



# Creating Assignments in Canvas

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## Differences between D2L and Canvas

Assignments in Canvas work a little differently from the Dropbox in D2L.

### What is the same?

The similarity between the two tools is that both contain graded assignments.

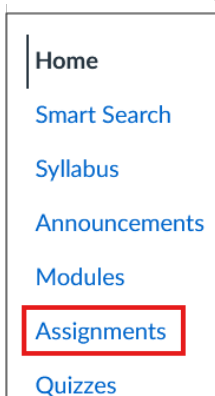
### What is different?

In Canvas, it not only lists the assignments in the course, but you will also see graded discussions, quizzes, and attendance (using the Attendance tool). All graded assessments will be listed in the Assignment area.

The assignment tool in Canvas is also where you set up the assignment groups and their corresponding weight in the total grade. In D2L, this was done in the Grades area.

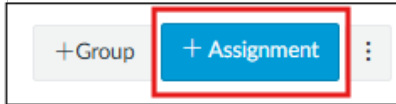
## Accessing Assignments

- Select the **Assignments** link in the course navigation menu.



## Create a New Assignment

1. Select the **+Assignment** button in the upper right-hand corner.



2. Enter following fields:
  - a. **Assignment Name**
  - b. Enter instructions and/or attach helpful documents for the students to use to complete the assignment in the large text field.
  - c. **Points**
  - d. **Assignment group** – if you setup groups, you can select the appropriate one from the drop-down menu. (This references the way the assignment will be calculated in the total grade.)
  - e. **Display Grade as** – choose from the drop-down menu.
    - i. Points (the default setting)
    - ii. Percentage
    - iii. Complete/Incomplete
    - iv. Letter Grade
    - v. GPA Scale
    - vi. Not Graded.
  - f. Select the checkbox **“Do not count this assignment toward the final grade”**, if appropriate.

Assignment Name \*

Assignment 1: Intro Questions

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This is an assignment to allow you to get familiar with the assignment tool and also, ask questions.

Create a Word document. Add your name at the top. Also, include any information about yourself that I need to be aware of, and any additional questions you might have about the course concerning the syllabus.

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Points

Assignment Group

Display Grade as

Do not count this assignment towards the final grade

## Submission Type Settings

### Assignment Submission Types

There are several options in the submission type drop-down menu to choose from.

- Online (*Default*)
- No Submission
- On Paper
- External Tool
- Lucid (we will cover this later)

Submission Type

- Online ▼
- No Submission
- Online
- On Paper
- External Tool
- Lucid

## Options for Submission Types

1. **Online** – the most commonly used option.

### Online Entry Options

You can select more than one options.

The screenshot shows the 'Submission Type' configuration in Canvas. The 'Submission Type' dropdown is set to 'Online'. Under 'Online Entry Options \*', the following options are visible:

- Text Entry
- Website URL
- Media Recordings
- Student Annotation
- File Uploads
- Restrict Upload File Types

Below the 'Restrict Upload File Types' option, there is a text input field containing 'doc, docx, pdf, txt'. Below this field, there is a note: 'Enter a list of accepted extensions, for example: doc,xls,txt'.

- a. Text Entry
  - b. Website URL
  - c. Media Recordings
  - d. Student Annotation
    - i. Allows you to upload a document that students can mark up using built-in tools such as highlighting, adding text boxes, drawing and making comments.
  - e. File Uploads
    - i. Select to **Restrict Upload File Types** if you want to limit the types of documents you receive.
    - ii. You can enter the accepted extensions in the field. (Ex: doc, docx, pdf)
1. **No Submission** – (there are no additional options.)
  2. **On Paper** – (there are no additional options.)

### 3. External Tools

- a. Enter or find an External Tool URL
- b. If the tool has been setup in Canvas, you can select the Find button and choose from the available integrations.
- c. Select the **Load This Tool in A New Tab** to open the link in a new tab outside of Canvas.

