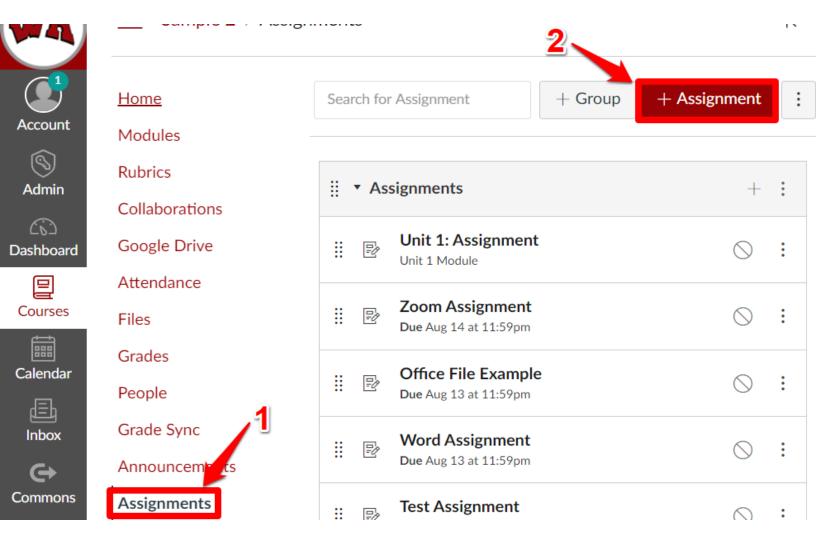# Set Up Canvas Assignments

In order to allow for consistent access to assignments by students and parents, and to help organize your instructional materials so they can be used from year to year, any work with a completion component, graded or non-graded, must be entered into Canvas as an assignment.
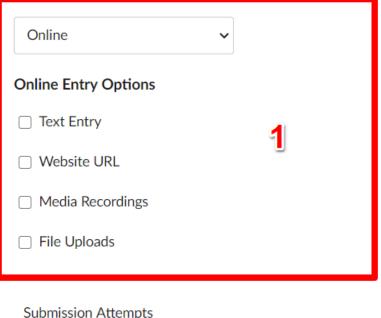
To create an assignment, click the "Assignments" link [1] on the Course Navigation and then click the "+Assignment" button [2].

Name the assignment [1]
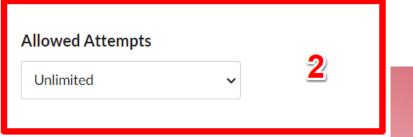
Provide instructions for the students [2]

| Details | Mastery Paths | **1** | | ⊘ Not Published | ⋮ |

1

| Assignment Name | 🖮 |

🖮 **HTML Editor**

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2

Choose your submission type. This is how the students will submit their work [1]

| Online | ⌄ |

Online Entry Options

☐ Text Entry

☐ Website URL   **1**

☐ Media Recordings

☐ File Uploads

Choose how many attempts the student has at the work [2]

Submission Attempts

Allowed Attempts
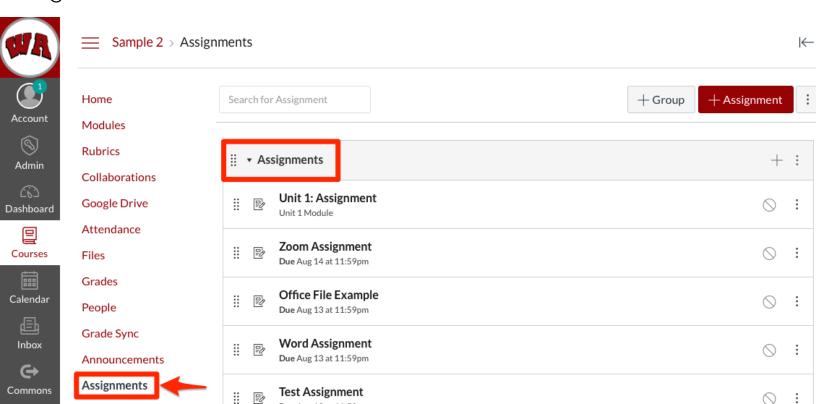
2

| Unlimited | ⌄ |

Choose who you would like to assign the assignment to and the due date [1]

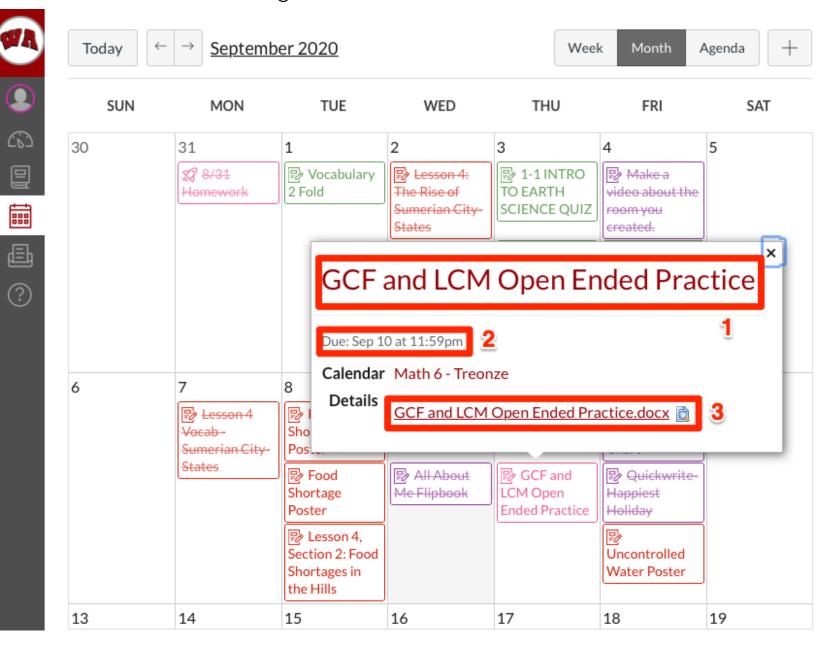Once the assignment is set up the way you want, click "Save & Publish" [2]

Once the assignment has been created, it will automatically appear in the assignments section

When an assignment is created, it will also be displayed in your calendar section in Canvas. This gives students a singular place to check and easy access to their assignment. It shows…
1. The name of the assignment which they can click to easily access the assignment
2. The date and time the assignment is due
3. Details about the assignment

Once the assignment has been created, you can also copy the link from the URL bar and place it wherever is convenient for you.

https://westasd.instructure.com/courses/1437/assignments/1239