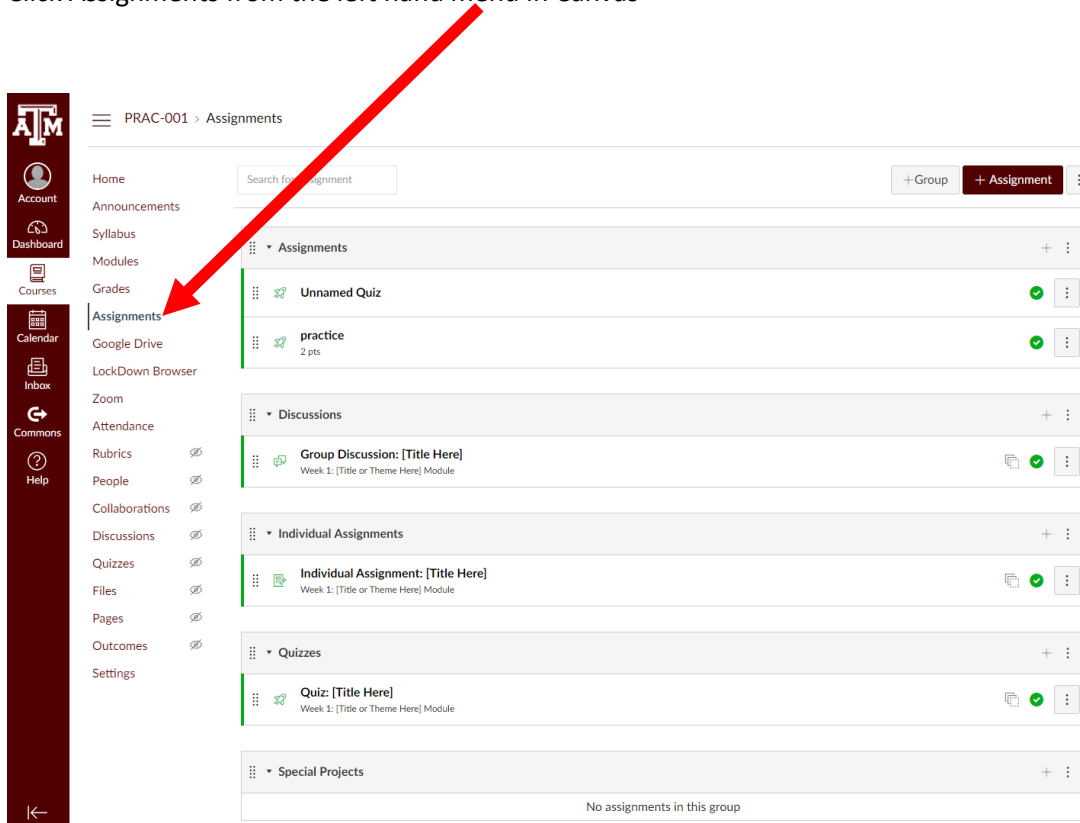


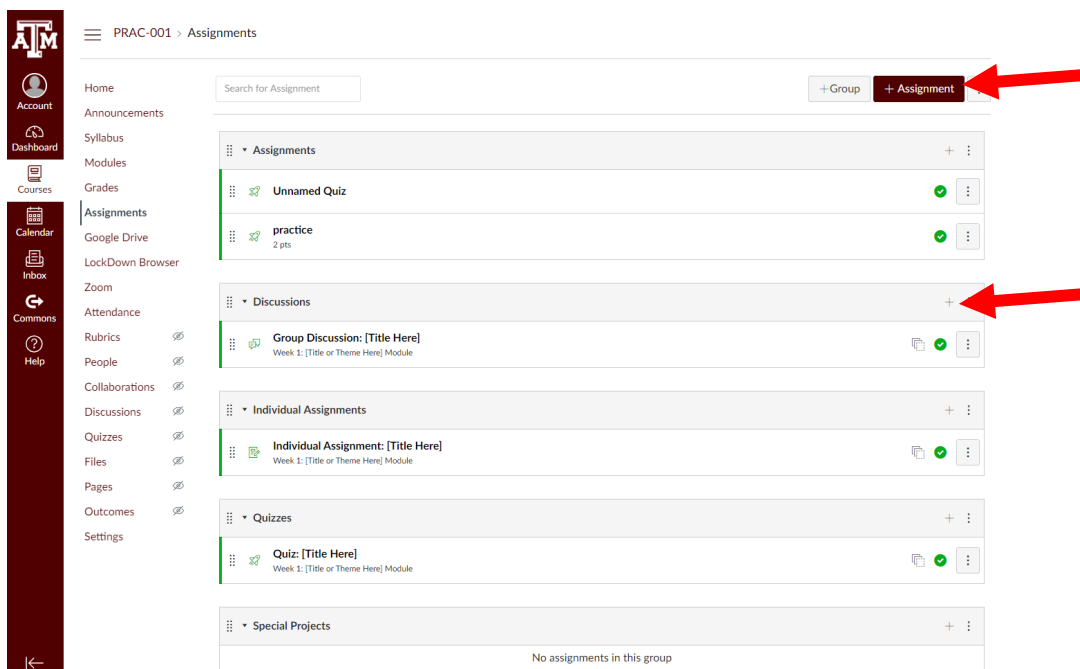
## Written Assignments in Canvas

Click Assignments from the left hand menu in Canvas



The screenshot shows the Canvas interface for a course named "PRAC-001". On the left is a dark red navigation sidebar with icons for Account, Dashboard, Courses, Calendar, Inbox, Commons, and Help. The "Assignments" menu item is highlighted with a red arrow. The main content area shows a list of assignment categories: Assignments, Discussions, Individual Assignments, Quizzes, and Special Projects. Each category has a small grey plus sign in the top right corner. A search bar and buttons for "+ Group" and "+ Assignment" are at the top right.

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 screenshot is similar to the first one but highlights two specific elements with red arrows. One arrow points to the maroon "+ Assignment" button in the top right corner. The other arrow points to the small grey plus sign in the top right corner of the "Discussions" module.

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 has a top bar with 'Home' and 'Not Published' with a dropdown arrow. Below this is a text input field labeled 'Name the Assignment Here' with a red arrow pointing to it. Underneath is a rich text editor toolbar with options for Edit, Insert, Format, Tools, and Table, followed by various formatting icons. The main text area