### Submission Attempts

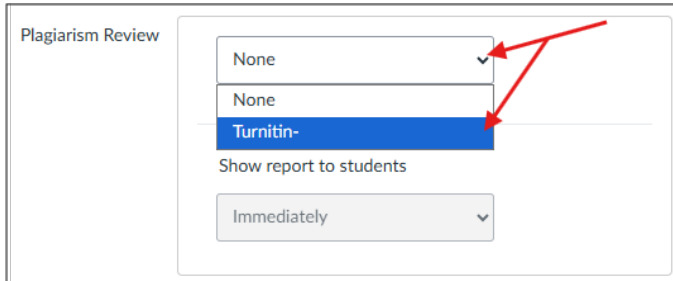
1. **Allowed Attempts** – select whether you want to allow Limited or Unlimited attempts.
2. **Number of Attempts** – if you selected Limited attempts, you will need to enter a number of attempts you will allow.

### Plagiarism Review: Turnitin Options

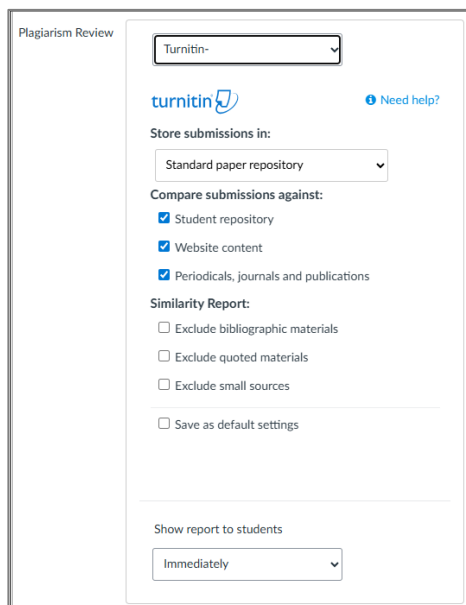
If you selected the Online submission type and choose Text Entry and/or File Uploads, this option will be visible.

## Plagiarism Review (Turnitin integration)

- Select Turnitin from the drop-down menu.



## Turnitin Options



1. Select where to store the submissions in the **Store submissions in:** drop-down menu.
  - a. Standard paper repository
  - b. Do not store the submitted paper
2. **Compare submissions against**
  - a. Student repository
  - b. Website content
  - c. Periodicals, journals, and publications
3. **Similarity Report:**
  - a. Exclude bibliographic materials
  - b. Exclude quoted materials
  - c. Exclude small sources

4. Choose **Save as default settings** if you would like to make the selected settings your default for future assignments.
5. **Show report to students:** (choose from the drop-down menu)
  - a. Immediately
  - b. After the assignment is graded
  - c. After the due date
  - d. Never

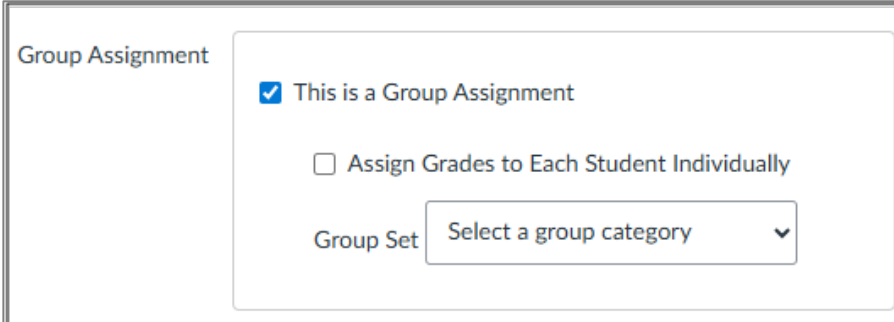
## Additional Assignment Settings

The additional options give you the opportunity to enable different settings that allow for the following:

- Group assignments
- Peer review
- Moderated grading
- Anonymous grading
- Anonymous instructor annotations
- Assign To (probably the most important part)

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### Group Assignment



The screenshot shows a 'Group Assignment' settings panel. It contains three main elements: a checked checkbox for 'This is a Group Assignment', an unchecked checkbox for 'Assign Grades to Each Student Individually', and a 'Group Set' dropdown menu with the text 'Select a group category' and a downward arrow.

