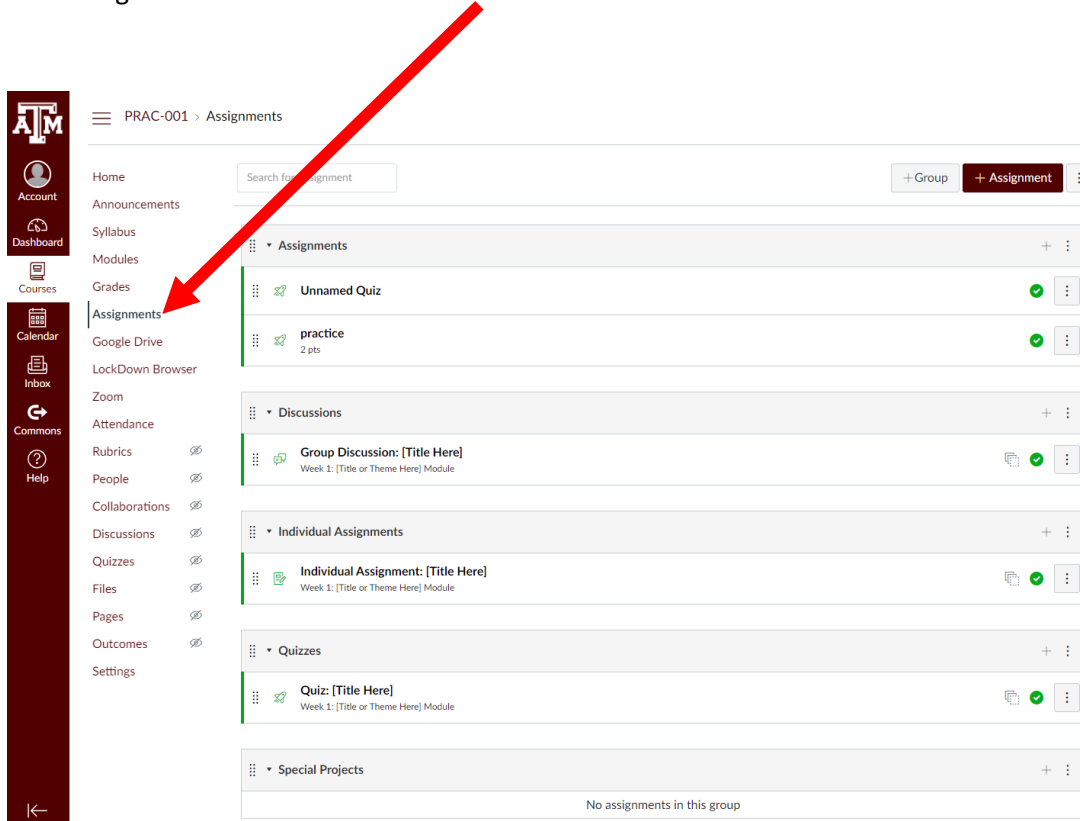
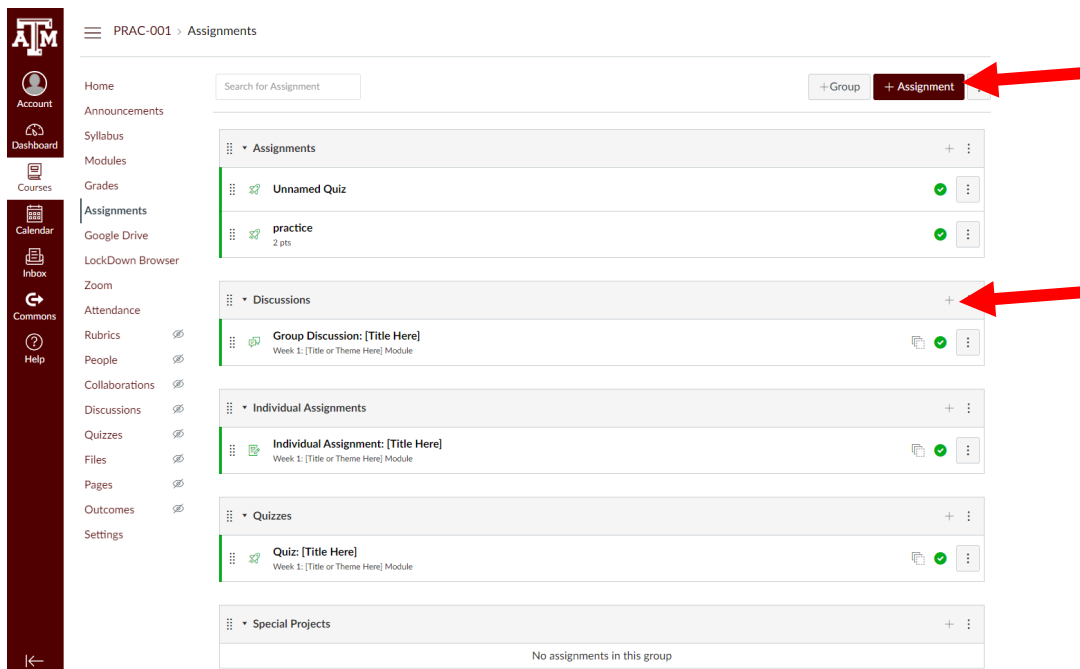


