

Except for online quizzes and graded discussions, all other graded items are Assignments, which are submitted online, on paper, via external tool, or no submission.

## Create Assignment

1. Go to your course, click the **Assignments** tab, and click the **+ Assignment** button.
2. Enter a title in *Assignment Name* field.
3. Enter a writing prompt, instructions, and/or link documents in the text box.
4. Enter applicable points.  
**HINT:** Use the *Do not count this assignment towards the final grade* option to provide feedback and a score on draft assignment.
5. Select the applicable *Submission Type*:
  - a. **No Submission** - do not want students to submit an assignment in Canvas.
  - b. **Online** - want students to electronically submit the assignment.
    - i. **Text Entry** - provides a *Rich Content Editor* box. Use for students to type into or to link to Kaltura videos.
    - ii. **Website URL** - provides a place for students to paste in a URL.
    - iii. **Media Recordings** - allows media uploads and recordings up to 500 MB.
    - iv. **File Uploads** - allows students to upload files like Word, PDF, or PowerPoint.  
**HINT:** You can restrict file types. Separate with a comma, no periods.
  - c. **On Paper** - reminds students to print a paper copy.
  - d. **External Tool** - submit assignment via external app, usually a publisher integration like Cengage or McGraw-Hill.
6. Scroll to the *Assign* section and add applicable dates.

Restrict Upload File Types

doc,docx,pdf

The screenshot shows the 'Assign' section in Canvas. It includes a dropdown menu for 'Assign to' set to 'Everyone', a 'Due' date field set to 'May 7 5:59pm' (with a calendar icon), and 'Available from' and 'Until' date fields both set to 'May 7 5:59pm' (with calendar icons). The date format is 'Thu May 7, 2020 5:59pm'.

### NOTES:

- a. Due dates are powerful and put assignments on the student's To Do list. Due dates are also "soft" and allow students to submit past the due date, but they are flagged as late.
  - b. Availability dates do NOT add to the student's To Do list. They are "hard" and do NOT allow for submission until the *Available from* date has passed or after the *Until* date has passed.
  - c. If you leave all dates blank, students can submit their assignment any time.
7. Click **Save** if you do not want students to see the assignment or click **Save & Publish** if you want the assignment to be published and visible to students.