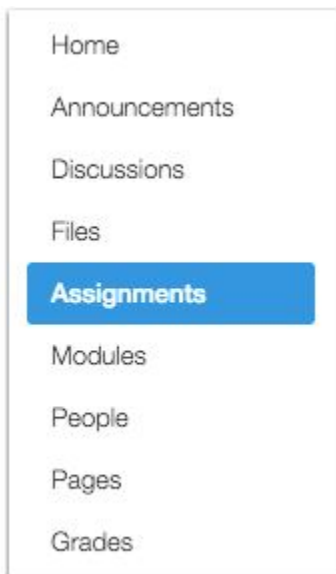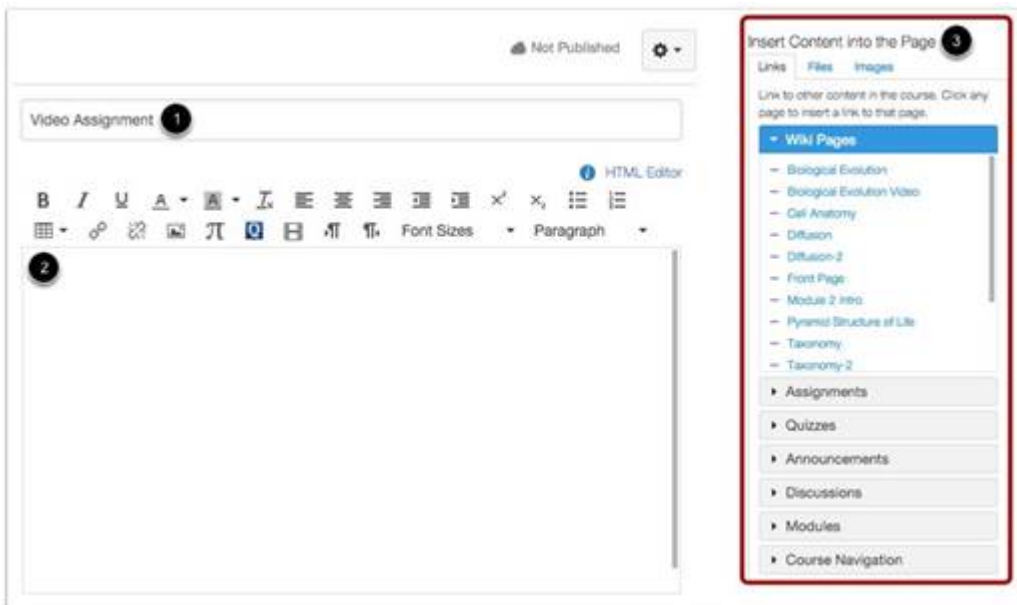# Setting Up Assignments in Canvas

Assignments in Canvas should include complete instructions, attachments, due dates, rubrics, etc. for the assignment. The student should not have to go back to the syllabus for information to complete the assignment. Step by step instructions are below.

Open Assignments

In Course Navigation, click the **Assignments** link.

Type the assignment title in the Assignment Name field [1].

