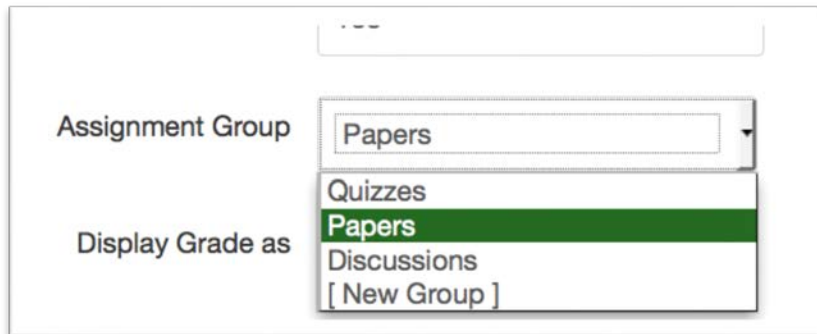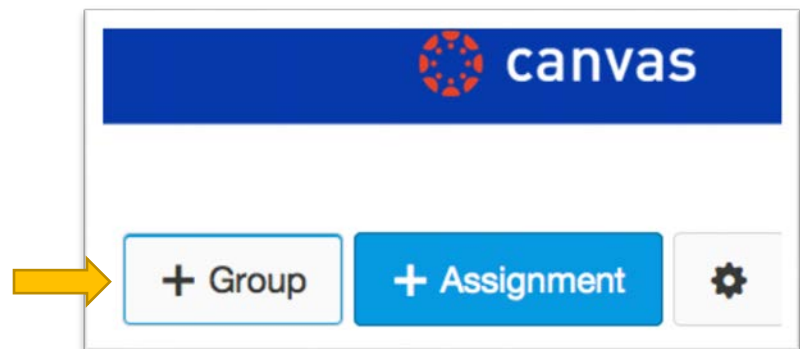# Canvas Tips for Faculty

Assignment Groups

Canvas allows you to add Assignment Groups to your course. This allows you to organize your assignments as you see fit and additionally allow for Assignment Group Weighting.
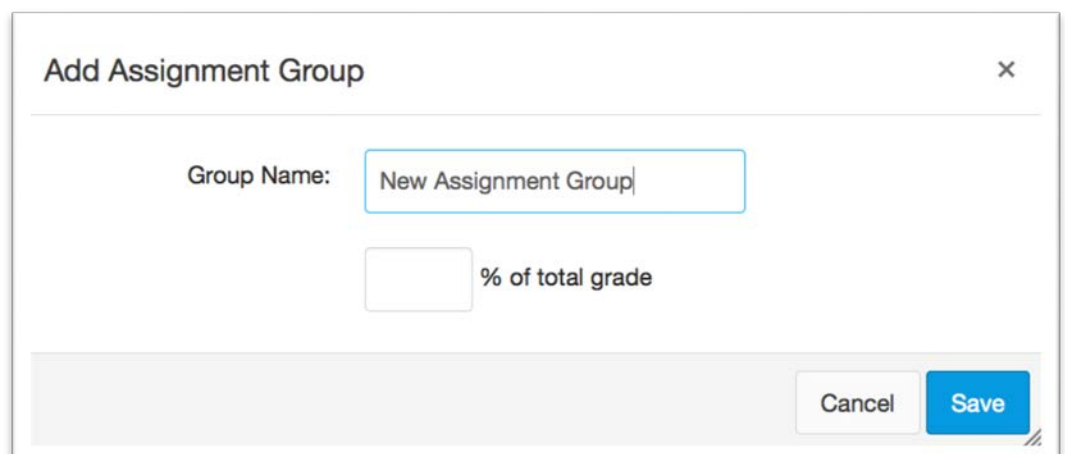

Anything in Canvas that has a grade attached to it is considered to be an **Assignment**. This could be an Assignment for Online Submission, a Discussion, or a Quiz, among other items. By default, Canvas puts all items into a single Assignment Group simply called "Assignments". For grade weighting, you will probably want to put your Assignments in multiple **Assignment Groups**.

To create a new Assignment Group, click the + Group(Add Assignment Group) button at the upper right of the screen.

