

# 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.

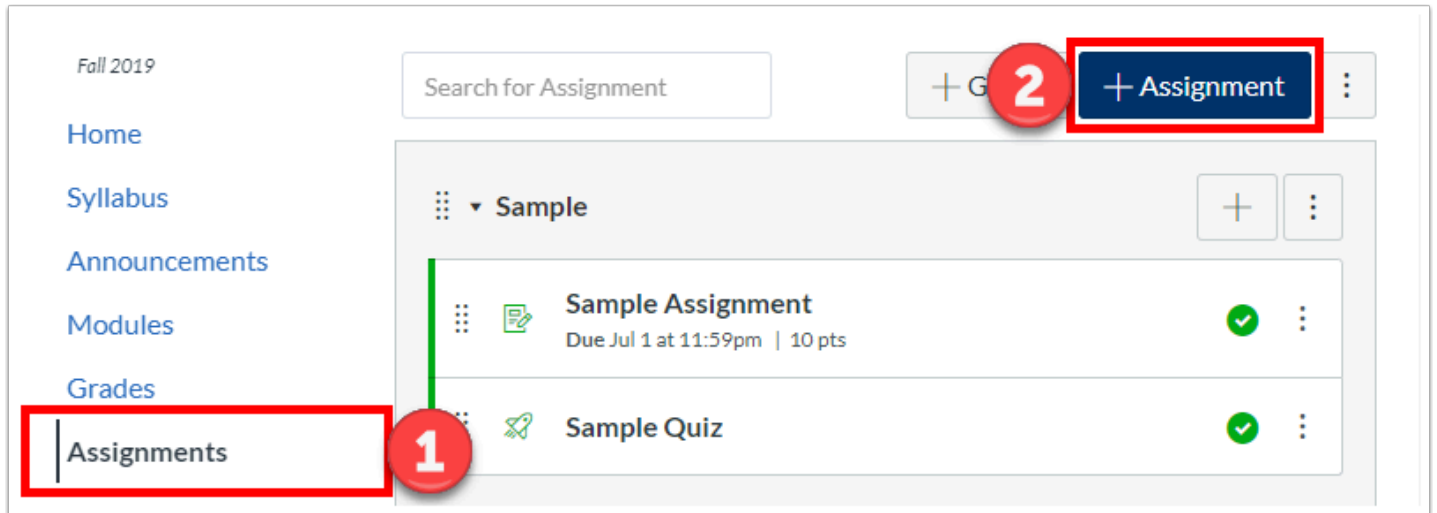
## Table of Contents

 This article will address the following information:

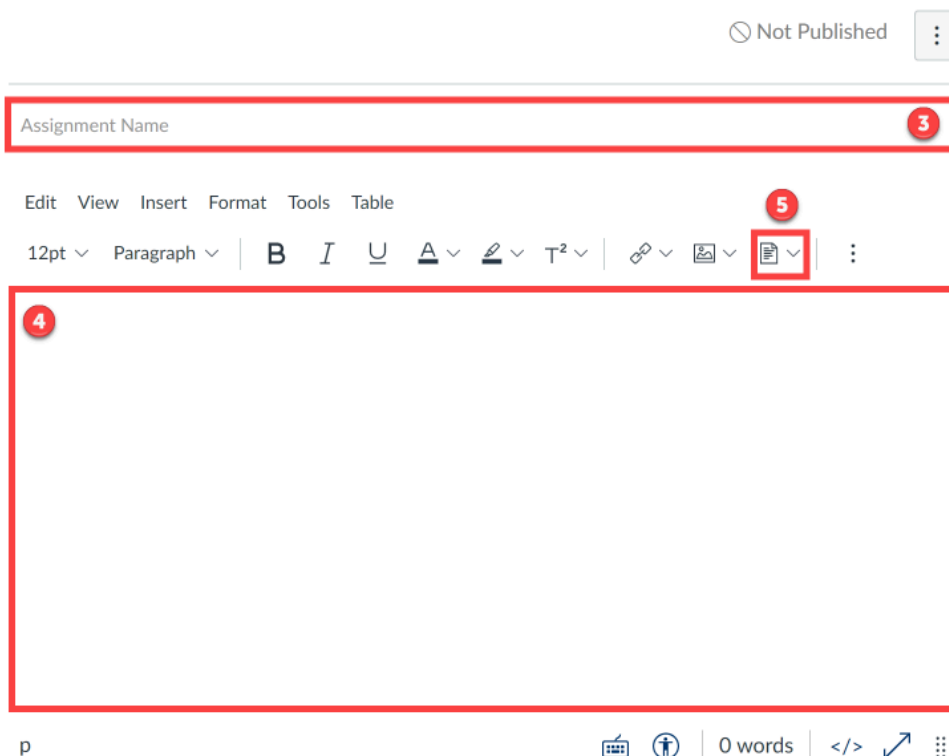
- Creating the Assignment .....3
  - Assignment Settings .....4

## 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.

6 Points

7 Assignment Group

8 Display Grade as   
☐ Do not count this assignment towards the final grade

9 Submission Type   
Online Entry Options  
☐ Text Entry  
☐ Website URL  
☐ Media Recordings  
☒ File Uploads  
☐ Restrict Upload File Types

Plagiarism Review   
Show report to students

10 Group Assignment ☐ This is a Group Assignment

11 Peer Reviews ☐ Require Peer Reviews

12 Assign  
Assign to   
Due   
Available from  Until

☐ Notify users that this content has changed

13



For more help, please contact [canvas@yale.edu](mailto:canvas@yale.edu).