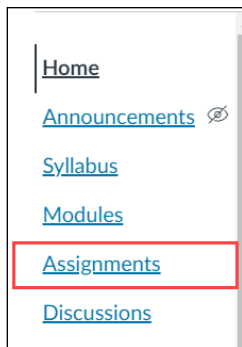


## Creating Assignments – Assignments Tab

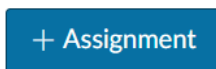
"Assignment" is a task or project given to students as part of their coursework. Assignments can take various forms, such as written essays, multimedia projects, etc. Instructors can specify the details of each assignment, including due dates, instructions, point values, and submission types (e.g., file upload, online text entry, or external tools).

Assignments can be created from the Assignment course navigation tab or within a module. These instructions explore how to create an assignment from the course navigation tab.

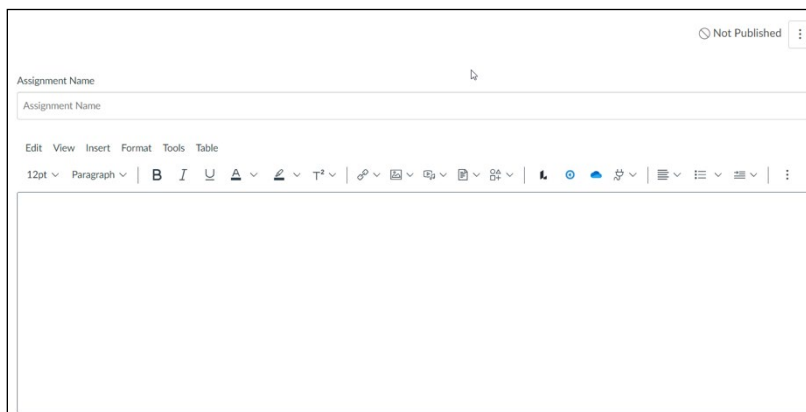
1. From the course menu **click Assignments**.



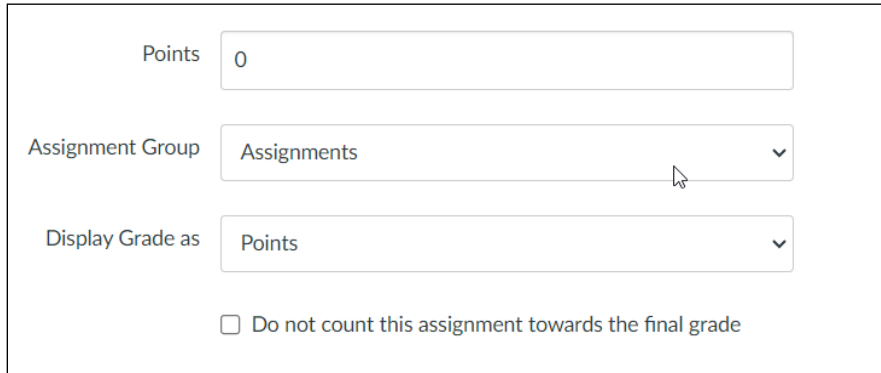
2. Click the **+Assignment button** or click the + button located on the group you wish to create an assignment for.



3. Enter the **Assignment Name** and **Instructions**.

A screenshot of the Canvas Assignment creation form. At the top right, there is a 'Not Published' status indicator. Below it is a text input field for 'Assignment Name'. Underneath the input field is a rich text editor with a menu bar containing 'Edit', 'View', 'Insert', 'Format', 'Tools', and 'Table'. The rich text editor has various formatting options like font size (12pt), paragraph, bold, italic, underline, text color, background color, bulleted list, numbered list, and link. The main area of the form is a large text input field for the assignment instructions.

4. Enter the **Points** the assignment is worth, **select** the **Assignment Group** (if previously created or you can create one here), then **select** the **Display Grade**.