Written Assignments in Canvas

Click Assignments from the left hand menu in Canvas



Click the maroon box that says + Assignment OR 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 screenshot shows the Canvas assignment creation interface. On the left is a navigation menu with items like Home, Announcements, Syllabus, Modules, Grades, Assignments (highlighted), Google Drive, LockDown Browser, Zoom, Attendance, Rubrics, People, Collaborations, Discussions, Quizzes, Files, Pages, Outcomes, and Settings. The main content area includes a text input field for the assignment name, a rich text editor for instructions, and a form for points, assignment group, and display grade. Red arrows point to the following elements:

- The "Name the Assignment Here" text input field.
- The "Add the assignment instructions here" rich text editor area.
- The "Points" input field with the value "Add the point amount here".
- The "Assignment Group" dropdown menu with "Assignments" selected.
- The "Display Grade as" dropdown menu with "Points" selected.

At the bottom, there is a checkbox labeled "Do not count this assignment towards the final grade".

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 see 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

Display Grade as

Do not count this assignment towards the final grade

Submission Type

Online Entry Options

Text Entry

Website URL

Media Recordings


File Uploads

Restrict Upload File Types

Submission Attempts

Allowed Attempts

Plagiarism Review

 [Need help?](#)

Store submissions in:

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

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.

Peer Reviews

Require Peer Reviews

How to Assign Peer Reviews


Manually Assign Peer Reviews

Automatically Assign Peer Reviews

Reviews Per User

0

Assign Reviews



Must come after due date. If blank, uses due date.

Anonymity

Peer Reviews Appear Anonymously


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.

Assign


Assign to

Everyone X


Due



Available from



Until



+ Add

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:

Peer Reviews

Require Peer Reviews


How to Assign Peer Reviews

Manually Assign Peer Reviews

Automatically Assign Peer Reviews

Reviews Per User

Assign Reviews




Must come after due date. If blank, uses due date.

Anonymity


Peer Reviews Appear Anonymously

Assign


Assign to




Due



Available from



Until



+ Add

Notify users that this content has changed

Cancel

Save & Publish

Save 

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

Home

Announcements

Syllabus

Modules

Grades


Assignments


Google Drive


LockDown Browser





Zoom

Attendance

Rubrics 

People 

Collaborations 

Name the Assignment Here    

Add the assignment instructions here


Points 5


Submitting a file upload

Due	For	Available from	Until
-	Everyone	-	-

+ Rubric

Related Items

 Peer Reviews



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.

The screenshot shows the Canvas assignment interface. On the left is a navigation menu with items like Home, Announcements, Syllabus, Modules, Grades, Assignments, Google Drive, LockDown Browser, Zoom, Attendance, Rubrics, and People. The main content area has a title 'Name the Assignment Here' with a 'Published' status and 'Edit' button. Below the title is a text box for instructions. Further down, it shows 'Points 5' and 'Submitting a file upload'. A table below lists assignment details with columns 'Due', 'For', 'Available from', and 'Until'. At the bottom left is a '+ Rubric' button. On the right, under 'Related Items', there are links for 'SpeedGrader™' and 'Peer Reviews'. A red arrow points to the 'SpeedGrader™' link.

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.