

Building Graded Assignments in Canvas

Assignments include Quizzes, graded Discussions, and online submissions (i.e. files, images, text, URLs, etc.). Assignments in Canvas can be used to challenge students' understanding and help assess competency. The Assignments page shows students all of the Assignments that will be expected of them and how many points each is worth. Assignments can be assigned to everyone in the course or differentiated by section or user. Any assignment created and published in the Assignments page will automatically show up in the Grades, Calendar, and Syllabus features so students can view them. The reverse is also true: any assignments created in the Calendar will automatically show up in the Grades, Assignments, and Syllabus features.

Creating Assignments

1. Access your Canvas course.
2. Click on the Assignments button in the course menu.
3. Click on the blue +Assignment button.
4. Add Assignment details such as:
 - assignment title
 - assignment instructions
 - points possible
 - grading type
 - submission type
 - due dates
5. Save & Publish the Assignment. Simply saving it will save your work but it will not release the assignment to the students. They will not have access to the assignment until it is published.

Creating Graded Discussions

As an instructor, you can create a discussion for your course. Discussions can be graded or ungraded.

1. Access your Canvas course.
2. Click on the Discussions button in the course menu.
3. Click the blue +Discussion button.
4. Add Discussion details such as:
 - Topic title
 - Topic details (what you are wanting the students to discuss)
 - Post to all sections
 - Additional options
 - i. Allow threaded replies
 - ii. Users must post before seeing replies
 - iii. Graded
 - iv. Allow liking
 - v. Add to student to-do
5. Save & Publish the Discussion. Simply saving it will save your work but it will not release the discussion to the students. They will not have access to the assignment until it is published.

Creating Quizzes

You can add your own questions to your quizzes. You can create various types of quiz questions. There are different methods for adding quizzes to courses but this handout will cover adding questions directly to the quiz in Canvas.

1. Access your Canvas course.
2. Click on the Quizzes button in the course menu.
3. Click the blue +Quiz button.
4. Add Quiz setting details such as:
 - a. Quiz name
 - b. Quiz instructions
 - c. Quiz type (graded, survey)
 - d. Time limit
 - e. Allow Multiple Attempts
 - f. Show one question at a time
 - g. Assign to (everyone or individual students)
 - h. Due and availability dates
5. Click the Save button to save the quiz settings.
6. Next, you will need to add questions. Begin by clicking on the quiz that you just saved.
7. Click the Edit button.
8. Click the Questions tab (beside the Details tab).
9. Click the +New Question button.
10. Select the type of question from the drop-down list.
 - a. Multiple Choice
 - b. True/False
 - c. Fill-in-Blank
 - d. Multiple Fill-in-Blanks
 - e. Multiple Answers
 - f. Matching
 - g. Essay
 - h. File Upload
11. Once your question text has been added you will also need to assign a point value to each question.
12. Click the blue Update Question button to Save the Question.
13. Click the Save button to save the quiz.