

Creating an Assignment

Instructors can use Assignments to create and track graded and ungraded assignments, including online and offline submission, no submission, discussions, and quizzes.

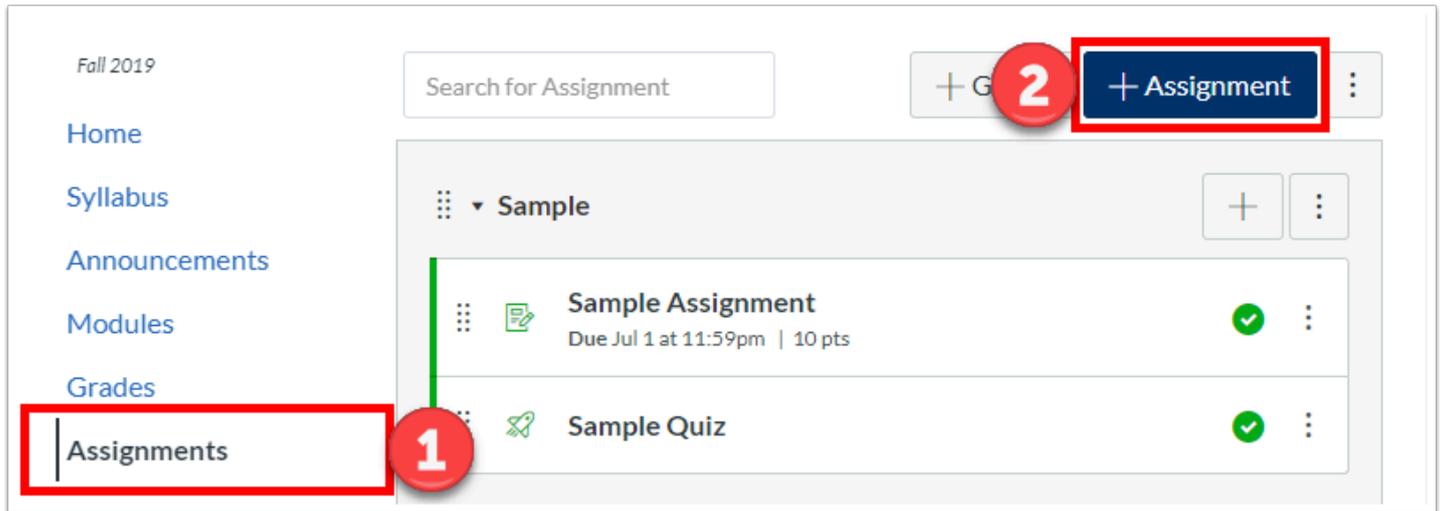
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 This article will address the following information:

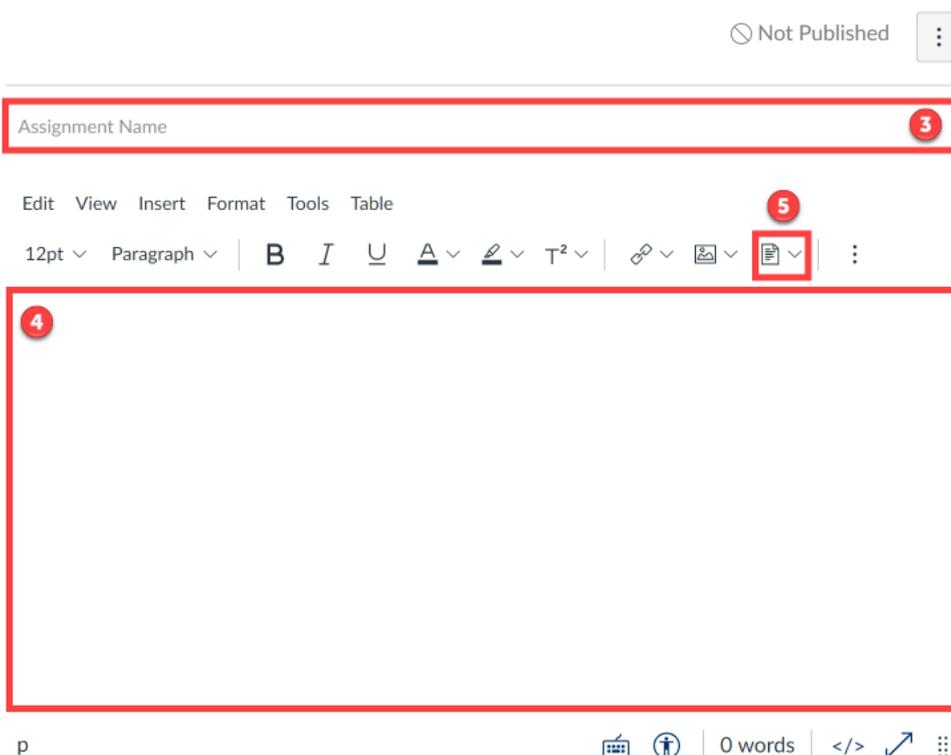
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Creating the Assignment