Use the Rich Content Editor to add images, text, links, equations, or insert media [2]. Use the Content Selector in the Sidebar to link to or upload course resources, including files and images [3]. Be sure to include all instructions for the assignment here.
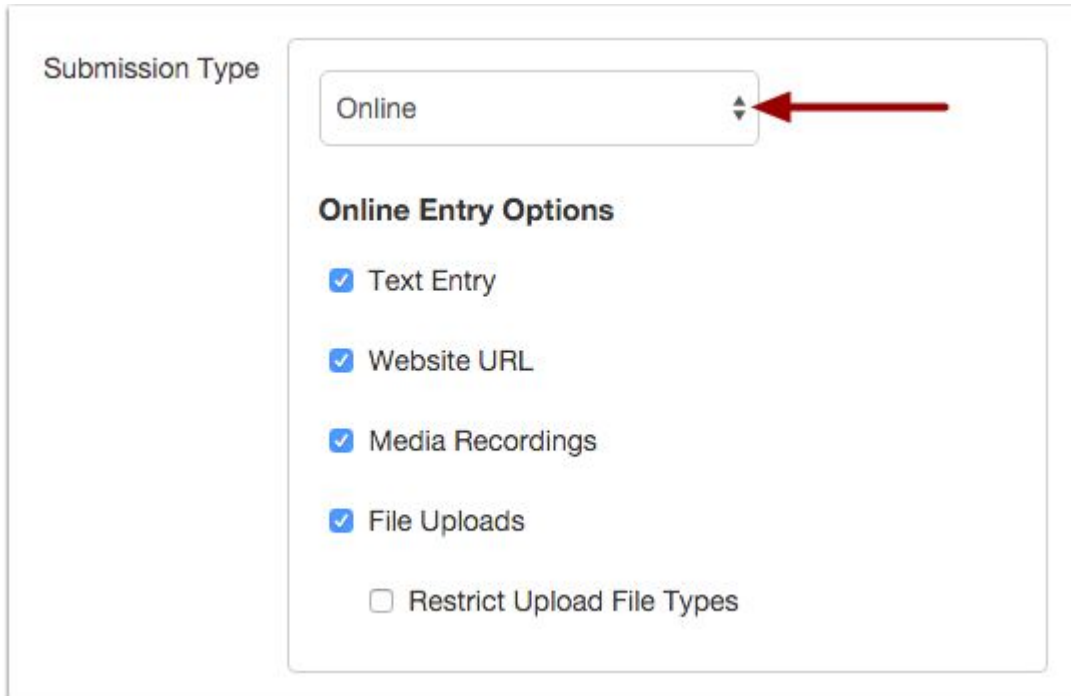
Change Points Possible

Select Grading Type

In the **Display Grade as** drop-down menu, select the method you want to use for grading. You can grade your assignment by percentage, complete/incomplete, points, letter grade, GPA scale, or not grade the assignment.

Note: The grading type is how the assignment score will display in the Gradebook. For example, let's say you have an assignment that is worth 10 points and you choose to display the grade as a percentage. A student who receives 8/10 points on the assignment will show as 80 in the Gradebook. If using a letter grade, learn how to create a grading scheme and apply a grading scheme to your assignment.

Select Submission Type

In the **Submission Type** drop-down menu, select the type of submission you want to accept for the assignment. By default, the submission type will be set to Online.

- **No Submission** is when you do not want students to submit an assignment in Canvas. This assignment type can be used to create extra columns in the Gradebook, or when you want to create an assignment that involves multiple scores. *Submission Type does not apply to Not Graded assignments.*
- **Online** is when you want students to submit their assignments using Canvas.
- **On Paper** is when you want students to submit an assignment to you but not through Canvas. This assignment type applies to traditional face-to-face courses or hybrid courses when you want the assignment turned in during class, but you still want to create a column in the Canvas Gradebook for grading purposes.
- **External Tool** is when you want students to submit their assignments using an external app (LTI) enabled for your course. You must enter a URL for the external tool.

Note: No Submission and On Paper assignments still appear to students on their Assignments page. To avoid confusion, it is best to make a note in the description about the assignment so students will know whether or not a submission is required and if so, how they are supposed to submit it.

When you use the online submission type, you can specify online entry options. These options tell your students how they can submit their assignment. You can select one or all options:

Text Entry [1]: Students can submit their assignment directly in the Rich Content Editor.

Website URLs [2]: Students can submit a URL that fulfills the assignment.

Media Recordings [3]: Students can submit an audio or video recording that fulfills the assignment. They can either record new media or upload existing media.

File Uploads [4]: Students can upload a file to fulfill the assignment. Note that if your institution has enabled Google Docs as a submission type, students can connect to Google Docs as a web service to submit an assignment as a Google Doc, Google Sheet, or Google Slide. However, these files will convert to their Microsoft counterpart file type—Word, Excel, and PowerPoint, respectively.

