

Canvas:

Creating an Assignment

This document will walk you through the steps to:

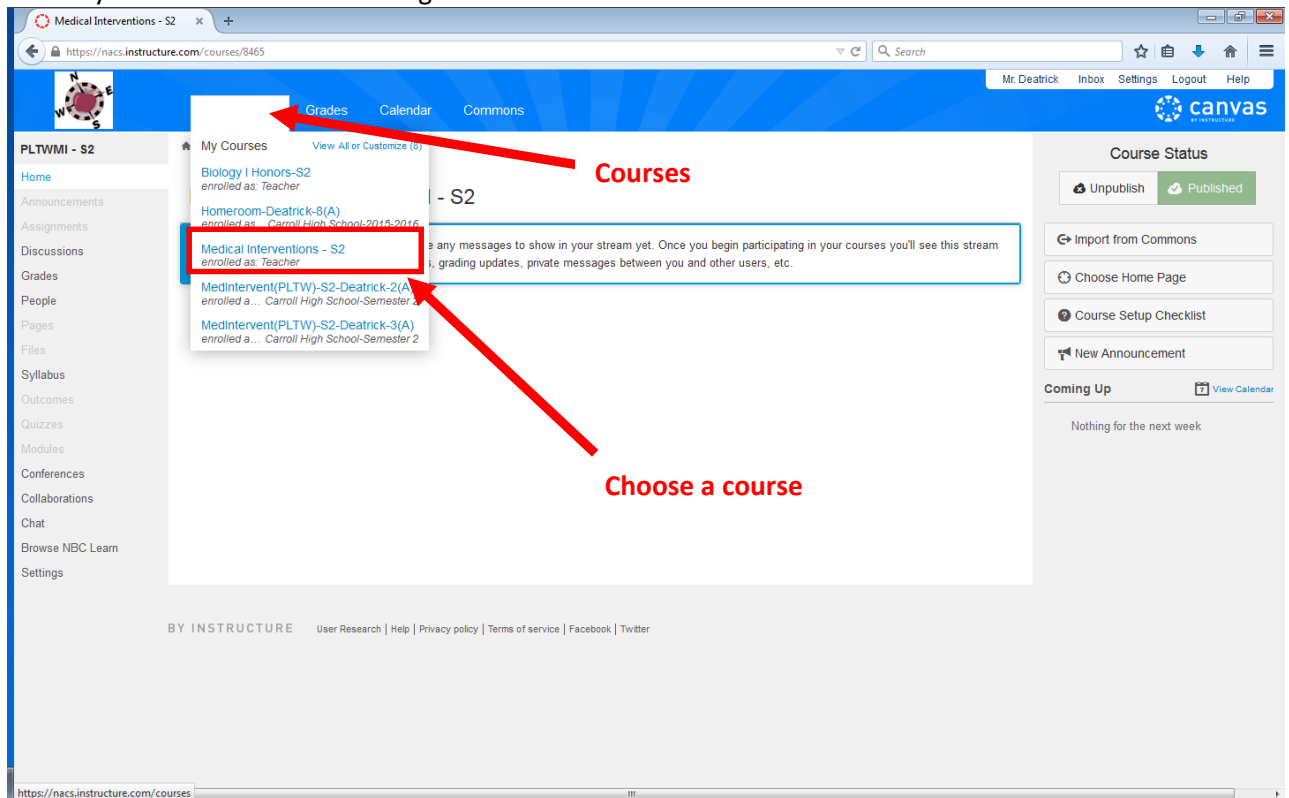
1. Create an Assignment
2. How to create a rubric for the Assignment if you want to use one.
3. How the students will submit the Assignment

Why would you want to do this?