1. Click on "**Assignments**" from the **course navigation**.
2. Click "**+Assignment**" at the top-right corner.



3. **Name** your assignment in the top box.
4. Enter a **description or assignment details** in the Rich Content Editor.
5. If you would like to attach files, you can select the file from the **Documents** icon.
 - a. For more information on using the Rich Content Editor, review the "[Using the Rich Content Editor](#)" article.



Assignment Settings

Below the Rich Content Editor are assignment settings that you can select to fit your assignment's specific needs and configuration.

6. **Points** - Set the number of points the assignment is worth. If ungraded, enter "0."
7. **Assignment Group** - Select an assignment group if any have been created.
 - a. See the article "[Creating Weighted Assignment Groups](#)" for more information.
8. **Display Grade As** - Select the type of grade that shows up in the gradebook and on the students' view.
 - a. Percentage
 - b. Complete/Incomplete
 - c. Points
 - d. Letter Grade - Uses the grading scheme
 - e. GPA Scale - Uses the grading scheme
 - f. Not Graded - If the assignment has no submission AND is ungraded

 Check off the "**Do not count this assignment towards the final grade**" option below the "**Display Grade As**" drop down if the assignment has a submission, but should not be counted towards the course's final grade.

9. **Submission Type** and **Plagiarism Review** - Set the submission type. If a online file is selected, you can also use the plagiarism review tool **Turnitin**.
 - a. No Submission
 - b. Online
 - c. On Paper
 - d. Text Entry
 - e. Website URL
 - f. Media Recording
 - g. File Uploads
 - h. External Tool
10. **Group Assignment** - Select to designate the assignment as a group assignment.
11. **Peer Reviews** - Select to have students review their peers' work to provide feedback.
12. **Assign** - Select who and when will see the assignment, as well as set the due date.
13. Click "**Save**" or "**Save & Publish**" when finished.

The image shows a screenshot of the Canvas LMS assignment settings page. Red boxes and numbered callouts (6-13) highlight specific areas:

- 6:** Points input field (value: 0)
- 7:** Assignment Group dropdown menu (value: Sample)
- 8:** Display Grade as dropdown menu (value: Points) and the checkbox "Do not count this assignment towards the final grade"
- 9:** Submission Type dropdown menu (value: Online) and the "Online Entry Options" section, which includes checkboxes for "Text Entry", "Website URL", "Media Recordings", "File Uploads" (checked), and "Restrict Upload File Types"
- 10:** Plagiarism Review dropdown menu (value: None) and the "Show report to students" dropdown menu (value: Immediately)
- 11:** Group Assignment checkbox (value: This is a Group Assignment) and Peer Reviews checkbox (value: Require Peer Reviews)
- 12:** Assign section, including "Assign to" dropdown (value: Everyone), "Due" date field, and "Available from" date field with "Until" field.
- 13:** "Save & Publish" button and "Save" button.

At the bottom left, there is a checkbox for "Notify users that this content has changed".

 For more help, please contact canvas@yale.edu.