Enter a name for the Assignment Group. The **% of total grade** field will be disabled at this time since that feature has not been enabled, this will be done once all Assignment Groups have been created.
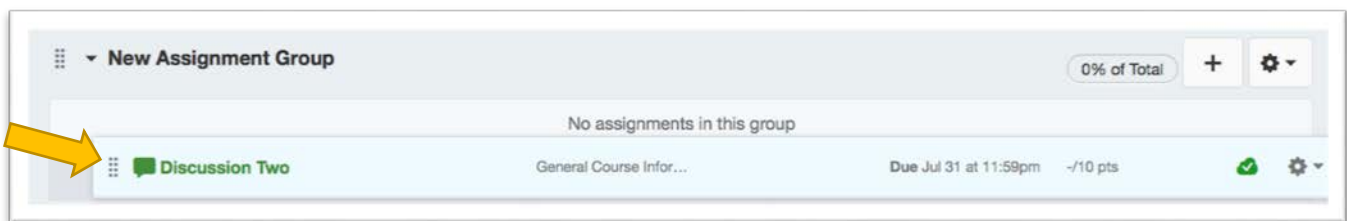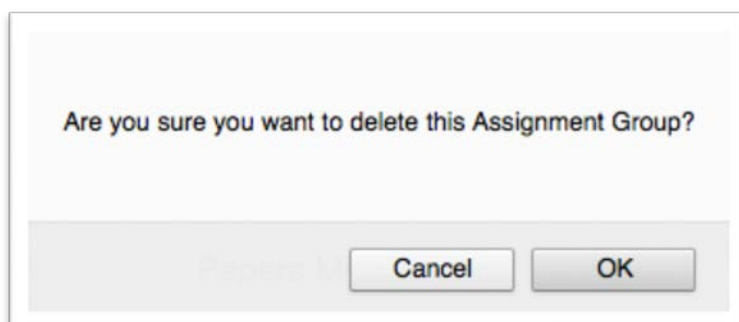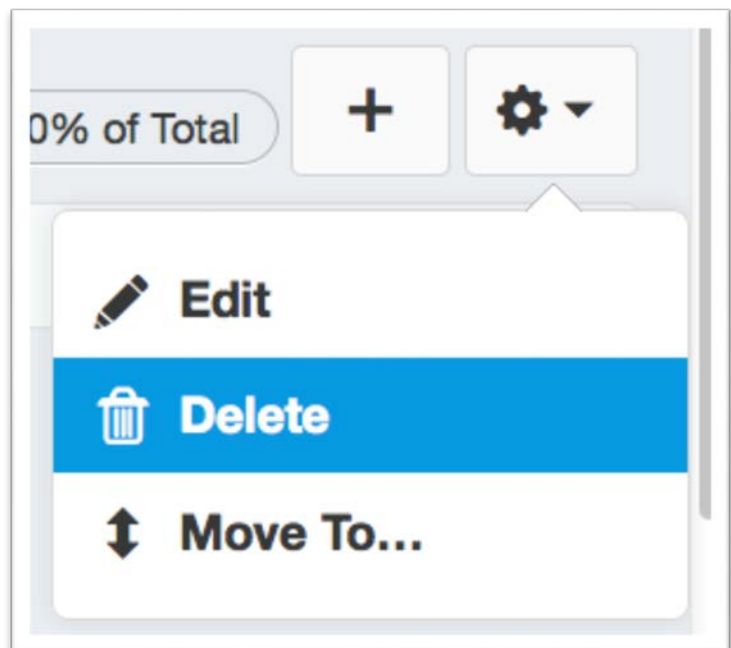
Click **Save**.

The newly created Assignment Group will show up in the list on the screen. Repeat the above procedure for each new Assignment Group that you require.

