor, in addition to the Content Selector on the sidebar. With these tools, you can add instructions, media, or other content your students might need to complete this assignment.
8		Under the Rich Content Editor, you can choose from several options to adjust the settings for this assignment.
9	Enter 50 in Points field	First, enter the assignment point value in the "Points" field...
10	Click Assignments group; Click New Group Add "Papers"	...Then select the assignment group to which you would like to add this assignment. You can also create a new assignment group by clicking the "New Group" option from the drop-down menu.
11	Click Display Grade as dropdown Click Percentage	Next, click the "Display Grade as" drop-down menu to choose how you want the assignment grade to display in the gradebook: You can choose to have the assignment display the grade as a percentage, complete or incomplete, points, letter grade, GPA scale, or not graded.
12	Click Post Grades to SIS	If you use an SIS to manage student information, and if you have the Post Grades to SIS feature option enabled, you can choose to include this assignment's grades when posting to your school's Student Information System by checking the Post Grades to SIS setting.
	Click Submission Type dropdown	Now select how you want students to submit the assignment by choosing an option from the "Submission Type" drop-down menu. You can choose to have No Submission, require that students submit the assignment Online, or On Paper, or require they submit their assignment through an External Tool.
13	Click Online submission type	The "Online" submission type is selected by default. This type of submission requires that you select at least one checkbox to define the format in which you'd like to receive student submissions. Use "Text Entry" when you'd

		like students to enter a short text response that may also contain images, audio, or video. The “Website URL” option is to be used when a student is posting a link to a website for the assignment. You can use the “Media Recordings” option when you want students to submit an audio or video recording from their computer or mobile device. And, the “File Uploads” option is great if you are having students submit a file they have created or worked on outside of Canvas, such as a spreadsheet, slide deck, document, or PDF. You may select more than one submission type, but try to choose only the options that are most appropriate for your assignment.
14	Click File Uploads checkbox	If you select the file uploads option, another checkbox will appear...
15	Click Restrict Upload File Types checkbox Type doc,docx,pdf in Allowed File Extensions	This option allows you to restrict which file types can be uploaded. In the field provided, type the acceptable file extensions, separated by commas.
16	Click This is a Group Assignment checkbox	Additionally you will have the option to make this a Group Assignment. By checking this box, you can associate this assignment with a particular group set.
17	Emphasize that you can Assign Grades to Each Student Individually	You can also select whether to grade students individually or as a group.
18	Select Research Paper from Group Set dropdown	If this is a group assignment and you have not previously created a group set, click the “Group Set” drop-down menu and then create a “New Group Category” Be Sure to watch the “Groups: Creation and Management” video to learn more about doing groupwork in Canvas.
19	Click Require Peer Reviews checkbox	Next is the peer review option. By checking this box, you will have the option of manually or automatically assigning peer reviews to your students. For more insight on this feature, you will want to watch the “Peer Reviews” video.
20	Show due date section	Finally, you can create a due date for the assignment, as well as availability dates. You can also assign different due dates or times for different sections of your course. These settings provide a way to lock down an assignment for the whole class while keeping it open for a few select students who have special needs or perhaps an “incomplete” for this assignment. Please note that such sections must be created <i>before</i> adding varied due dates. You can create custom sections within your Course Settings as long as this option has not been disabled by your administrators.
21	Select Section 1 from For dropdown, fill in due date info	To add a due date for a specific section, select a section from the drop down, and fill out the due date and availability dates.
22	Click Add Due Date Select Section 2 from For dropdown, fill in due date info	To add additional due dates for other sections, or for everyone else in this course, click the “Add Due Date” button.
23		After making any modifications, you can make users aware of these adjustments by clicking the “notify users that this content has changed” checkbox.
24	Click Update Assignment	Then make sure you click “update assignment” to save all of the changes.
25	Click No Due Date	If you didn’t assign a due date for everyone, you will see a warning message reminding you to add due dates to all sections. You can click the “No Due Date” button if you don’t want to add due dates to the other sections, or click the “Go Back” button to go back and add due dates.
26	View Assignment	After the assignment is updated, you will then be taken to the saved Assignment’s page which shows you all of the details of the assignment.
27		And one last thing. To make the assignment visible to students, it will need to be published. The current assignment status is shown next to the “Edit” button.
28	Click Publish button	When you’re ready to publish the assignment, click the “Publish” button and it will change

		from gray to green and say “Published.” You can unpublish the assignment to prevent students from viewing it, but please note that when at least one student has submitted the assignment, you will no longer be able to unpublish it.
		You've now completed this tutorial video on <i><u>Assignment Creation</u></i> .
		For additional information on this or any other topic about Canvas, just visit guides.canvaslms.com . You can also ask questions and engage with other Canvas users by visiting community.canvaslms.com .