1. Select this option if you want to set up a group assignment, then either create or select the group category to assign.
2. **Assign Grades to Each Student Individually** – otherwise, the grade will be set at the group level and assigned to all.
3. If you have not setup groups prior to selecting this option, you will get a dialog box that will prompt you to create groups, or choose to set them up later.

**Create Group Set** [X]

Group Set Name\*

Self Sign-Up [?](#)  Allow self sign-up  
 Require group members to be in the same section

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Group Structure 

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Cancel Save

## Peer Review

Peer Reviews

Require Peer Reviews

**How to Assign Peer Reviews**

Manually Assign Peer Reviews  
 Automatically Assign Peer Reviews

**Anonymity**

Peer Reviews Appear Anonymously

1. Select **Require Peer Reviews** to enable this option.
2. Choose **How to Assign Peer Reviews**
  - a. [Manually Assign Peer Reviews](#)
  - b. [Automatically Assign Peer Reviews](#)
3. **Anonymity**
  - a. Select **Peer Reviews Appear Anonymously** if you don't want people to know who the peer review was.  
**NOTE:** Canvas DocViewer does not support anonymous comments, so it cannot be used for annotated feedback on assignments with anonymous peer reviews.

## Moderated Grading

If selected, allows you select additional graders to review multiple independent grades for selected submissions.

**Moderated Grading**

**Moderated Grading**  
Allow moderator to review multiple independent grades for selected submissions

**Number of graders**

Graders can view each other's comments

**Grader that determines final grade**

Final grader can view other grader names

1. **Number of graders** – select how many additional graders
2. Select whether **Graders can view each other's comments**.
3. Choose the **Grader that determines the final grade** from the drop-down menu.
4. Select **Final grader can view other grader names**.

## Anonymous Grading

**Anonymous Grading**

Graders cannot view student names

1. Graders cannot view student names
2. Graders cannot view each other's names

## Anonymous Instructor Annotations

Select this checkbox to anonymize all annotations made by instructors on submissions for this assignment in DocViewer.

Anonymous Instructor Annotations  Anonymize all annotations made by instructors on submissions for this assignment in DocViewer

## Assign Access

Assign Access

**Assign To**

Everyone X

▼

<b>Due Date</b>	<b>Time</b>	
<input style="width: 90%; border: 1px solid #ccc;" type="text" value=""/>	<input style="width: 90%; border: 1px solid #ccc;" type="text" value=""/>	Clear
<b>Available from</b>	<b>Time</b>	
<input style="width: 90%; border: 1px solid #ccc;" type="text" value=""/>	<input style="width: 90%; border: 1px solid #ccc;" type="text" value=""/>	Clear
<b>Until</b>	<b>Time</b>	
<input style="width: 90%; border: 1px solid #ccc;" type="text" value=""/>	<input style="width: 90%; border: 1px solid #ccc;" type="text" value=""/>	Clear

+ Assign To

1. **Assign To** - you can assign access to the assignment to everyone (the default), an individual student, a section, or a group.
2. **Due Date** – the deadline for the assignment submission and the date at which Canvas flags a submission as late.
3. **Available from** – the date at which the students can start viewing and submitting the assignment.
4. **Until** – the final cutoff date of the assignment, at which the students can no longer submit the assignment.

5. **+ Assign To** - select this option below the default Assign Access to set up multiple due dates for different people, groups, or sections.

### Notify users that this content as changed

Select this option to make sure students see when you have updated the assignment.

Notify users that this content has changed

### Save your Updates

Make sure to select the **Save** button when you finish creating or updating your assignment.

Cancel Save