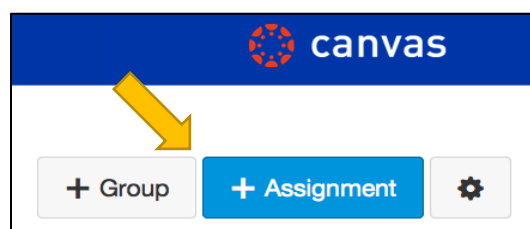
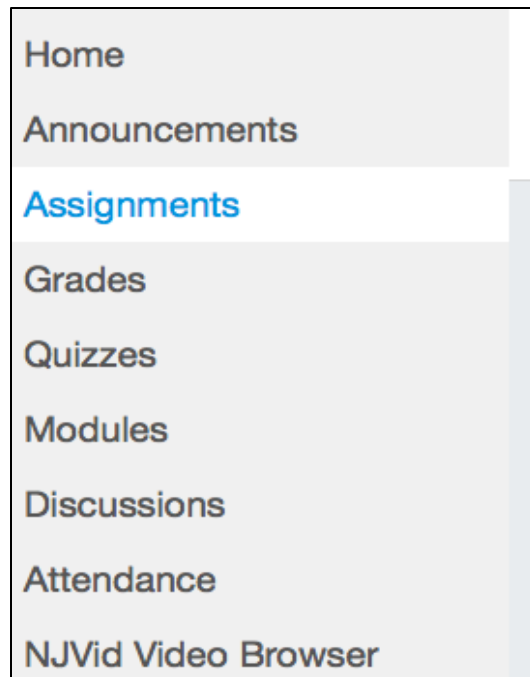


Canvas Tips for Faculty

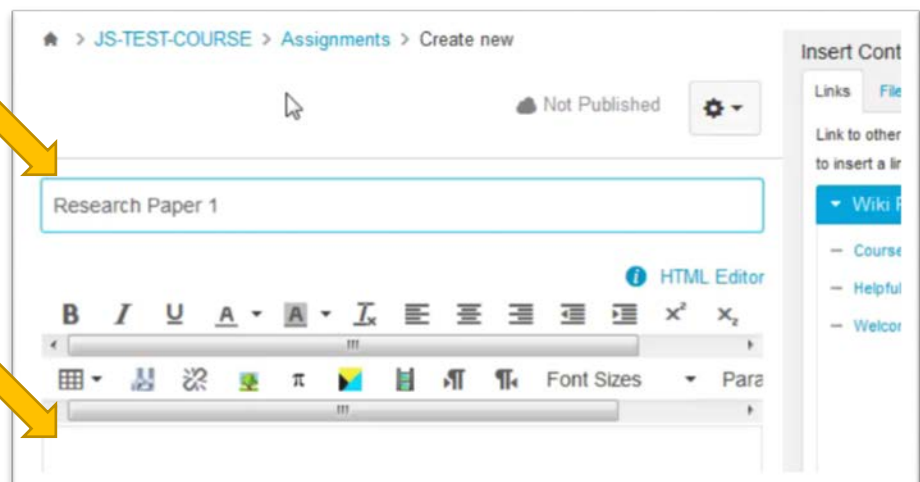
Prepare an Online Submission Assignment

Canvas allows you to create assignments in order to challenge students' understanding and assess their competency using a variety of media. Follow these steps to prepare an assignment for online submission.

Begin by clicking **Assignments** in the left-hand navigation, then click the blue + Assignment button near the top right of the screen.



Enter a name for the assignment. Use the field below to add instructions for the assignment.



Enter the number of points that the assignment will be worth.

The **Assignment Group** is how Assignments will be organized and will be further explained in the chapter “Assignment Groups”.

The screenshot shows a configuration form with the following fields:

- Points:** A text input field containing the number "50".
- Assignment Group:** A dropdown menu with "Quizzes" selected.
- Display Grade as:** A dropdown menu with "Points" selected.
- Submission Type:** A dropdown menu with a list of options: "Percentage", "Complete/Incomplete", "Points" (highlighted in green), "Letter Grade", "GPA Scale", and "Not Graded".

Grades can be displayed as Points, Percentage, Complete/Incomplete, or other criteria.

Next area is the **Submission Type** and the default is **Online**. This means the student will submit their assignments online directly through Canvas.

