# Online Assignments

Assignments are a versatile way to assess students in Canvas. One type of Canvas Assignment is the traditional online assignment. Students upload their assignment to Canvas and it is graded with the SpeedGrader tool, which makes grading faster and easier. Additionally, there are options you can apply to Canvas Assignments including: Group assignments; Peer Reviewed assignments; and TurnItIn assignments that check for plagiarism. You can also allow multiple graders to review and grade assignments with the Instructor assigning the final grade.

## Assignments Index Page

All assignments in a course are found on the Assignments Index page. The Assignment Index page is connected to the Gradebook in Canvas. When you create an assignment, a corresponding column is created in the Canvas Gradebook. The Assignments Index page allows you to group assignments so you can weight the Assignment Groups, assigning each a percentage of the overall course grade.

If you are starting with a brand new Canvas course, there will only be one group called Assignments on the Assignments Index page. You can use that group or create others as you choose.

If you migrated your Blackboard course to Canvas, you may need to clean up your Assignments Index page. There may be empty groups as well as assignments in the wrong groups.

Canvas Assignments can be created in three places, the Assignments Index page, Canvas Modules, or the Canvas Calendar. If you create your assignments on the Assignments Index page, you can add them as items to Modules or links on Canvas Pages. If you create an assignment in a Module or in the Calendar, it will also appear on the Assignments Index page, so the assignment can be added to other Modules and Pages as well. If the assignment has a due date, it will automatically appear in the course Calendar.

## Create an Online Assignment

To create an assignment in Canvas, follow the steps below.

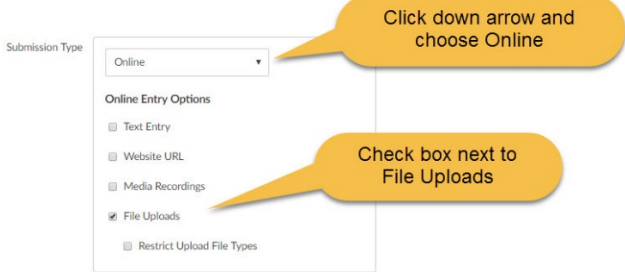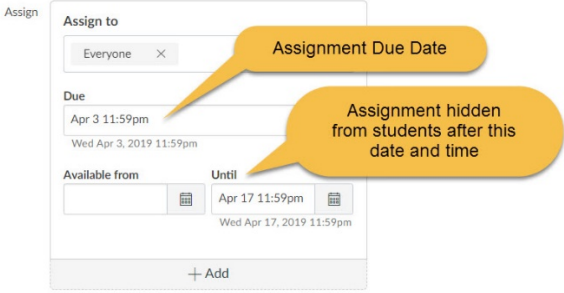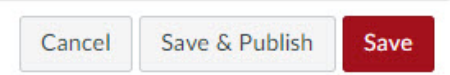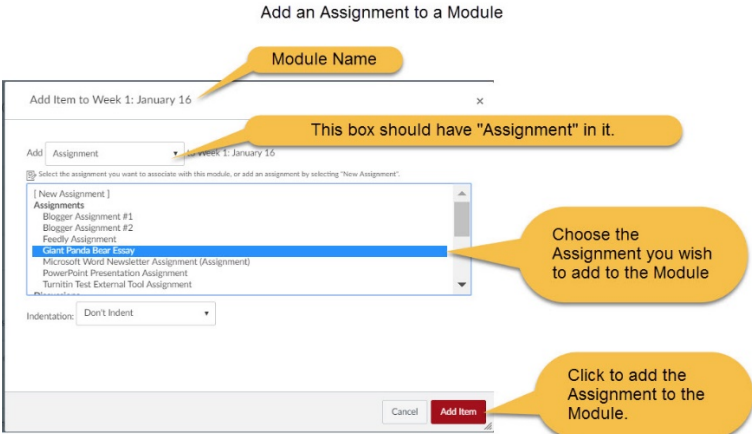| | |
|---|---|
| Accessing the Assignments Index Page from the Course Menu<br><br>Home<br>Announcements<br>Syllabus<br>Modules<br>Assignments<br>Discussions<br>Grades<br>Quizzes<br>Pages<br><br>Click the Assignments link in the Course Menu | **1.** To access the Assignments Index page, click the Assignments link in the Course Menu on the left side of the course page. |
| Assignment Index Page in a New Canvas Course<br><br>Click the +Assignment button to create an assignment, then choose the group you want it in.<br><br>Search for Assignment    + Group    + Assignment<br><br>⠿ ▾ Assignments      +  ⋮<br>No Assignments in this Group<br><br>Click the + button to create an assignment in that group.<br>**B** | **2.** From the Assignments Index page, click on one of the Add Assignment buttons.<br><br>**a.** Clicking the red +Assignment button allows you to choose a group on the Assignments Index page.<br><br>**b.** Clicking the + (plus sign) button in the group, creates the assignment in that group. |
| Create An Assignment Place Holder<br><br>Add Assignment to Assignments<br><br>Choose an assignment type<br>Type:  Assignment  ▾<br>Name:<br>Give assignment a name<br>Click here to add assignment options<br>Due:                    📅<br>Add a due date<br>Points:  0<br>Add points<br><br>More Options   Cancel   Save & Publish   Save | **3.**<br><br>**a.** If you chose to create your assignment outside of a group, clicking the red +Assignment button will take you to the full create assignment page.<br><br>**b.** If you chose to create your assignment in the current group, you will be taken to the create an assignment place holder screen as shown on the figure to the left. Enter the information to create the Assignment place holder and click the More Options button to complete setting up the assignment.<br><br>You can leave the place holder to come back to and finish at a later time. |
| Rich Content Editor<br><br>🖥 HTML Editor<br><br>B  I  U  A ▾  A ▾  Tₓ  ≡ ≡ ≡ ≡ ≡ ≡  x²  x₂  ≔ ≔<br>⊞▾ ⊡ 🔗 ✂ 🖼 √x 🎨 O ▾ ▷ ¶ ¶ 12pt ▾ Paragraph ▾ ⓘ<br><br>Please complete your weekly reflection paper assignment and upload it to Canvas.<br><br>0 words | **4.** On the full Create New assignment page, you can add instructions in the Rich Content Editor. |

