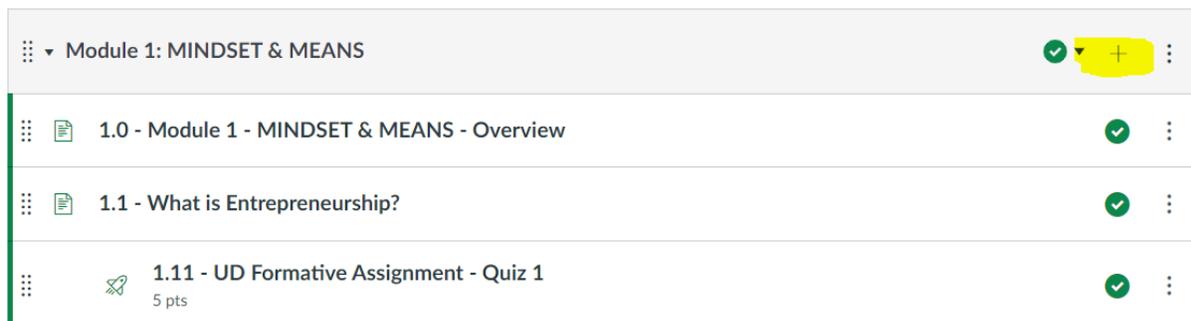


Canvas Guide: How to Create Assignments

In Canvas you can add assignments specific to your high school course. This may be necessary to meet specific requirements for your school's or district's grading policies. Some teachers choose to do these in their high school gradebook while others will build it directly into Canvas. Please note these grades cannot count towards their UD grade. If you want to use Canvas, **please email Melanie (mschlein@udel.edu) to ensure your gradebook is setup so that grades are calculating correctly.**

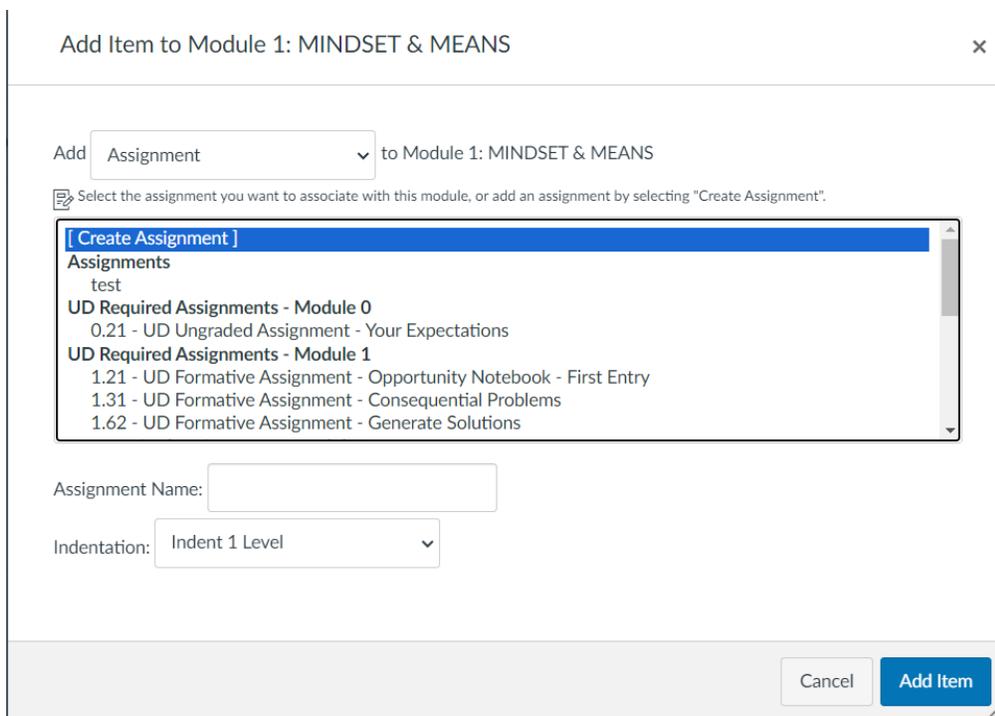
1. In the module you wish to add an assignment, click the "+" link.



The screenshot shows the Canvas course navigation interface. At the top, there is a module titled "Module 1: MINDSET & MEANS" with a green checkmark and a yellow highlight around a plus sign (+) in the top right corner. Below the module header, there are three items listed:

- 1.0 - Module 1 - MINDSET & MEANS - Overview (with a green checkmark)
- 1.1 - What is Entrepreneurship? (with a green checkmark)
- 1.11 - UD Formative Assignment - Quiz 1 (with a green checkmark and "5 pts" below it)

2. Choose "Create Assignment" in the textbox and provide an assignment name.



The screenshot shows the "Add Item to Module 1: MINDSET & MEANS" dialog box. At the top, it says "Add Item to Module 1: MINDSET & MEANS" with a close button (x). Below this, there is a dropdown menu set to "Assignment" and the text "to Module 1: MINDSET & MEANS". A help icon and text state: "Select the assignment you want to associate with this module, or add an assignment by selecting 'Create Assignment'". A scrollable list of assignments is shown, with "Create Assignment" selected at the top. The list includes:

- Assignments
- test
- UD Required Assignments - Module 0
 - 0.21 - UD Ungraded Assignment - Your Expectations
- UD Required Assignments - Module 1
 - 1.21 - UD Formative Assignment - Opportunity Notebook - First Entry
 - 1.31 - UD Formative Assignment - Consequential Problems
 - 1.62 - UD Formative Assignment - Generate Solutions

Below the list, there is an "Assignment Name:" text box and an "Indentation:" dropdown menu set to "Indent 1 Level". At the bottom right, there are "Cancel" and "Add Item" buttons.

3. Click on the assignment and select the **Edit** button.

test 2 Publish Edit ⋮

No additional details were added for this assignment.

Points None
Submitting Nothing

Due	For	Available from	Until
-	Everyone	-	-

4. Write the directions for students.

Assignment Name 

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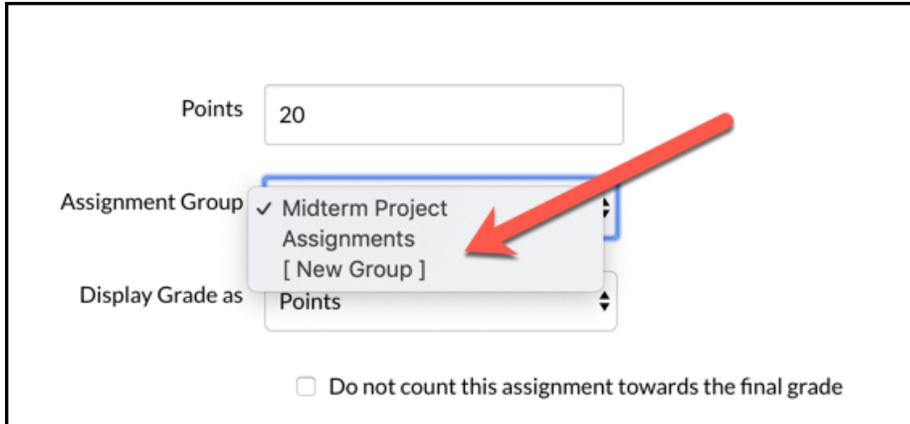


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5. Assign the number of points available for the assignment.

Points 

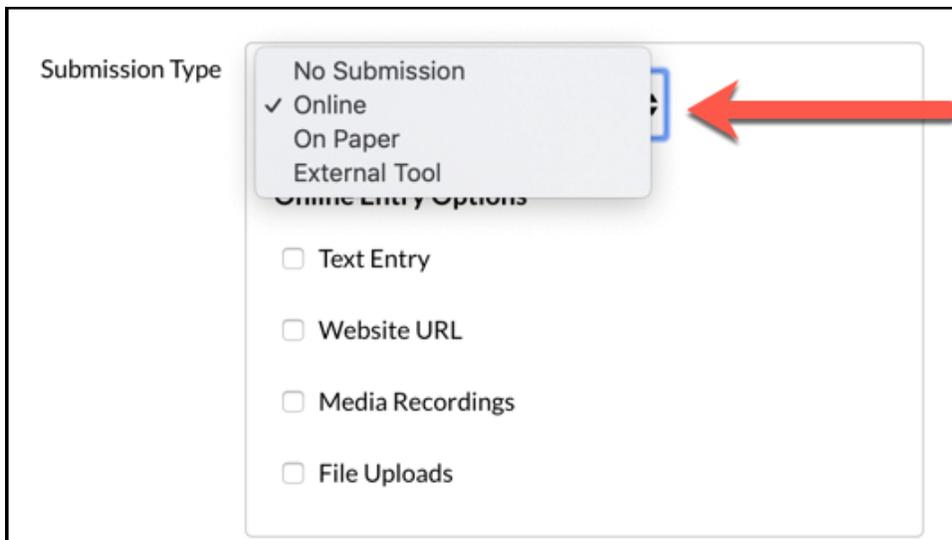
6. Choose an “**Assignment Group**”. This is where you’ll choose the assignment group for high school grades vs UD grades. Reminder added assignments cannot be included in the UD grade.