Once you have created your Assignment Groups, you can now add Assignments to these Groups. Using the Drag handle (arrow) at the left of the Assignment, click, drag, and drop the Assignment into the desired Assignment Group.
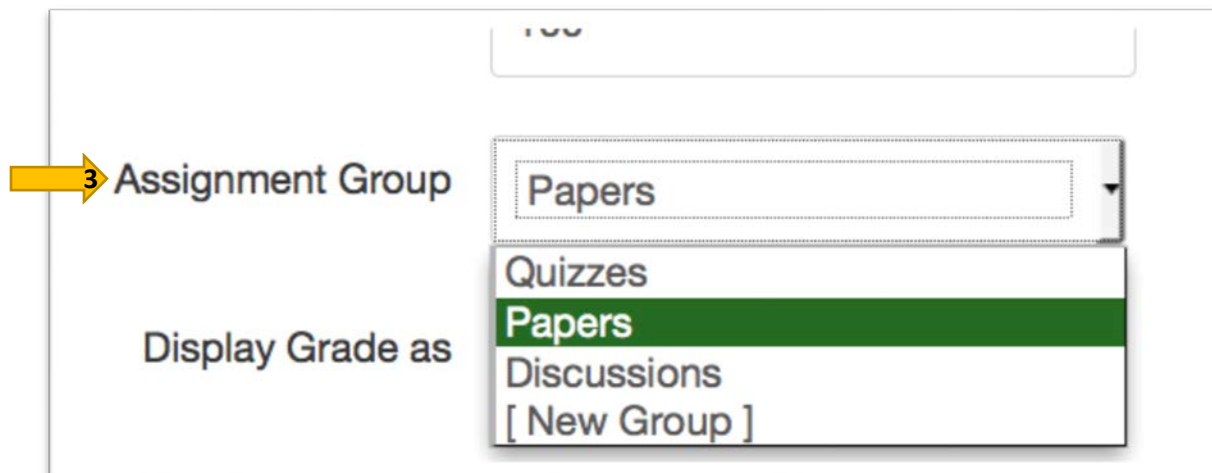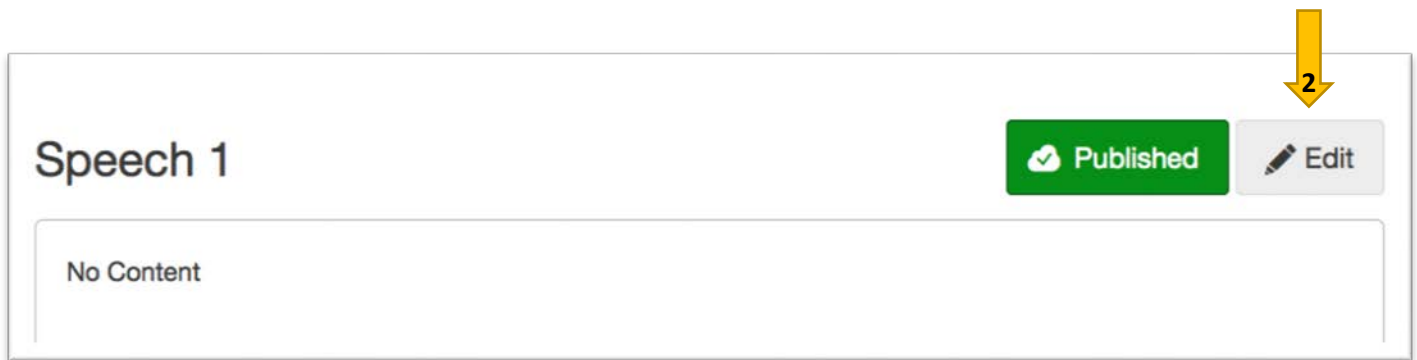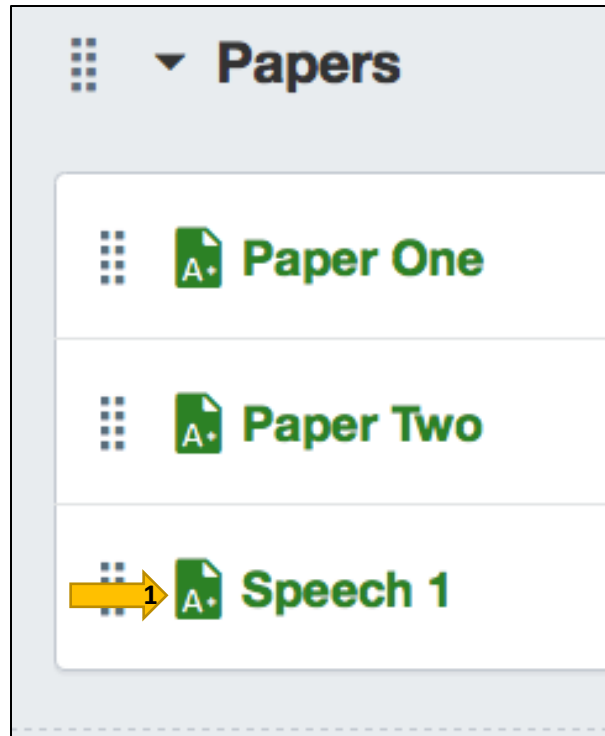

Once you have added all of your assignments to their groups, the default Assignment Group will probably be empty. This group can be deleted by clicking the Gear icon to the far right of the Assignment Group name, and choose Delete from the dropdown list. Canvas will prompt you to ensure that you want to delete it, click OK if you do.

You can also specify assignment groups from within the Assignment screens themselves.

Select the Assignment(1), click Edit(2), and in the Assignment Group section, pick the desired Assignment Group from the dropdown menu(3).

When finished, scroll to the bottom of the screen, and click **Save.**

⋮⋮ ▾ **Papers**

⋮⋮ A▪ **Paper One**

⋮⋮ A▪ **Paper Two**

1▶ ⋮⋮ A▪ **Speech 1**

2↓

Speech 1   ✅ Published   ✏ Edit

No Content

3▶ Assignment Group | Papers ▾ |

Quizzes
Papers
Discussions
[New Group]

Display Grade as

Assigning Grade Weighting to Assignment Groups will be examined in the chapter "Assignment Group Weights".