Select File Upload Restriction

If you want to only allow certain types of files for assignment submissions, click the **Restrict Upload File Types** checkbox [1] and manually enter a list of accepted extensions in the **Allowed File Extensions** [2] field.
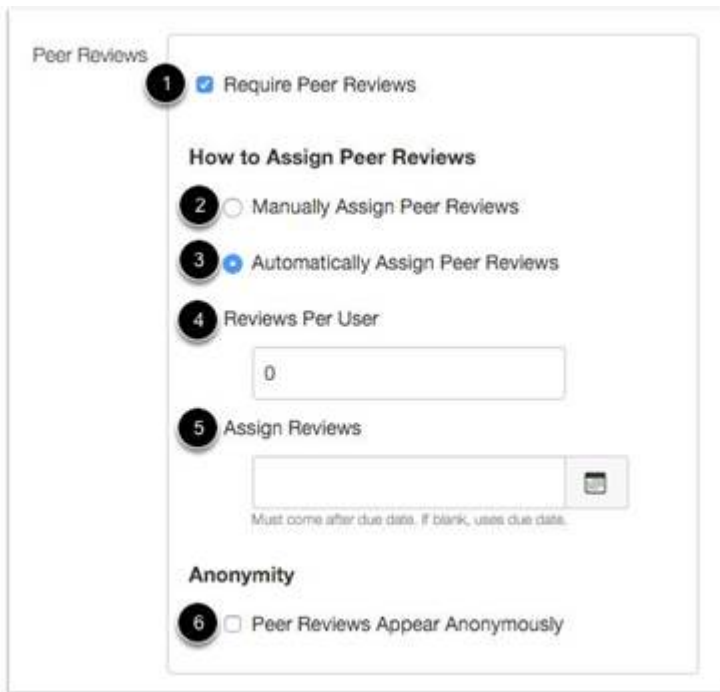
Create Group Assignment

If you want students to work together on the assignment as a group, check the **This is a Group Assignment** checkbox [1].

Some instructors choose to grade students individually even though they are participating in a group assignment. If you want to assign grades individually, check the **Assign Grades to Each Student Individually** checkbox [2]. Then select the the set of groups you want to use for the assignment from the **Group Set** drop-down menu [3].

Require Peer Reviews

If you want to require students review each other's work, check the **Require Peer Reviews** checkbox [1].

When requiring peer reviews, you can select whether to manually assign peer reviews [2] or automatically assign peer reviews [3]. Select the radio button next to the option you prefer.

If you automatically assign peer review, the menu will expand. In the **Reviews Per User** field [4], enter the number of reviews each student will be required to complete. In the **Assign Reviews** field [5], use the calendar icon or manually enter in the date students should submit their peer review by.

If you want to make the peer review anonymous, check the **Peer Reviews Appear Anonymously** [6] checkbox.

Learn more about peer review assignments.

Note: If automatically assigning peer reviews, the assign reviews date must come after the assignment due date. If left blank, Canvas will use the assignment due date.

Add Rubric

Click the **Add Rubric** button.

Create Rubric

Create a new rubric for your assignment [1]. You can also find an existing rubric by clicking the Find a Rubric link [2].

If you want to write free-form comments to students, select the **I'll write free-form comments...** checkbox [3].

If you want to use the rubric for grading, select the **Use this rubric for assignment grading** checkbox [4].

If you don't want students to see the score total for the rubric in their quiz results, select the **Hide score total for assessment results** checkbox [5]. Students can still see the point values for each criterion, but the total score will not be shown at the bottom of the rubric.

When you are finished, click the **Create Rubric** button [6].

Use Rubric for Grading

If you select the option to use the rubric for grading, Canvas will compare the rubric score and Assignment points.

If the number of points in the rubric is different than the number of points in the Assignment, Canvas will generate a warning message notifying that the point values are not equal.

Click the **Change** button [1] to update the Assignment points. Otherwise, click the **Leave different** [2] button.

View Rubric

View the rubric for the assignment. If necessary you can edit the rubric.

Edit Due and Availability Dates

By default, Canvas will set your assignment dates for everyone in your course [1]. However, you can assign the assignment to a specific student or section. Create a due date for the assignment in the **Due Date** field [2]. The due date will already be populated for you if you created an assignment shell, but you can change it if necessary. You also have the option to add availability date fields [3].