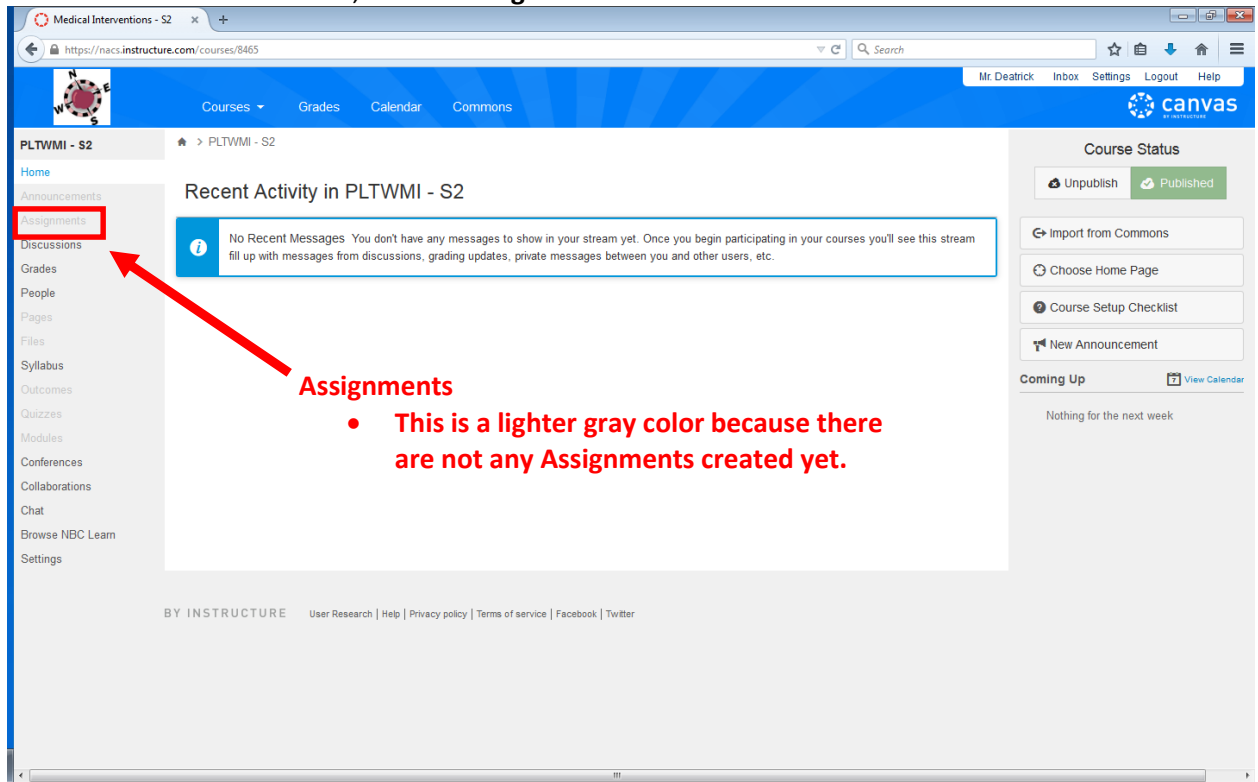
1. Paperless for both you and the student.
2. Using SpeedGrader will shorten the time required you spend grading.
3. SpeedGrader allows you to give effective feedback to the students.
4. Canvas will post the scores to PowerSchool with the click of a button.

Steps:

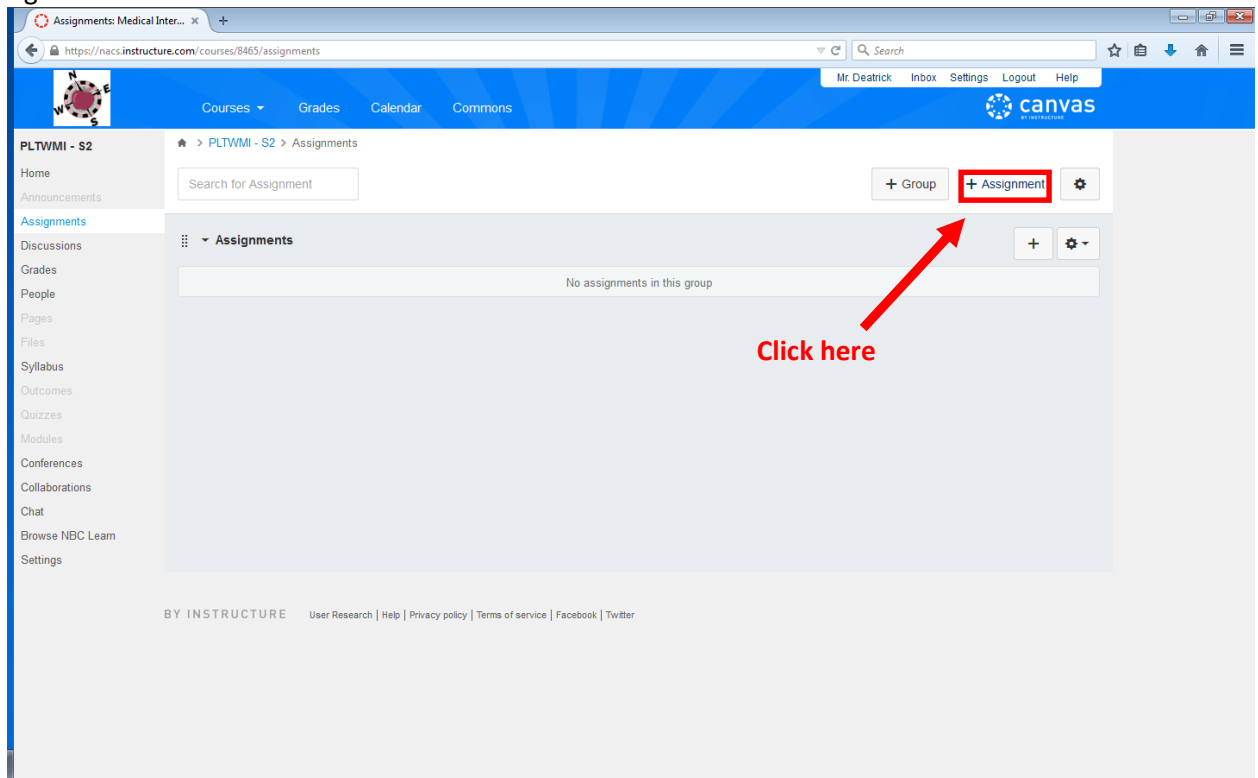
1. Log into Canvas and click on **Courses**. When the menu of courses drops down, choose the course you want to create the Assignment in.



2. On the left side of the screen, click on **Assignments**.



3. On this screen, you can create a new Assignment by clicking on the **+ Assignment** on the top right.



4. On the next screen, you will create the Assignment.
 - a. Give the Assignment a **Name**.
 - b. In the Text Editor box, **add info about the Assignment** such as Learning Goal, directions, and Scoring Guide/Rubric. Don't be afraid to change the font and colors.
 - i. You can also add files, embed a video, and other items. For more info on how to add these, Call Andy Deatrack @ 1831 or Seth Slater @ 1832.
 - c. Type in **how many points** the Assignment will be worth.

The screenshot shows the 'Create Assignment' page in Canvas LMS. The interface includes a top navigation bar with 'Courses', 'Grades', 'Calendar', and 'Commons'. A left sidebar lists course navigation options like 'Home', 'Announcements', 'Assignments', 'Discussions', 'Grades', 'People', 'Pages', 'Files', 'Syllabus', 'Outcomes', 'Quizzes', 'Modules', 'Conferences', 'Collaborations', 'Chat', 'Browse NBC Learn', and 'Settings'. The main content area is titled 'PLTWMI - S2' and 'Assignments > Create new'. It features a 'Media Upload' button, a rich text editor with a toolbar, and fields for 'Learning Goal:', 'Assignment Directions:', and 'Scoring Guide/Rubric:'. At the bottom, there is a 'Points' field containing the number '10' and an 'Assignment Group' dropdown menu. Red arrows and text annotations highlight key areas: 'Give the Assignment a name here.' points to the 'Media Upload' button; 'Add info about the Assignment here:' points to the text editor fields, with a bulleted list below it: '• Learning goal', '• Directions', and '• Scoring Guide/Rubric'; and 'Assign a point value here.' points to the 'Points' input field.

