

Assignments Overview (Instructors) Video Script

In this video, you will learn about the Assignments Index page, assignment groups, and assignment creation. To get started, click the Assignments link in Course Navigation. From the Assignments Index page, you can search for assignments, create assignment groups, add new assignments, and view a list of all assignments in your course.

Every course includes one assignment group called Assignments. By default, any new assignment, discussion, or quiz you create is added to this assignment group. To create a new assignment group, click the Add Group button and enter an assignment group name in the Group Name field. To save the assignment group, click the Save button.

From the assignment group's Options icon, you can edit the assignment group details and grading rules, delete the group, move assignments to other assignment groups, and change the placement of the assignment group on the Assignments Index page.

If an assignment group includes grading rules, Canvas displays the number of rules in the assignment group header. Hover over the number of rules to view rule details.

If you wish to weight the final course grade by assignment group, click the Options icon and select the Assignment Groups Weight link. Select the Weight final grade based on assignment groups checkbox, then enter your desired assignment group weights. If you create a zero-percent assignment group, any assignments in that group will not count toward the course grade. Click the Save button. View the assignment group weights on the Assignments Index page.

You can manage an existing assignment using the assignment's Options icon. You can choose to edit the assignment, duplicate, move the assignment, delete it, send it to another instructor at your institution, or copy the assignment to another course in which you are enrolled.

To create a new assignment, click the Add Assignment button. Give your assignment a title in the Assignment Name field and add directions, media, and other instructional content using the New Rich Content Editor.

Next, enter the assignment point value in the Points field, and select an assignment group from the Assignment Group drop-down menu. You can specify how the grade displays in the gradebook in the Display Grade As drop-down menu. If you'd like to exclude this assignment from the student's final grade, click the Do not count this assignment towards the final grade checkbox. The Submission Type drop-down menu allows you to decide how you'd like your students to submit the assignment. You can choose No Submission, Online, On Paper, or External Tool submissions. To limit the number of allowed submission attempts, click the Submission Attempts drop-down menu and click the Limited option. Then enter the number of attempts you want to allow in the Number of Attempts field. You can also specify group assignment details and select peer review requirements.

To add a due date, enter a date in the Due field. To allow students to view and submit work for the assignment within a specific date range, enter dates in the Available from and Until fields. You can also assign the assignment to specific sections and students, or differentiate due dates for sections and students within your course. Click the Add button and type or select the section or student name in the Assign to field. Then add due and availability dates.

To save the assignment as a draft, click the Save button. To save and publish your changes, click the Save & Publish button.