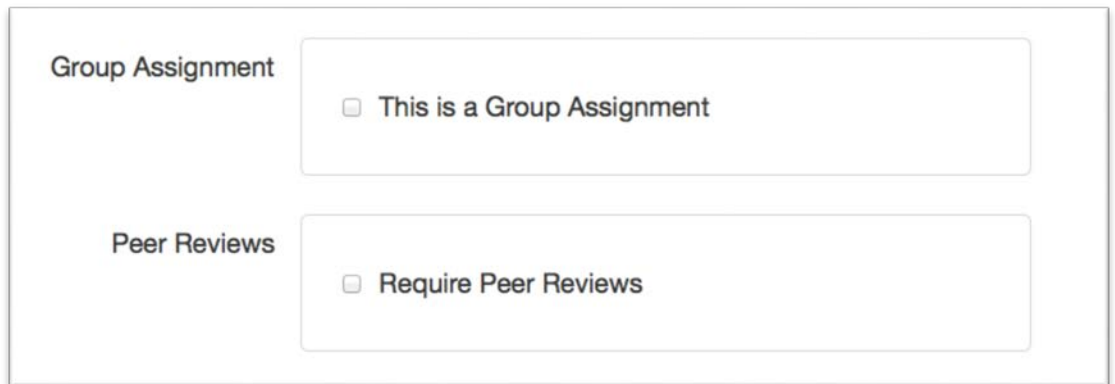
The screenshot shows the "Submission Type" configuration form with the following elements:

- Submission Type:** A dropdown menu with "Online" selected.
- Online Entry Options:** A section containing five unchecked checkboxes:
 - Text Entry
 - Website URL
 - Media Recordings
 - File Uploads
 - Enable Turnitin Submissions

There are a few options in this area. You will most likely choose “**File Uploads**”. When this option is checked, another checkbox is enabled where you can restrict the file type of submissions by checking “**Restrict Upload File Types**” and typing the desired file type extensions into the field separated by comma. Common file types are .pdf(Adobe Acrobat), .doc or .docx(MS Word). Leave this option unchecked to accept any file type.

Other options include Text Entry, which will provide a field for students to enter text. Formatting is not possible with this choice. If you want to encourage use of a word processing application, leave this option unchecked.

If you would like to make this a Group Assignment, or Require Peer Reviews, check these options. They will be further explained in the chapter “Assignment Groups”.

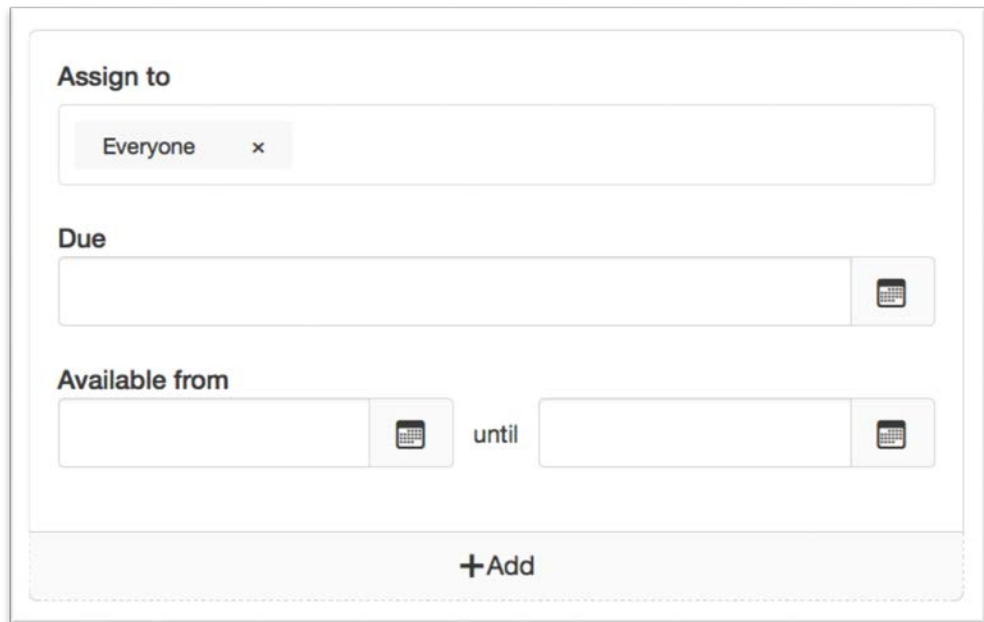


The screenshot shows two sections of a form. The first section is titled "Group Assignment" and contains a checkbox labeled "This is a Group Assignment". The second section is titled "Peer Reviews" and contains a checkbox labeled "Require Peer Reviews". Both checkboxes are currently unchecked.

At the bottom of the screen, you will select the dates for the assignment. Here you will enter who is assigned, the date that the assignment becomes available to students, the date that the assignment is due, and the date the assignment is available until.

Click the calendar icon to the right of the field to choose the “Available From” date. You can also add a specific time. Perform this function for the “Due Date” and “Until” fields as well.

If you do not want to accept any late work, make the “Until” date to be the same as the “Due Date”. The “Until” date can be set to be later than the “Due Date”, and any work submitted after the “Due Date” will be marked as late.



The screenshot shows the scheduling section of the assignment form. It includes three main fields: "Assign to" with a dropdown menu showing "Everyone" and a close icon; "Due" with an empty text field and a calendar icon; and "Available from" with two empty text fields, a calendar icon, and the word "until" between them. At the bottom of the section is a "+Add" button.

Keep in mind that the default time for a particular date is set to Midnight. If you would like to allow a full day, set the time to 11:59PM.

When you are finished, click **“Save & Publish”** in order to make the assignment available to students.

