

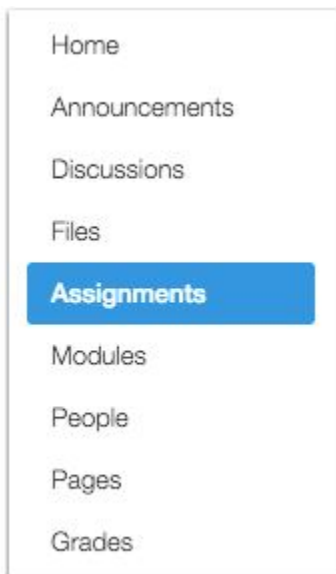


Tuesday Tip

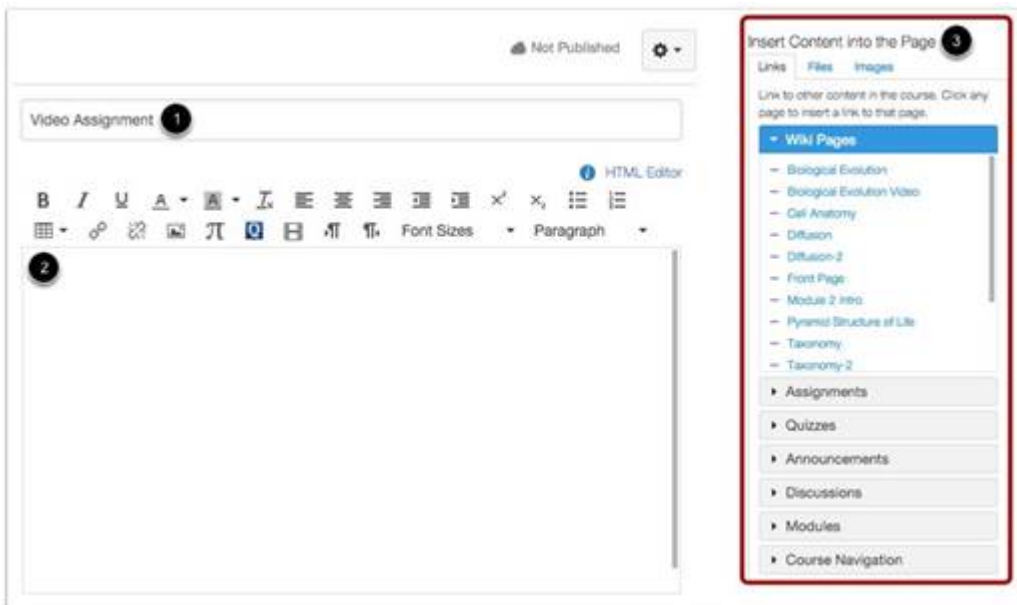
Setting Up Assignments in Canvas

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

Points

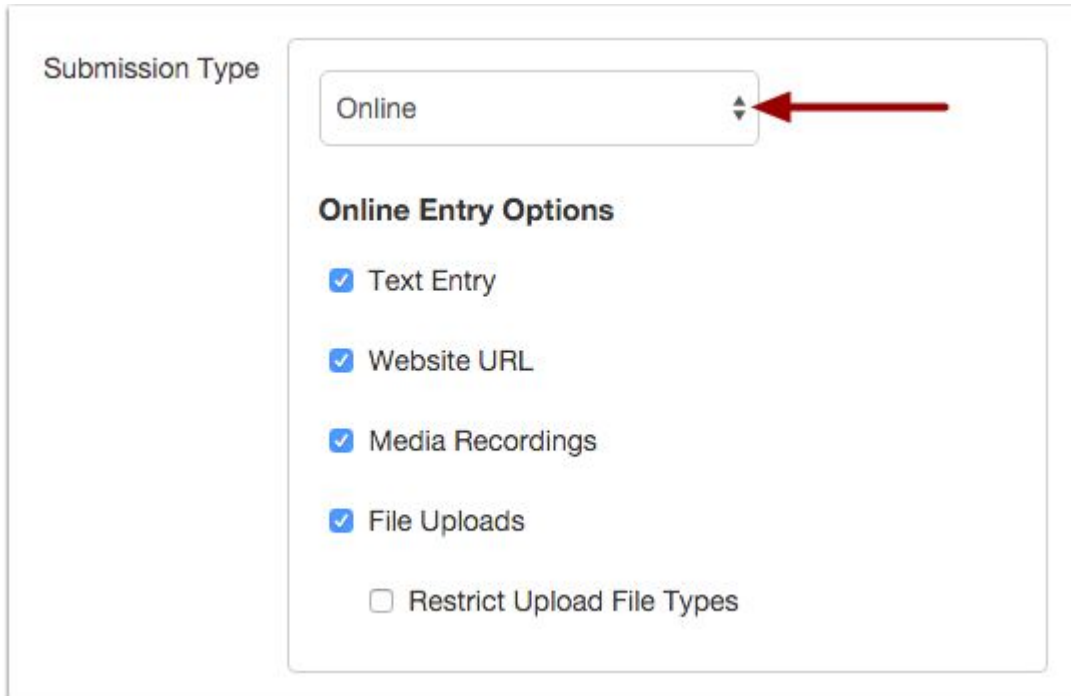
Select Grading Type

Display Grade as

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



The screenshot shows a configuration box for 'Submission Type'. At the top left is the label 'Submission Type'. To its right is a drop-down menu currently showing 'Online'. A red arrow points to this menu. Below the menu is the section 'Online Entry Options' which contains five items: 'Text Entry', 'Website URL', 'Media Recordings', 'File Uploads', and 'Restrict Upload File Types'. The first four items have a blue checkmark icon to their left, while the last item has an unchecked checkbox icon.

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.

Submission Type

Online

Online Entry Options

- 1 ☐ Text Entry
- 2 ☐ Website URL
- 3 ☐ Media Recordings
- 4 ☐ File Uploads

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

