# Canvas:                                                        Creating an Assignment
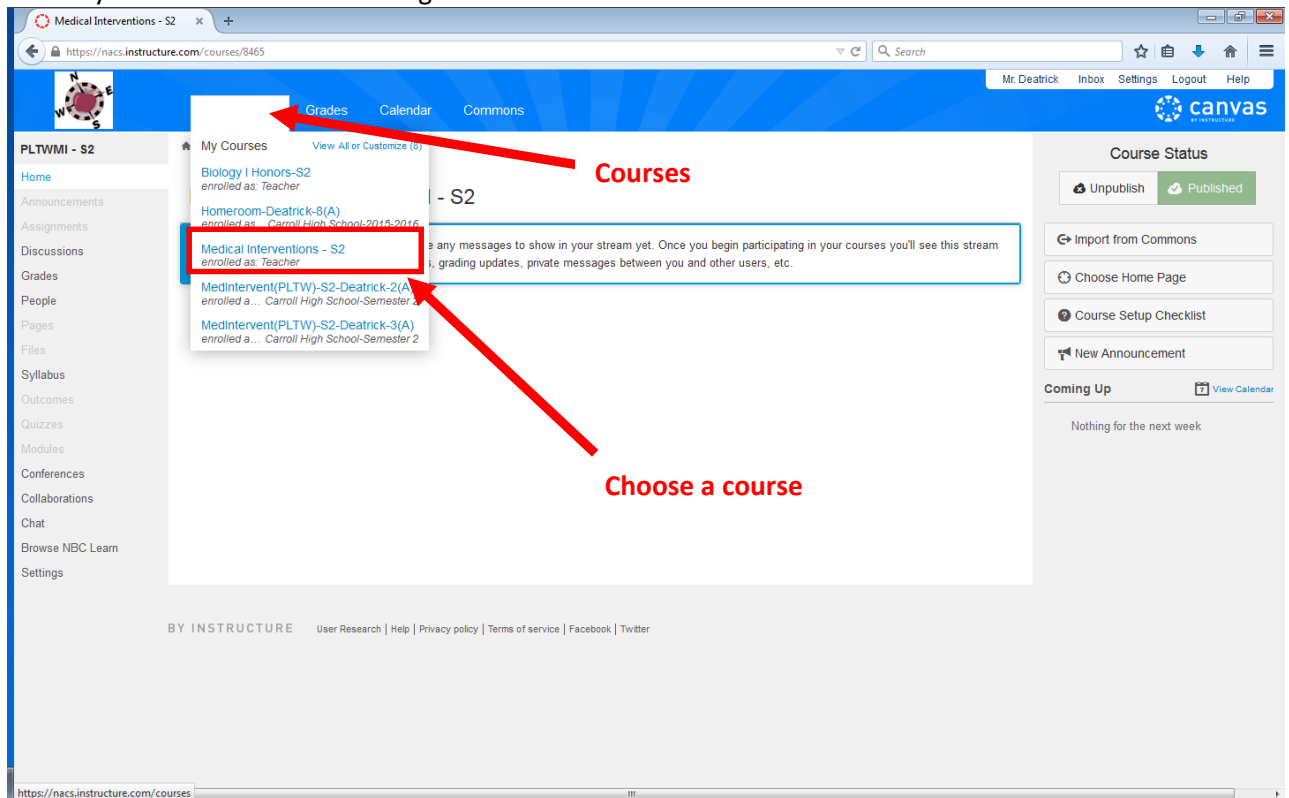
**This document will walk you through the steps to:**
1. **Create an Assignment**
2. **How to create a rubric for the Assignment if you want to use one.**
3. **How the students will submit the Assignment**

