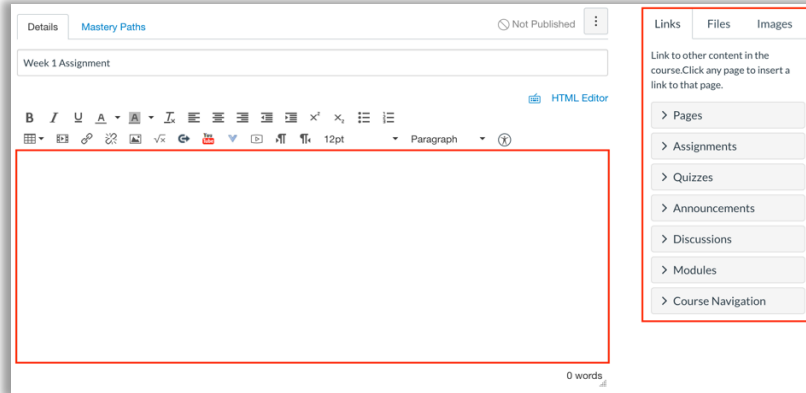




# Setting Up Assignments in Canvas



1. Open and edit an assignment that you have created within your Canvas class. Use the text box that appears to add instructions for the assignment for your students to reference. You may add any additional resources, media, links, files, and images within this area as well.

- 2. Give your assignment a point value.
- 3. Add your assignment to an assignment group. If necessary, create a new assignment group. Assignment groups help set up and organize the Canvas gradebook.
- 4. Choose the method that you will use for grading with the "Display Grade as" option. You can grade your assignment by percentage, complete/incomplete, points, a letter grade, GPA scale, or set as not graded. This determines how the assignment score will appear in the gradebook.

Points

Assignment Group  Assignments  
 Exams  
 Class Participation  
 Projects  
 [ New Group ]

Display Grade as  Percentage  
 Complete/Incomplete  
 Points  
 Letter Grade  
 GPA Scale  
 Not Graded

Submission Type

**Online Entry Options**

Text Entry  No Submission  
 Website URL  Online  
 Media Recordings  On Paper  
 File Uploads

5. Choose how students will deliver their work for this assignment. The Online submission type will allow students to deliver their work through Canvas. You can choose for students to submit their work through a text entry, a website URL, a media recording, and/or a file. The "On Paper" submission type should be used if students submit need to submit their assignment outside of Canvas. "No Submission" can be used if an assignment does not require any kind of submission.

Assign

Assign to

Due

Available from  Until

- 6. Set a due date for the assignment in the due date field.
- 7. Determine when the assignment becomes available to students with the "Available from" option.
- 8. Enter the date and time when you no longer want students to submit with the "Until" option.