The screenshot shows a configuration window for 'Submission Type'. At the top, a dropdown menu is set to 'Online'. Below this, under the heading 'Online Entry Options', there are four checkboxes: 'Text Entry', 'Website URL', 'Media Recordings', and 'File Uploads'. The 'File Uploads' checkbox is checked and highlighted with a red rectangle. Below the checkboxes, there are two numbered callouts. Callout 1 points to the 'Restrict Upload File Types' checkbox, which is also checked. Callout 2 points to the 'Allowed File Extensions' text input field, which contains the placeholder text 'Enter a list of accepted extensions, for example: doc,xls,txt'.

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.

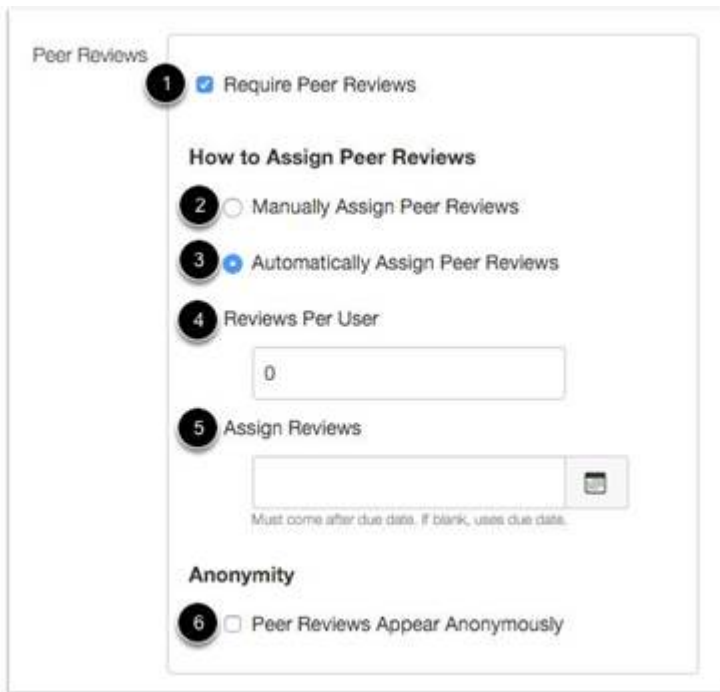
Create Group Assignment

The screenshot shows a configuration window for 'Group Assignment'. It contains two numbered callouts. Callout 1 points to the 'This is a Group Assignment' checkbox, which is checked. Callout 2 points to the 'Assign Grades to Each Student Individually' checkbox, which is unchecked. Below these, there is a 'Group Set' dropdown menu set to 'Project Groups', with callout 3 pointing to it. At the bottom, a yellow warning box contains the text: 'Differentiated group assignments may yield unexpected results.'