| | |
|---|---|
|  | **5.** Scroll down to the Submission Type section. Click the drop-down arrow and choose Online.<br><br>**a.** Click the box next to File Uploads. |
|  | **6.** Scroll down to the Assign section. Add a due date if you have not already done so.<br><br>**a.** Add Availability dates if you wish to control when students can access the assignment. <span style="color:red">Assignments can be turned in by students even after the due date, although they will be marked late. They can also upload multiple submissions.</span><br><br>**b.** To stop submissions, add an "Until" date in the Until section. |
|  | **7.** There are two methods to save the assignment. Go to the Save buttons in the lower right side of the page.<br><br>**a.** Click Save to save the assignment.This will hide the assignment from the students until you are ready to publish it.<br><br>**b.** Click Save & Publish to make the assignment available to students. |
|  | **8.** The assignment can now be added as an Item in a Module or a link on a Page in the course. |

## SpeedGrader

As previously mentioned, you can use the SpeedGrader tool to grade online assignments when the assignments are uploaded to Canvas. SpeedGrader allows you to navigate quickly through submissions. You can annotate assignments directly on the student's submission to give students feedback on their work. This is convenient because you will not need to download the assignment to grade it and then upload it to be returned to the student.

## Related Articles

- [How do I create an online assignment?](#)
- [How do I add or edit details in an assignment?](#)
- [Can a student resubmit Canvas assignments?](#)
- [How do I get to Speed Grader from an assignment?](#)
- [How do I use SpeedGrader?](#)
- [How do I mute or unmute an assignment in SpeedGrader?](#)
- [How do I mute or unmute an assignment in the Gradebook?](#)

| **Shhh…Muting Assignment Grades** | **Office Hours** |
|---|---|
| By default, Canvas notifies students their grades are assigned in the Gradebook. If you want to keep grades hidden from the students until you have graded all of the assignments, you can Mute them. This means the grades will not be visible to students until you unmute them. You can mute grades from the SpeedGrader or from the column in the Gradebook. | March Office Hours are now available on the Hello Canvas website. <br><br> Office Hours are 30-minute, one-on-one, in-person appointments during which you work with an instructional support specialist on a Canvas topic of your choice. Use this time to migrate your Blackboard course to Canvas, if you need assistance. Reservations are required. |