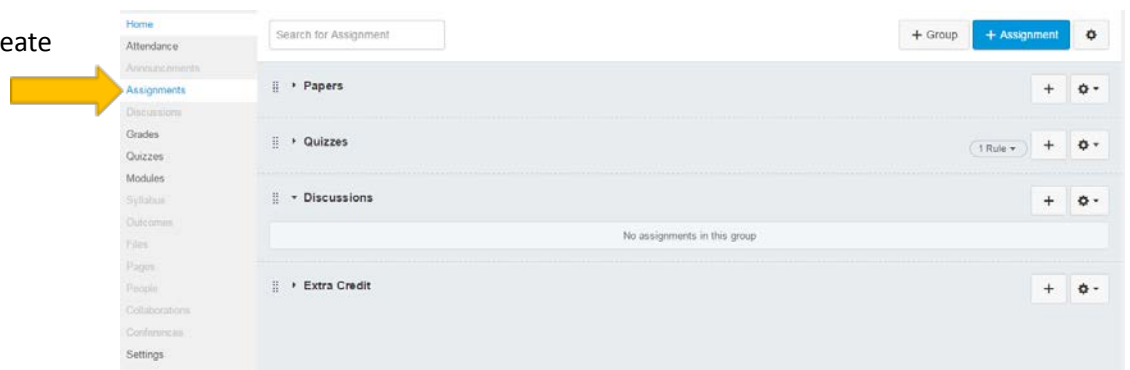


Canvas Tips for Faculty

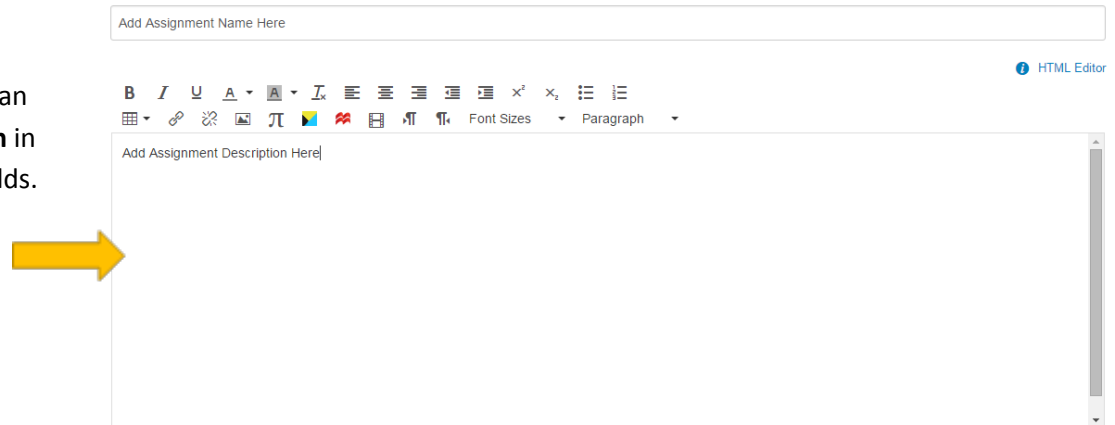
Creating an Assignment for No Submission

Canvas allows you to create assignments that require manual grading input. The **No Submission** option allows users to grade offline content, in-class projects, and other assignments manually. This example will show you the steps to creating a **No Submission** assignment.

1.) Navigate to the **Assignments** tab and create a new Assignment.



2.) Enter both an **Assignment Name** and an **Assignment Description** in the appropriate text fields.



3.) Enter a maximum point value for the Assignment you have created.

Points

4.) Choose how you want to display your grades.

→ Display Grade as

Submission Type

- Points
- Percentage
- Complete/Incomplete
- Points**
- Letter Grade
- GPA Scale
- Not Graded

5.) Select the **Assignment Group** that you wish to add the Assignment to.

→ Assignment Group

Display Grade as

Submission Type

- Papers
- Papers**
- Quizzes
- Discussions
- Extra Credit
- [New Group]

6.) Under **Submission Type** select **No Submission** from the drop down menu.

This is the step that creates an entry into your gradebook that is **manually** graded.

Submission Type

Group Assignment

- No Submission
- No Submission**
- Online
- On Paper
- External Tool

This is a Group Assignment

7.) Continue to add additional assignment requirements such as **Group Assignments, Peer Reviews, Due Dates, and Assignment Availability.**

Group Assignment

This is a Group Assignment

Peer Reviews

Require Peer Reviews

Assign

Assign to

Everyone ×

Due

Available from

until

+ Add

8.) At the bottom right corner, **Save and Publish** your work.



9.) In the top right corner, confirm that your course has been published.

