

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].

The screenshot shows the Canvas LMS interface. On the left is a dark sidebar with navigation icons and labels: Account (with a '1' badge), Admin, Dashboard, Courses, Calendar, Inbox, and Commons. The main content area has a top navigation bar with 'Home' (underlined), 'Modules', 'Rubrics', 'Collaborations', 'Google Drive', 'Attendance', 'Files', 'Grades', 'People', 'Grade Sync', and 'Announcements'. Below this is a search bar for assignments and two buttons: '+ Group' and '+ Assignment' (highlighted with a red box and a red arrow labeled '2'). The main content area displays a list of assignments under a '▼ Assignments' header. The list includes: 'Unit 1: Assignment' (Unit 1 Module), 'Zoom Assignment' (Due Aug 14 at 11:59pm), 'Office File Example' (Due Aug 13 at 11:59pm), 'Word Assignment' (Due Aug 13 at 11:59pm), and 'Test Assignment'. A red box highlights the 'Assignments' link in the navigation menu, with a red arrow labeled '1' pointing to it.

▼ Assignments		+	⋮
⋮	Unit 1: Assignment Unit 1 Module	⊘	⋮
⋮	Zoom Assignment Due Aug 14 at 11:59pm	⊘	⋮
⋮	Office File Example Due Aug 13 at 11:59pm	⊘	⋮
⋮	Word Assignment Due Aug 13 at 11:59pm	⊘	⋮
⋮	Test Assignment	⊘	⋮

Name the assignment [1]

Provide instructions for the students [2]

Details **Mastery Paths** **1** Not Published

Assignment Name

HTML Editor

2

Online

Online Entry Options

- Text Entry
- Website URL
- Media Recordings
- File Uploads

1

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

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

Submission Attempts

Allowed Attempts

Unlimited

2



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]

Assign

Assign to

Everyone X

Due

Available from **Until**

+ Add

1

2

hat this content has changed

Cancel
Save & Publish
Save

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

- Account
- Admin
- Dashboard
- Courses
- Calendar
- Inbox
- Commons

Sample 2 > Assignments

Search for Assignment

+ Group + Assignment

Assignments		
Unit 1: Assignment	Unit 1 Module	
Zoom Assignment	Due Aug 14 at 11:59pm	
Office File Example	Due Aug 13 at 11:59pm	
Word Assignment	Due Aug 13 at 11:59pm	
Test Assignment		

Assignments

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

The screenshot shows a calendar interface for September 2020. The calendar grid displays dates from 30 to 19. A modal window is open over the date September 10, showing the following details:

- Assignment Title:** GCF and LCM Open Ended Practice
- Due Date:** Sep 10 at 11:59pm
- Calendar:** Math 6 - Treonze
- Details:** GCF and LCM Open Ended Practice.docx

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