The screenshot shows a form with the following elements:

- Points:** A text input field containing the number "20".
- Assignment Group:** A dropdown menu with a blue border. The selected option is "Midterm Project Assignments [New Group]". A red arrow points to this option.
- Display Grade as:** A dropdown menu with the selected option "Points".
- Do not count this assignment towards the final grade

7. There are four **submission types**:



The screenshot shows a form with the following elements:

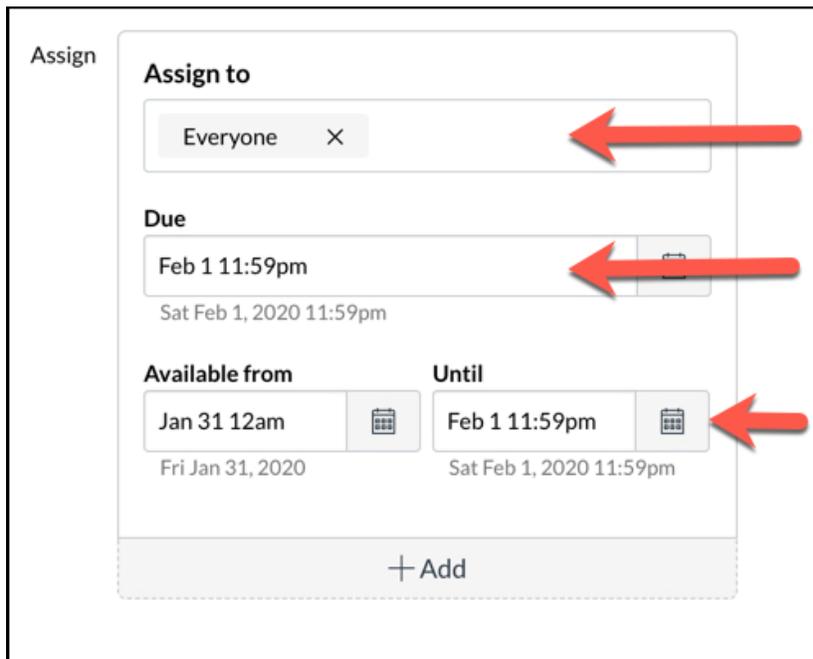
- Submission Type:** A dropdown menu with a blue border. The selected option is "Online". A red arrow points to this option.
- Online Entry Options:** A list of options with checkboxes:
 - Text Entry
 - Website URL
 - Media Recordings
 - File Uploads

- No Submission: an activity where nothing will be collected from students (ex. a participation grade)
- Online: assignments uploaded to Canvas (essays, excel documents, etc.)
- On Paper: assignments/quizzes/activities that were written on paper and collected by the instructor
- External Tool: assignments submitted through a 3rd party tool (we don't use this)

8. **Submission Attempts:** You may allow unlimited submission attempts for Online assignments, or restrict attempts to one or more. When a student submits to an assignment they have already submitted to, the previous submission is retained as well, and the instructor may view both.

9. **Group Assignments and Peer Reviews:** Assignments can be created as either a group assignment or peer review assignment.

10. **Assign** options- You can assign an assignment to your entire class, a specific student, and/or a section of your class. You can also set the due date and the availability dates (when your students can submit their assignment). Each section can have different due dates and availability dates.

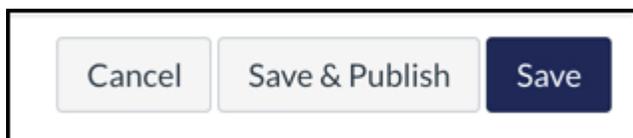


The screenshot shows the 'Assign' form with the following fields and values:

- Assign to:** Everyone (with an 'X' icon to remove)
- Due:** Feb 1 11:59pm (with a calendar icon to the right)
- Available from:** Jan 31 12am (with a calendar icon to the right)
- Until:** Feb 1 11:59pm (with a calendar icon to the right)

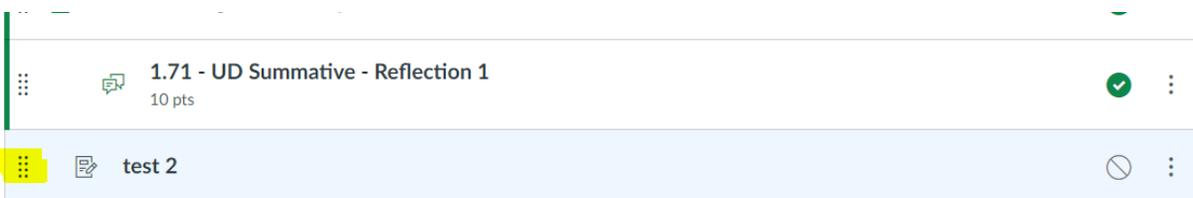
Below the form is a '+ Add' button. Three red arrows point to the 'Assign to', 'Due', and 'Until' fields.

11. If you are finished creating the assignment, click on **“Save & Publish”**. If you are not finished creating the assignment, click on **“Save”** and you may come back and work on it more later without students having access to it.



The screenshot shows three buttons: 'Cancel', 'Save & Publish', and 'Save'.

11. Move the assignment on the home screen to where you want it to fall within the course. This can be done by clicking and holding on the 8 dots at the beginning of the line. You can then drag and drop it where you want it in your course.



The screenshot shows the course home screen with two assignments:

- 1.71 - UD Summative - Reflection 1** (10 pts) with a green checkmark icon on the right.
- test 2** with a yellow highlight on the left and a red circle icon on the right.