contains the placeholder 'Add the assignment instructions here' with a red arrow pointing to it. At the bottom, there are three fields: 'Points' with the placeholder 'Add the point amount here' and a red arrow; 'Assignment Group' with a dropdown menu showing 'Assignments' and a red arrow; and 'Display Grade as' with a dropdown menu showing 'Points' and a red arrow. A checkbox at the bottom is 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 


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	-	-

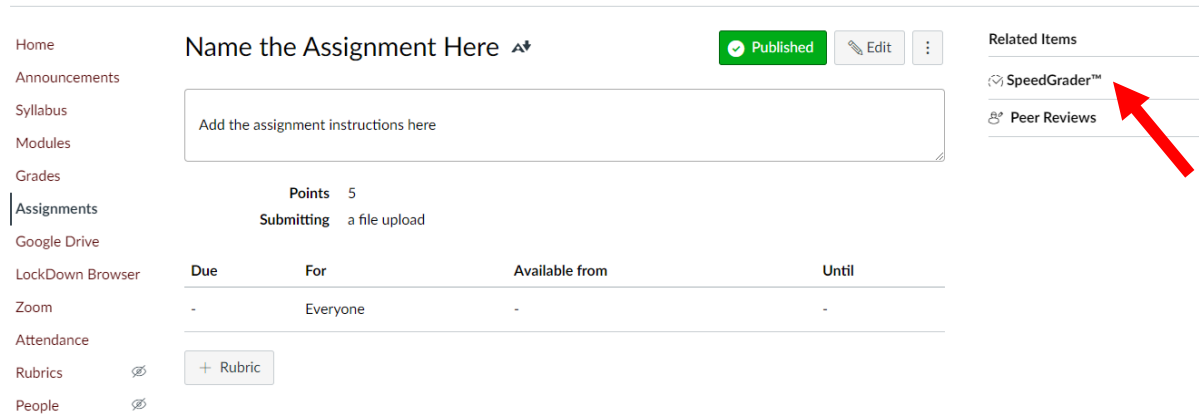
+ Rubric

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. There are more instructions on grading on our Online Resources Site.



The screenshot shows the Canvas assignment interface. On the left is a navigation menu with options: Home, Announcements, Syllabus, Modules, Grades, Assignments (highlighted), 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 an 'Edit' button. Below the title is a text box for instructions. Further down, it shows 'Points 5' and 'Submitting a file upload'. A table lists assignment details with columns 'Due', 'For', 'Available from', and 'Until'. At the bottom, there is a '+ Rubric' button. On the right, a 'Related Items' section lists 'SpeedGrader™' and 'Peer Reviews', with a red arrow pointing to 'SpeedGrader™'.

*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 4XX 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.”