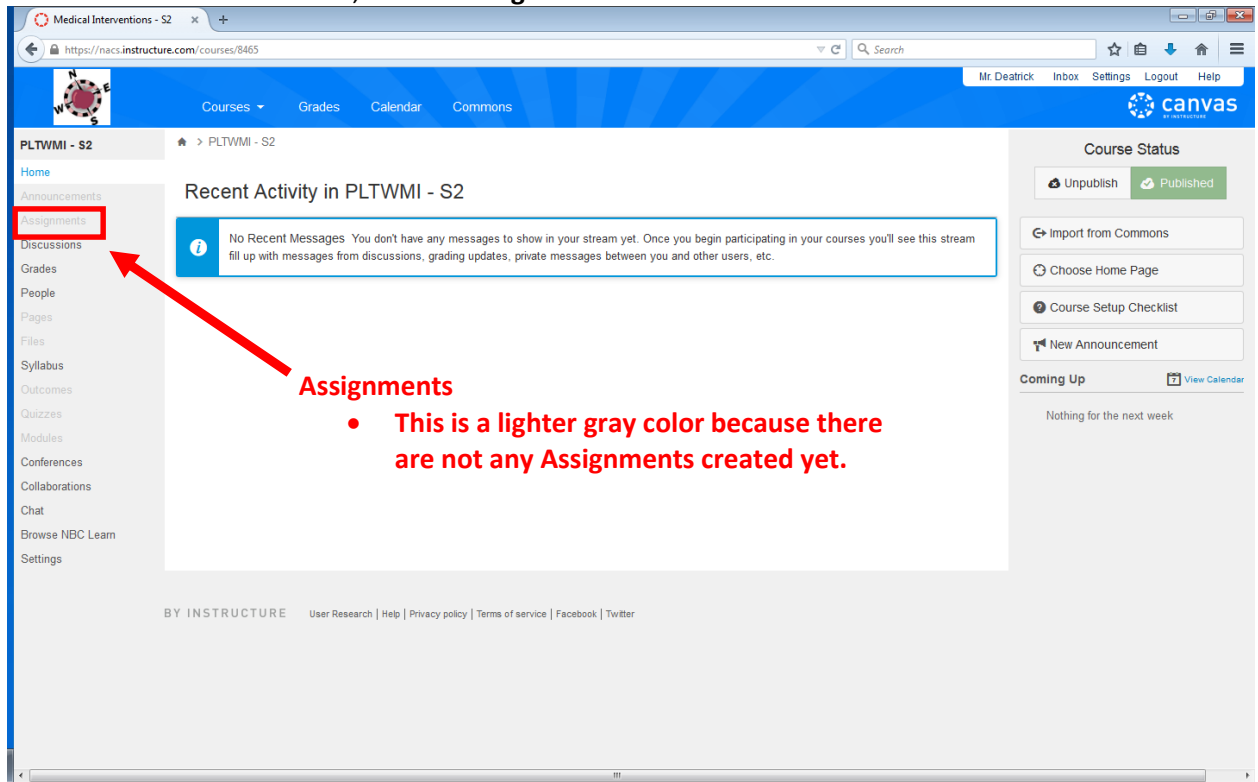**Why would you want to do this?**
1. **Paperless for both you and the student.**
2. **Using SpeedGrader will shorten the time required you spend grading.**
3. **SpeedGrader allows you to give effective feedback to the students.**
4. **Canvas will post the scores to PowerSchool with the click of a button.**
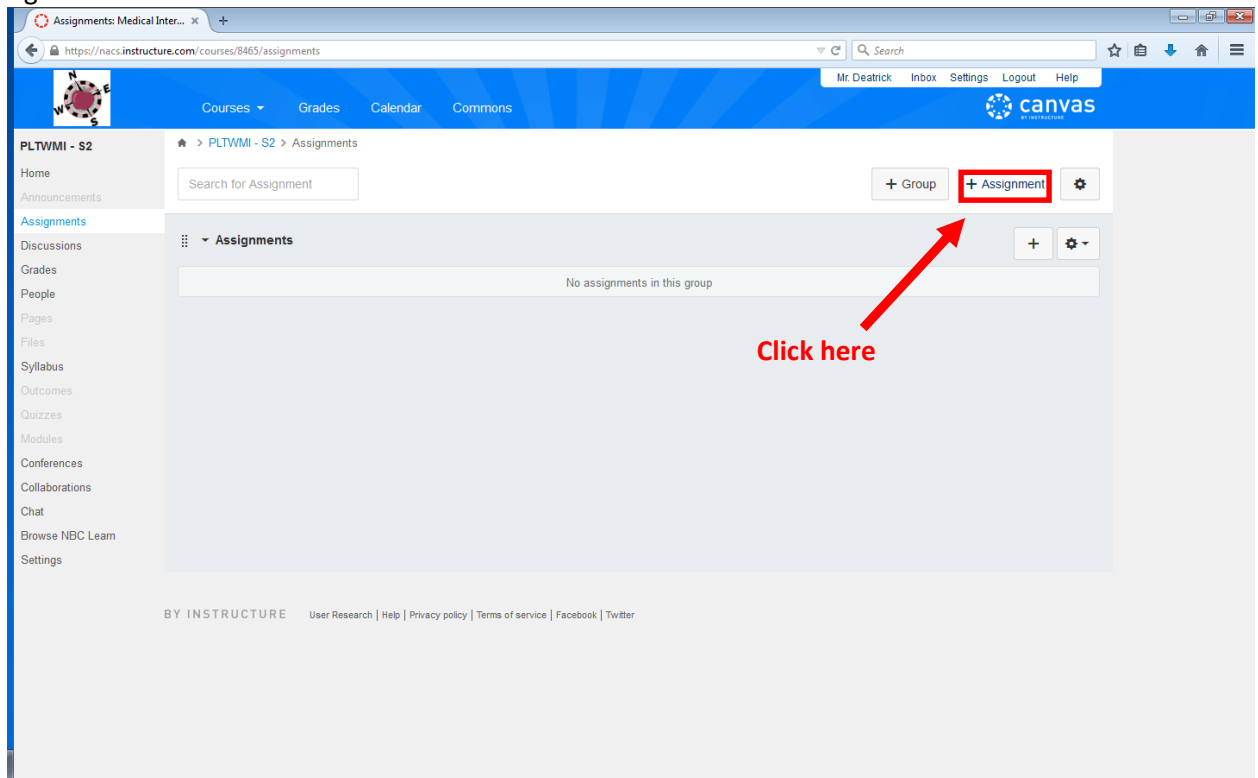
Steps:
1. Log into **Canvas** and click on **Courses**.  When the menu of courses drops down, choose the course you want to create the Assignment in.

