



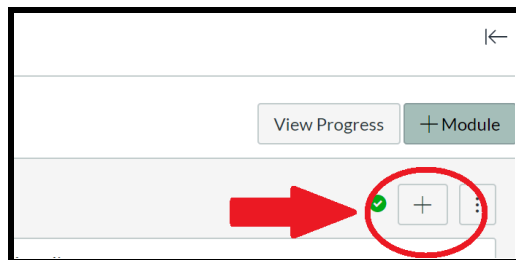
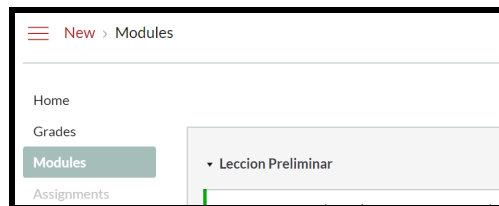
canvas

## 101 Series: *Assignments: how to create an assignment*

Go to Canvas site: <https://kaneland.instructure.com>

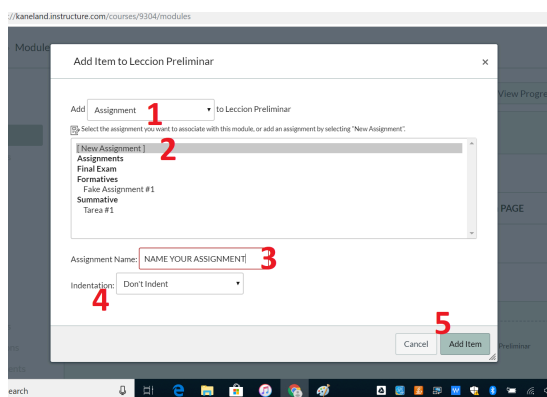
### Log in with Kaneland information

There are several ways to add an assignment. This page will show you how to add an assignment through an existing [course module](#).

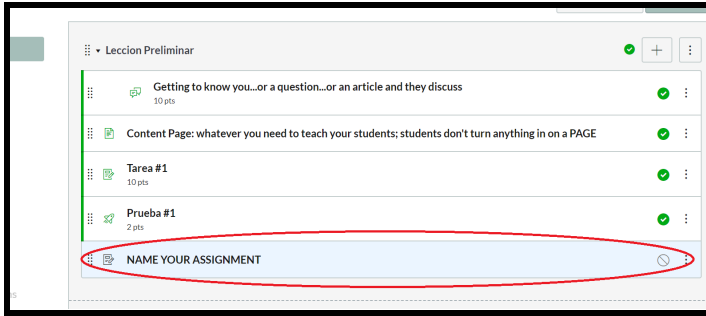


- Within a course, click on **Modules**. (left side, will be gray or black).
- Choose the module that you want to add an assignment to and then click the '+' button. (right side)
- A new menu (**Add item**) will appear.

### Add Item:



- Choose **Assignment (1)** from the drop-down menu and then click **New Assignment (2)**.
- **Name your assignment (3)**
- The **indentation (4)** option allows for you to organize the layout of your files within a module. Choosing **Don't indent** will left-justify the assignment within the module list.
- Click **Add Item (5)**



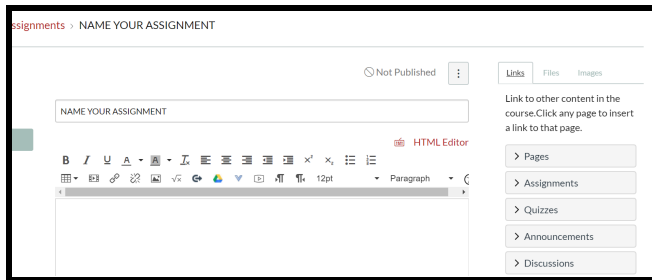
- Your assignment will appear within the module. Notice, it has not yet been published because it has a circle with a line through it. (right side of assignment box).
- Click on the assignment title to edit its contents.

## Edit an Assignment:



- Click **Edit** (right side) and the **Rich Content Editor** will open.
- Here you can enter any important information about the assignment such as directions, links, videos, or images.

## Rich Content Editor:



## Assignment properties:

Points  **1**

Assignment Group  **2**

Display Grade as  **3**

☐ Do not count this assignment towards the final grade

Submission Type  **4**

Group Assignment ☐ This is a Group Assignment

Peer Reviews ☐ Require Peer Reviews

**5** Sync to SIS ☐ Include this assignment's grades when syncing to your school's Student Information System

- Scroll down to edit the **assignment's properties** including:
  1. Point value
  2. Assignment category - these are the categories that you have set in your gradebook.
  3. How you want the grade displayed and whether or not you want it to count towards a student's final grade.
  4. Whether student should submit online, on paper or using an external link.
  5. **MS/HS traditional gradebook only:** Be sure to also click **Sync to SIS** if you want the assignment to calculate into your Tyler gradebook (which is where final grades are housed).

## Assignment properties (cont.)

Assign

Assign to  
Everyone ×

Due

Available from Until

+ Add

☐ Notify users that this content has changed

Cancel Save & Publish Save

- You will also select which students or section(s)\* you want to complete the assignment as well as the assignment due date.
- Be sure to hit **SAVE** when you have updated the assignment properties. Select **SAVE & PUBLISH** when you are ready for students to see the assignment on their end.

\*You will only choose which sections if you have [crosslisted](#) your course.

## Unpublished:

≡ New > Grades

Gradebook ▾ View ▾ Actions ▾					
Student Name	1	Tarea #1	Prueba #1	Getting to know you.....	NAME YOUR ASSIGNMENT...
Test Student	...	Out of 10	Out of 2	Out of 10	UNPUBLISHED

- Note: if you choose NOT to publish your assignment, you will see the assignment listed as **UNPUBLISHED** when you open your Canvas gradebook. Students will not see the assignment in their stream or in their gradebook.