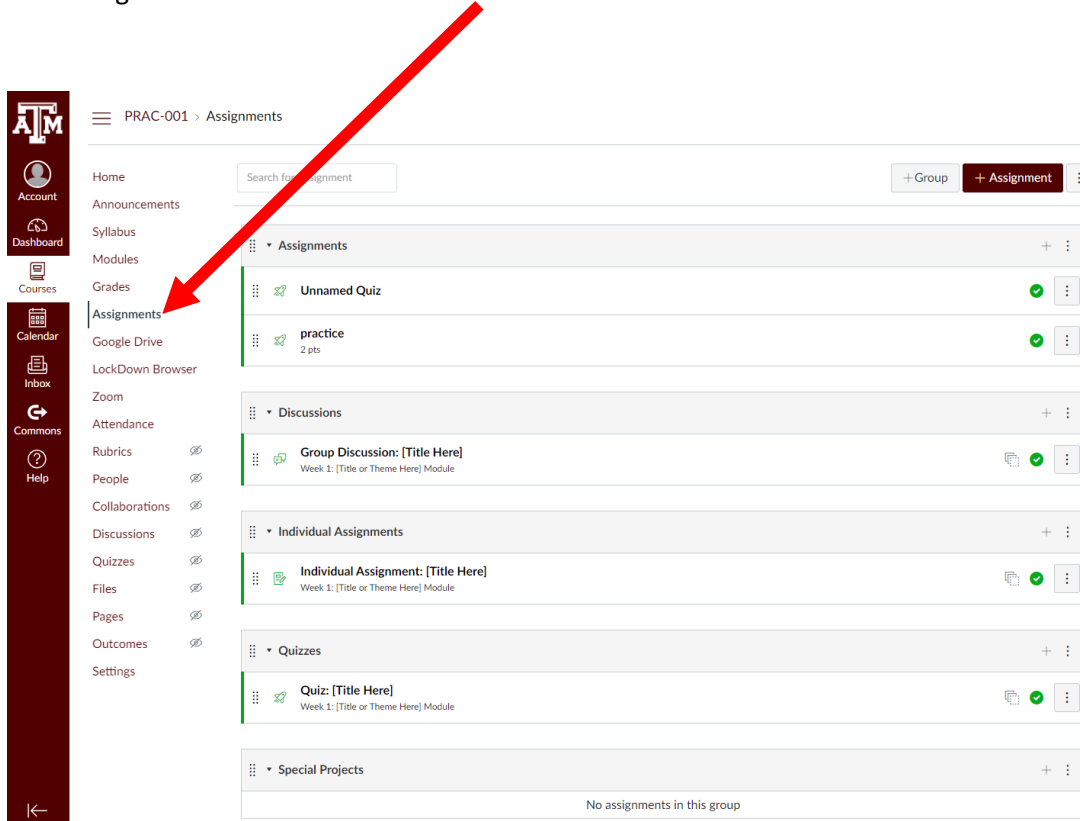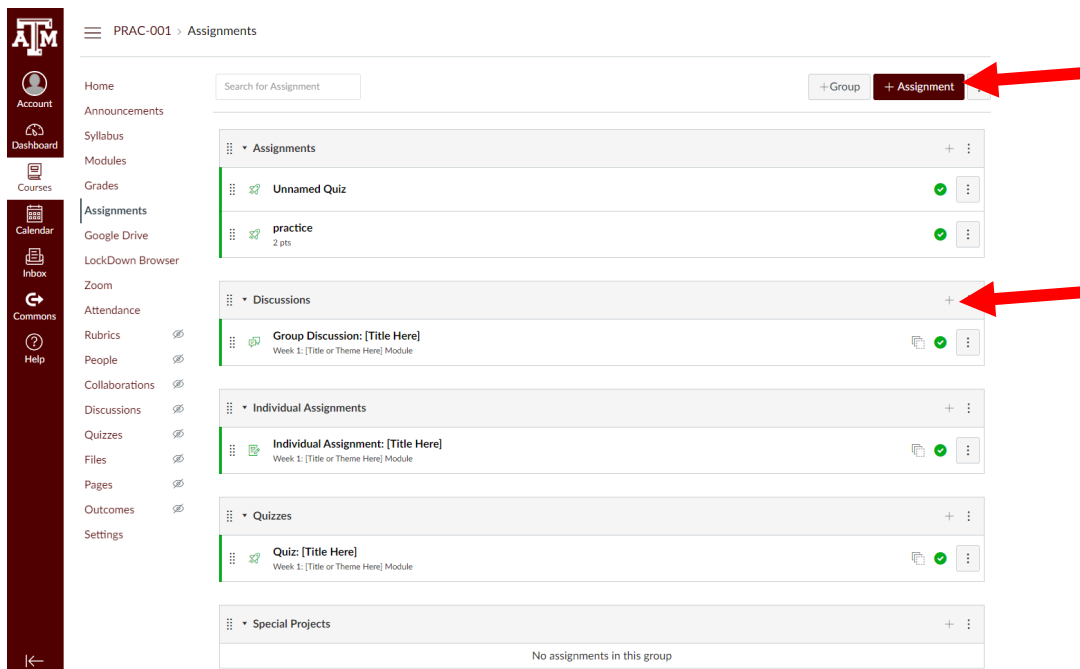Written Assignments in Canvas