2. On the left side of the screen, click on **Assignments**.



3. On this screen, you can create a new Assignment by clicking on the **+ Assignment** on the top right.

4. On the next screen, you will create the Assignment.
   a. Give the Assignment a **Name**.
   b. In the Text Editor box, **add info about the Assignment** such as Learning Goal, directions, and Scoring Guide/Rubric. Don't be afraid to change the font and colors.
      i. You can also add files, embed a video, and other items. For more info on how to add these, Call Andy Deatrick @ 1831 or Seth Slater @ 1832.
   c. Type in **how many points** the Assignment will be worth.

5. Scrolling down, continue creating the Assignment:
   a. Choose how you want to **Display Grade as**.
   b. Choose **Submission Type**. Your choices are No Submission, Online, On Paper, and External Tool. **Your best choice for going paperless and using SpeedGrader is Online.**
   c. You have the option of requiring a **Peer Review**. Click on this to expose the options for assigning Peer Reviews, and don't be afraid to use the Peer Review option.
   d. **Post Grades to SIS** – click on this box so you can send scores to PowerSchool

6. Scroll down further to continue creating the Assignment.
   a. **Assign To** – default is Everyone.  Most of the time, you'll assign to Everyone.  Click to the right of Everyone to assign it to only a particular Section or individual students.
   b. Choose a **Due** date by clicking on the calendar to the right of the box.  You can also chose a time of day (default time will be 11:59 PM).
   c. Choose a date to make the Assignment **Available From**.  This will be the first day a student can submit a project.
   d. You have the option of closing the Assignment by adding a date in the box to the right of until.  It is not necessary to do this, but adding a closing date will make the Assignment unviewable by students after that date.
   e. Click **Save & Publish**.  Publish means that the students can see the Assignment.

7. Once you click **Save & Publish**, you see the following screen.
    a. If you would like to **add a Rubric**, which is recommended, click on **Add Rubric**.
    b. Using a **Rubric is not required.**

8. Rubric tips:
   i. Moving your mouse over the cells of the rubric will expose a **pencil button**. Click on the pencil to edit the cell. Some cells will also have a **+** button, and clicking on this will add another cell.
   ii. Clicking on **Add Criterion** will create another row in the rubric.
   iii. Click the box to the left of **Use this rubric for assignment grading** to make the rubric available in **SpeedGrader**. This is highly recommended!
   iv. Click on **Create Rubric** when done.

9. Once you have finished creating the **Assignment**, this how it will be displayed for the students.
   a. They will click on **Submit Assignment** when they are ready to turn in their project.



**Students will click here when they need to upload their project.**

10. After clicking **Submit Assignment**, the students will see this screen. For this Sample Assignment, the students are allowed to submit a File Upload or a Text Entry
   a. To upload a file, click on Browse to go find the file on your computer.



11. **Confirmation Screen**.