5. Scrolling down, continue creating the Assignment:
 - a. Choose how you want to **Display Grade as**.
 - b. Choose **Submission Type**. Your choices are No Submission, Online, On Paper, and External Tool. **Your best choice for going paperless and using SpeedGrader is Online.**
 - c. You have the option of requiring a **Peer Review**. Click on this to expose the options for assigning Peer Reviews, and don't be afraid to use the Peer Review option.
 - d. **Post Grades to SIS** – click on this box so you can send scores to PowerSchool

The screenshot shows the 'Create Assignment' form in a web browser. The form includes the following fields and options:

- Points:** 10
- Assignment Group:** Assignments
- Display Grade as:** Points (highlighted with a red box and arrow pointing to the text: "Choose how the grade will be displayed.")
- Submission Type:** Online (highlighted with a red box and arrow pointing to the text: "Choose how the Assignment will be submitted. Your choices are: No Submission, Online (Best Choice), On Paper (2nd Best), External Tool")
- Online Entry Options:**
 - Text Entry
 - Website URL
 - Media Recordings
 - File Uploads
- Group Assignment:** This is a Group Assignment
- Peer Reviews:** Require Peer Reviews (highlighted with a red box and arrow pointing to the text: "Peer Reviews is a great option. Click the box to see the available options.")
- Post Grades to SIS:** Include this assignment's grades when posting to your school's Student Information System (highlighted with a red box and arrow pointing to the text: "Click on this so you can send scores directly into PowerSchool.")
- Moderated Grading:** Allow a moderator to review multiple independent grades for selected submissions

6. Scroll down further to continue creating the Assignment.
 - a. **Assign To** – default is Everyone. Most of the time, you'll assign to Everyone. Click to the right of Everyone to assign it to only a particular Section or individual students.
 - b. Choose a **Due** date by clicking on the calendar to the right of the box. You can also chose a time of day (default time will be 11:59 PM).
 - c. Choose a date to make the Assignment **Available From**. This will be the first day a student can submit a project.
 - d. You have the option of closing the Assignment by adding a date in the box to the right of until. It is not necessary to do this, but adding a closing date will make the Assignment unviewable by students after that date.
 - e. Click **Save & Publish**. Publish means that the students can see the Assignment.

The screenshot shows the 'Create Assignment' interface in Canvas LMS. Red annotations with arrows point to specific elements:

- Assign to:** A red box highlights the 'Everyone' dropdown menu. Annotations state: 'Assign to: Default is everyone' and 'Right click to expose individual sections'.
- Due:** A red box highlights the 'Due' date field showing 'Jan 29 at 11:59pm'. An annotation says: 'Select a due date and time by clicking on the calendar symbol. Default time is 11:59 PM.'
- Available from:** A red box highlights the 'Available from' date field showing 'Jan 26 at 12:0'. An annotation says: 'Choose the first day a student can upload their project.'
- Until:** A red box highlights the empty 'until' date field. An annotation says: 'Leave this blank, and the students can always see the Assignment. Pick a day, and the students won't see this Assignment after that date.'
- Save & Publish:** A red box highlights the 'Save & Publish' button. An annotation says: 'Publish means the students can now see the Assignment.'

Other visible elements include: 'This is a Group Assignment' checkbox, 'Peer Reviews' section with 'Require Peer Reviews' checkbox, 'Post Grades to SIS' section with 'Include this assignment's grades when posting to your school's Student Information System' checkbox, and 'Moderated Grading' section with 'Allow a moderator to review multiple independent grades for selected submissions' checkbox. The right sidebar shows 'Insert Content into the Page' and 'Course Navigation' menu.

