Creating Assignments

Overview

Creating Assignments in Canvas is a good way to communicate to students what they are expected to produce in a course. Assignments can be a place for students to submit their work or can be reminders of work to be turned in in the classroom or outside of Canvas. Each graded assignment in Canvas creates a column in the gradebook. This page will walk instructors through the basics of creating an assignment and organizing them for use in your course.

Create Assignment

An assignment can be created from **the calendar**, or the modules tab or **assignments tab of your course**. Depending on where you create the assignment from, you will need to:

- From the calendar, select the due date for the new assignment. A pop-up window will appear, where you can edit the name, course, and group of the assignment and publish it. By clicking on "More Options", you can access the full content editor.

- From course modules, select the "+" content button to the right of the module name, add an assignment, select "New Assignment", title the assignment and select "Add Item". Once you have created the assignment in modules, open it and click "edit" to access the full assignment editor.

From the assignments tab, select the "+Assignment" button in the upper right-hand corner of the page or the "+" button to the right of the name of an assignment group, if you have any. If you selected the "+Assignment" button, you will taken directly to the full assignment editor, and if you select the "+" button, you will be prompted to enter the type, name, due date, and point value of the assignment. You can select "More Options" to access the full assignment editor".

Assignment Editor

From the assignment editor, you can enter an assignment description, a point value, an assignment group, the format in which grades will be displayed, submission type, whether or not this will be a **group assignment**, whether or not the assignment will be peer reviewed or undergo moderated grading, and **enter a due date**.

Follow this tutorial for more detail on **how to use the assignment editor**.

Organize Assignments

Assignment Groups

You can organize your assignments in groups to differentiate between assignment types, order assignments by unit, or to **weight grades** in your course.

Modules

You can **use the Modules page to organize your assignments** alongside files, discussions, quizzes, or other components of your course.

Additional Resources

- Assignments
- Calendar
- Course Home Page
- Creating Assignments
- Files & Modules
- Importing Content from Courses You didn't Previously Teach
- Publishing Course Content
- Student View
- Weight Assignments