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



The screenshot shows the 'Peer Reviews' configuration panel. It includes a title 'Peer Reviews' at the top left. Below it is a section with a numbered list of settings:

- 1. ☒ **Require Peer Reviews**
- 2. ☐ **Manually Assign Peer Reviews**
- 3. ☒ **Automatically Assign Peer Reviews**
- 4. **Reviews Per User**
A text input field containing the number '0'.
- 5. **Assign Reviews**
A date picker field with a calendar icon. Below it, a small note reads: 'Must come after due date. If blank, uses due date.'
- 6. ☐ **Peer Reviews Appear Anonymously**

Below the numbered list is a section titled 'Anonymity'.

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

The screenshot shows the 'Research Assignment' page. At the top right, there are 'Published' and 'Edit' buttons. The main content area is titled 'Biology Research Assignment' and contains the text: 'Submit a 2-3 paragraph proposal for the topic of your research project. The topic should be related to the topics covered in class so far.' Below this, there are fields for 'Points' (50) and 'Submitting' (a text entry box, a website url, a media recording, or a file upload). A table at the bottom shows the assignment details: 'Due' (Nov 23, 2015), 'For' (Everyone), 'Available from' (.), and 'Until' (.). At the bottom left, the 'Add Rubric' button is highlighted with a red box.

Due	For	Available from	Until
Nov 23, 2015	Everyone	.	.

Click the **Add Rubric** button.

Create Rubric

The screenshot shows the 'Create Rubric' form. At the top, there is a 'Title' field with the text 'Some Rubric' and a 'Find a Rubric' link. Below this is a table with three columns: 'Criteria', 'Ratings', and 'Pts'. The first row of the table is highlighted with a red box and has a callout '1' pointing to the 'Criteria' column. The 'Criteria' column contains the text 'Description of criterion' and a link 'view longer description'. The 'Ratings' column contains 'Full Marks 5 pts' and 'No Marks 0 pts'. The 'Pts' column contains a text input field with the value '5' and the unit 'pts'. A callout '2' points to the 'Find a Rubric' link. Below the table, there is a 'Total Points: 5' label. Below the table, there are three checkboxes: 'I'll write free-form comments when assessing students' (callout '3'), 'Use this rubric for assignment grading' (callout '4'), and 'Hide score total for assessment results' (callout '5'). At the bottom right, there are 'Cancel' and 'Create Rubric' buttons, with a callout '6' pointing to the 'Create Rubric' button.

Criteria	Ratings	Pts
Description of criterion view longer description	Full Marks 5 pts No Marks 0 pts	5 pts

[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

Change assignment points to match rubric? ×

Leaving the assignment's total points at 50 and the rubric's total points at 5 will result in a maximum possible score of 10% for student submissions graded with the rubric.

1

Change

2

Leave different

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

Research Assignment

Published Edit

Biology Research Assignment

Submit a 2-3 paragraph proposal for the topic of your research project. The topic should be related to the topics covered in class so far.

You will also need to do a presentation on your project, so keep that in mind as you decide your topic.

Points

5

Submitting

a text entry box, a website url, a media recording, or a file upload

Due

Nov 23, 2015

For

Everyone

Available from

Until

Some Rubric (5)

Search

Trash

Criteria	Ratings		Pts
Description of criterion	Full Marks 5 pts	No Marks 0 pts	5 pts
Total Points: 5			

View the rubric for the assignment. If necessary you can [edit the rubric](#).

Edit Due and Availability Dates

Assign

1

Assign to

Everyone X

2

Due

Jan 5 at 11:59pm
Tue Jan 5, 2016 11:59pm

3

Available from

until

+ Add

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].

For more information, please contact the [ISS team](#).
View all of our Tuesday Tips on our [SHP/ISS website](#)!

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Knowledge that will change your world