7. Once you click **Save & Publish**, you see the following screen.
 - a. If you would like to **add a Rubric**, which is recommended, click on **Add Rubric**.
 - b. Using a **Rubric is not required**.

The screenshot shows the Canvas LMS interface for an assignment titled "Media Upload". The page includes a navigation menu on the left, a main content area with assignment details, and a "Related Items" section on the right. The assignment details include a "Published" status, "Assignment Directions", and "Scoring Guide/Rubric". The "Add Rubric" button is highlighted with a red box and a red arrow pointing to it with the text "Click here to add a scoring rubric." The "Related Items" section shows "SpeedGrader™" with a red arrow pointing to it and the text "Adding a rubric will help make scoring easier when using SpeedGrader. SpeedGrader is the easiest way to grade the student submissions." The page footer includes "BY INSTRUCTURE" and various links.

8. Rubric tips:

- i. Moving your mouse over the cells of the rubric will expose a **pencil button**. Click on the pencil to edit the cell. Some cells will also have a **+** button, and clicking on this will add another cell.
- ii. Clicking on **Add Criterion** will create another row in the rubric.
- iii. Click the box to the left of **Use this rubric for assignment grading** to make the rubric available in **SpeedGrader**. This is highly recommended!
- iv. Click on **Create Rubric** when done.

The screenshot shows the 'Scoring Guide/Rubric' creation page in the Blackboard system. The page includes a sidebar with navigation options like 'Pages', 'Files', 'Syllabus', etc. The main content area shows a form for creating a rubric. The form has a 'Title' field with the text 'Some Rubric'. Below the title is a table with columns for 'Criteria', 'Ratings', and 'Pts'. The table has one row with a 'Description of criterion' field, 'Full Mark' (5 pts), 'No Mark' (0 pts), and a 'Pts' column with a value of 5. Below the table are buttons for 'Add Criterion' and 'Find Outcome'. At the bottom of the form, there is a checkbox labeled 'Use this rubric for assignment grading' which is checked, and 'Cancel' and 'Create Rubric' buttons. Red arrows and text boxes provide instructions: 'Give the Rubric a name.' points to the title field; 'Hover the pointer over the cell to expose options for editing and adding another cell.' points to the 'Full Mark' and 'No Mark' cells; 'Click here to add another row to the Rubric.' points to the 'Add Criterion' button; and 'Click here to enable the use of the Rubric in SpeedGrader.' points to the 'Use this rubric for assignment grading' checkbox.

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

Buttons: [Add Criterion](#), [Find Outcome](#)

Form elements: Use this rubric for assignment grading, ,

9. Once you have finished creating the **Assignment**, this how it will be displayed for the students.
a. They will click on **Submit Assignment** when they are ready to turn in their project.

Media Upload

Due Friday by 11:59pm Points 10 Submitting a media recording Available after Jan 26 at 12am

Learning Goal:

Assignment Directions:

Scoring Guide/Rubric:

Students will click here when they need to upload their project.

Criteria	Ratings		Pts
Description of criterion	Full Marks 10 pts	No Marks 0 pts	10 pts
			Total Points: 10

You are currently logged into Student View

Resetting the test student will clear all history for this student, allowing you to view the course as a brand new student.

Reset Student Leave Student View

10. After clicking **Submit Assignment**, the students will see this screen. For this Sample Assignment, the students are allowed to submit a File Upload or a Text Entry
- To upload a file, click on Browse to go find the file on your computer.

Students will click here to search their computer for the file they would like to submit.

Students will click here to submit their Assignment after they have located the file.

11. Confirmation Screen.

Student can resubmit if they desire.

Submission

- Turned In!
- Jan 27 at 3:43pm
- Submission Details
- View Rubric Evaluation
- Comments: No Comments

Criteria	Ratings		Pts
Description of criterion	Full Marks 10 pts	No Marks 0 pts	10 pts
Total Points: 10			