Click Assignments from the left hand menu in Canvas

Click the maroon box that says + Assignment <u>OR</u> if you have your modules organized you can click the small grey plus sign at the top right of the module you want to add it into.

This will bring you to the page to make your assignment:

Name the assignment, add the instructions, points value. Assignment Group refers to the modules you have in the Assignments tab in Canvas. It is simply organizational, choose the appropriate module for the assignment from the drop down menu. If you are grading it with points, then keep the "Display Grade as "Points".

The next option is important if you are trying to use Turn it In to check for plagiarism.

Under Submission Type, choose "online". This will allow you students to upload their assignment directly into canvas. Also, allowing unlimited attempts allows students to re-upload their assignment up until the due date. This is helpful for if you want students to se their turn it in report and be able to make changes and re-upload a new version. The due date will still hold, and they will not be able to submit past that time.

The next tile for Plagiarism Review, click the drop down menu and select "Turnitin" and check the default settings are what you want. Setting the report to be shown to students "Immediately" means they can see the report and make changes if you want to let them do so, and is recommended.

Assignment Group   Assignments

Display Grade as   Points

☐ Do not count this assignment towards the final grade

Submission Type

Online   ←

Online Entry Options

☐ Text Entry

☐ Website URL

☐ Media Recordings

☑ File Uploads   ←

☐ Restrict Upload File Types

Submission Attempts

Allowed Attempts

Unlimited   ←

Plagiarism Review

Turnitin   ←

turnitin   ⓘ Need help?

Store submissions in:

Standard paper repository

Compare submissions against:

☑ Student repository

☑ Website content

☑ Periodicals, journals and publications

Similarity Report:

☑ Exclude bibliographic materials

☐ Exclude quoted materials

☐ Exclude small sources

☐ Enable grammar checking using ETS® e-rater® technology

☐ Save as default settings

Show report to students

Immediately   ←

From here you can set up peer review if you want it, and automatically assign students to peer review a student's paper, after the due date of the paper.

Due date for peer review has to be after the due date of the assignment, you can leave it blank for automatic assigning. Students get notifications in canvas when they are assigned comments.

The due date will be when the assignment stops accepting new submissions, Available From is when it shows up for students to be able to submit assignments, and the until date is how long they can see it for.

You can now hit the Save button at the bottom right of the page:

Once you hit save, you can publish the assignment when you are ready by hitting the Publish sign at the top right:

Now you wait until the due date for student submissions. Once the due date is passed and you want to comment and grade submissions, go to Assignments on the left tab, click the assignment you want to grade, and then click speed grader to add comments and grade in real time.

In the SpeedGrader Suite you can add comments and ultimately grade the assignment in the top right corner. This will automatically update the gradebook.

Example Statement for students having trouble finding comments on their assignments:

We still have lots of questions about how to see your TA comments that are annotated within your assignment. Here is another way to access some of their comments:

Go to grades - click on the name of the assignment - click view feedback - see highlighted items

To review your comments:

Log into Canvas and open the BIOL 401 page. Click on Grades. Once you locate the assignment, click on the colored box (it is likely to be blue, red, or green). This should open your paper and you can see the comments. You can click on the comments, the blue boxes that appear in your paper. In the upper right you will see an icon with a conversation bubble - you can click that to toggle between comments on/off.