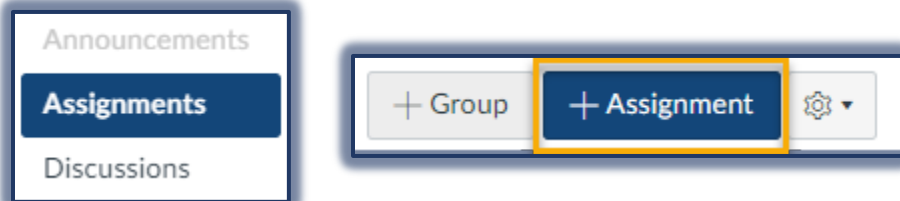


Create Assignments for Group Sets in Canvas

In Canvas, once a Group Sets has been created, it is possible to add Assignments or Discussions for the Group Set. There is an option when creating either of these Content Items that allows you to set up the content for a Group.

CREATE ASSIGNMENT

- Click the **Assignments** link in the **Course Navigation Pane**.
- Click the **Add Assignment** button on the right side of the page.

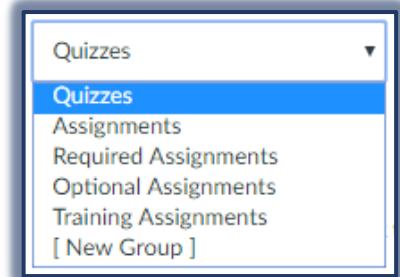


- The **Add Assignment** window will appear.
- Input information about the **Assignment** into the **Rich Content Editor**.
- There are several ways that content can be added to the Rich Content Editor.
 - ✧ You can copy and paste content from Word.
 - ✧ You can input content into the Editor.
 - ✧ You can upload a file and create links to the file.
 - ✧ You can use the **Record/Upload Media** option to create an Audio recording for the students.
- Input the **Points** for the **Assignment**.



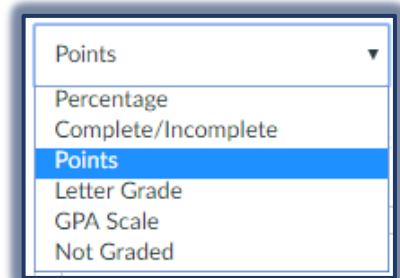
ASSIGNMENT GROUPS

- Select an **Assignment Group**. These groups are used when weighting grades in Canvas. The defaults are:
 - ✧ Assignments
 - ✧ Required Assignments
 - ✧ Optional Assignments
 - ✧ Training Assignments
 - ✧ **New Group** - This makes it possible to create a New Group, such as Assignments, while creating the Assignment. These Groups are used to Weight Grades in Canvas.



DISPLAY GRADES

- Select how you want to display the Grade for the Assignment. The options are shown in the illustration at the right.
- Click the box for **Do not count this assignment towards the final grade** if you don't want the grade for this Assignment to be counted toward the final grade.



SUBMISSION TYPE

Select a **Submission Type**. The options are:

☆ **No Submission**

- ✧ This type of Assignment can be created when students don't need to submit an assignment in Canvas.
- ✧ This type of Assignment can be used to create extra columns in the Gradebook, create an Assignment that involves multiple scores, or give extra points.

☆ **Online**

- ✧ You can select what format(s) you want the student to use to upload the Assignment.
- ✧ The options are:
 - Text Entry
 - Website URL
 - Media Recordings
 - File Uploads

☆ **On Paper**

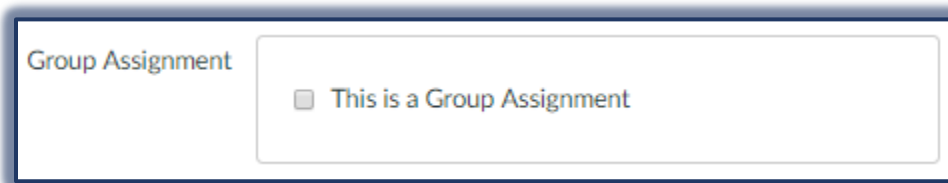
- ✧ Select this option when you want students to submit the Assignment during a class period.
- ✧ A column will be created in the Gradebook for grading purposes.
- ✧ When students view the Assignment, they see a notice about how to submit the paper.

☆ **External Tool** – This would be a tool such as Turnitin.

- ✧ Enter or find an External Tool URL.
- ✧ Click the **Find** button.
- ✧ Scroll down the page, if necessary, to locate the desired app.
- ✧ Click the **Select** button.
- ✧ The URL for Tool should appear in the box.
- ✧ Click the check box to have the tool display in a different window instead of the Canvas window.

CREATE GROUP ASSIGNMENT

Click the **This is a Group Assignment** check box.

A screenshot of a user interface element. On the left, the text "Group Assignment" is displayed. To its right is a rectangular box containing a small, unchecked square checkbox followed by the text "This is a Group Assignment". The entire box is highlighted with a blue border.

- The window will expand to display the options for assigning this item to a Group Set.
- You can choose to assign grades to students individually by selecting the **Assign Grades to Each Student Individually** checkbox.
- If the box is left unchecked, all the students in the group will receive the same grade.
- Click the **Group Set** drop-down menu to select a **Group Set** for the **Assignment**.
- To create a **New Group**, click the **New Group Category** button.

This is a Group Assignment

Assign Grades to Each Student Individually

Group Set

New Group Category

- Follow the instructions in the **Create Group Sets in Canvas** document to create the **Group Set**.

DUE DATES

- Select a **Due Date** for the **Assignment**.

Assign

Assign to

Everyone X

Due

Available from Until

+ Add

- The **Due Date** will place the Assignment in the Calendar as well as in the Gradebook.
- Select the dates and times when the students will be able to view the Assignment.
- Click the **Add** button to add additional sections and/or times for the Assignment.
- Click the check box **Notify Users** if you want students to be notified of any changes you make to the assignment.

EDIT AN ASSIGNMENT

- Click the **Assignments** link in the **Course Navigation Pane**.
- Click the link for the **Assignment**.
- Click the **Edit** button.
- Make any necessary changes.
- Click the **Save** button.

Published Edit