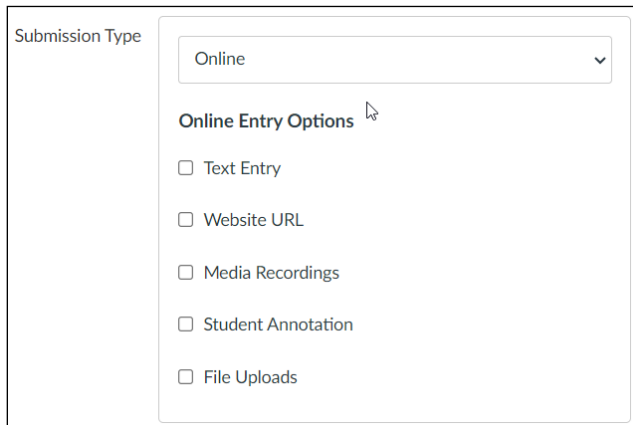
Points

Assignment Group

Display Grade as

☐ Do not count this assignment towards the final grade

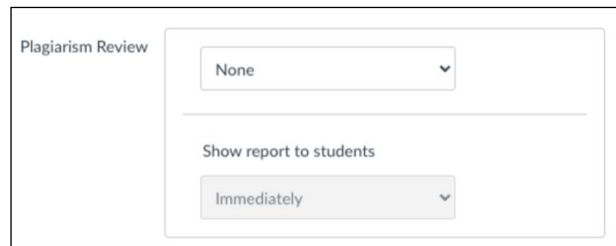
5. **Select the Submission Type.** **Note:** The online option will allow for additional selections. Select the entry options. If you **select file uploads**, a new option will show up called **Plagiarism Review**, which will run the student's assignments through Turnitin.



Submission Type

**Online Entry Options**

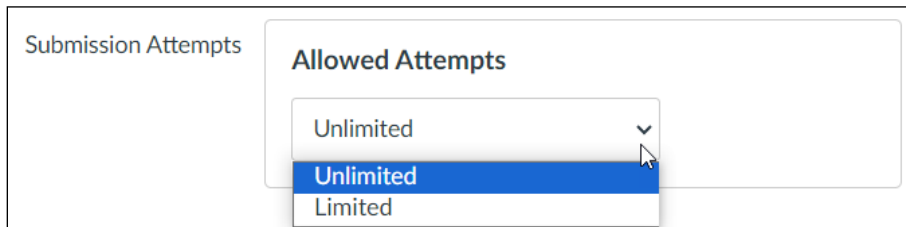
- ☐ Text Entry
- ☐ Website URL
- ☐ Media Recordings
- ☐ Student Annotation
- ☐ File Uploads



Plagiarism Review

Show report to students

6. **Select the Submission Attempts.**



Submission Attempts **Allowed Attempts**

Unlimited

Limited

7. If it is a group assignment, **select This is a Group Assignment** and then **choose the group options**.

The image shows two parts of the interface. On the left, a 'Group Assignment' section with a checkbox labeled 'This is a Group Assignment'. On the right, a 'Create Group Set' dialog box. The dialog has a 'Group Set Name\*' field, 'Self Sign-Up' options (Allow self sign-up, Require group members to be in the same section), and a 'Group Structure' dropdown menu. The dropdown is open, showing options: 'Create groups later' (selected), 'Create groups later', 'Split students by number of groups', and 'Split number of students per group'.

8. **Check the box** if you require **Peer Review**. Then **select the options available**.

The image shows two parts of the interface. On the left, a 'Peer Reviews' section with a checkbox labeled 'Require Peer Reviews'. On the right, a dialog box for 'Require Peer Reviews'. It has a checked checkbox 'Require Peer Reviews', a section 'How to Assign Peer Reviews' with radio buttons for 'Manually Assign Peer Reviews' (selected) and 'Automatically Assign Peer Reviews', and a section 'Anonymity' with a checkbox 'Peer Reviews Appear Anonymously'.

9. **Click the box** if you would like to include **moderated grading**, and then **select options** for the grading.

The image shows a 'Moderated Grading' dialog box. It has a checked checkbox 'Moderated Grading' with the description 'Allow moderator to review multiple independent grades for selected submissions'. Below this is a 'Number of graders' input field with the value '2'. There is a checked checkbox 'Graders can view each other's comments'. Below that is a 'Grader that determines final grade' dropdown menu with 'Select Grader' selected. At the bottom is a checked checkbox 'Final grader can view other grader names'.

10. **Select the Anonymous Grading** option if required.

The image shows a section with two checkboxes: 'Graders cannot view student names' and 'Graders cannot view each other's names'.

11. **Select Anonymous Instructor Annotations** if you wish to anonymize all annotations.

Anonymous Instructor Annotations

☐ Anonymize all annotations made by instructors on submissions for this assignment in DocViewer

12. **Assign to everyone** or a selected group and **assign a due date** (if you select students, then you can select individual due dates).

Assign Access  [Manage Due Dates and Assign To](#)

13. **Save or Save and Publish.**




Cancel


Save & Publish

Save

14. If you utilize modules in your course, you can now go to your desired module, click **+ button** in the top right of the module to add an assignment, and then choose your new assignment.

Testing Assignment

  
Drop files here to add to module  
or choose files


Add Item to Week 1: August 25 - August 30

Add

Assignment

▼

to Week 1: August 25 - August 30

 Select the assignment you want to associate with this module, or add an assignment by selecting "Create Assignment".

[ Create Assignment ]

Assignments

Week 1 Assignment 1

Week 1 Assignment 2

Indentation: Don't Indent ▼

Cancel

Add Item