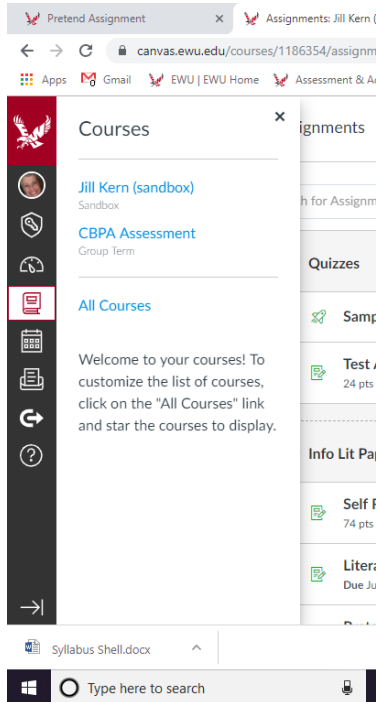
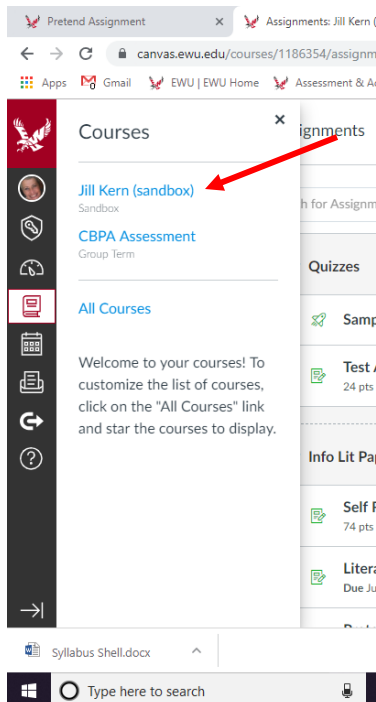


How to Create a GE Assignment in Canvas

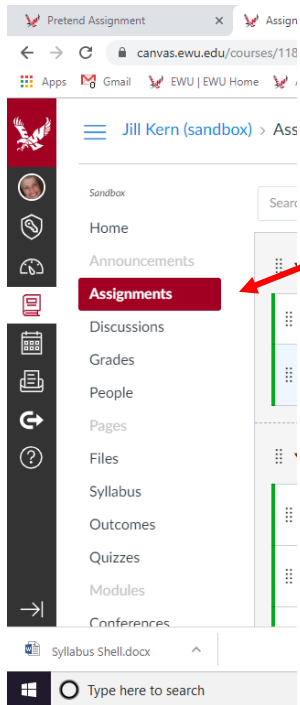
- Log into Canvas
- Go to “Courses” by clicking on the icon in the black panel that looks like an old McIntosh computer. (The one below the dial.)



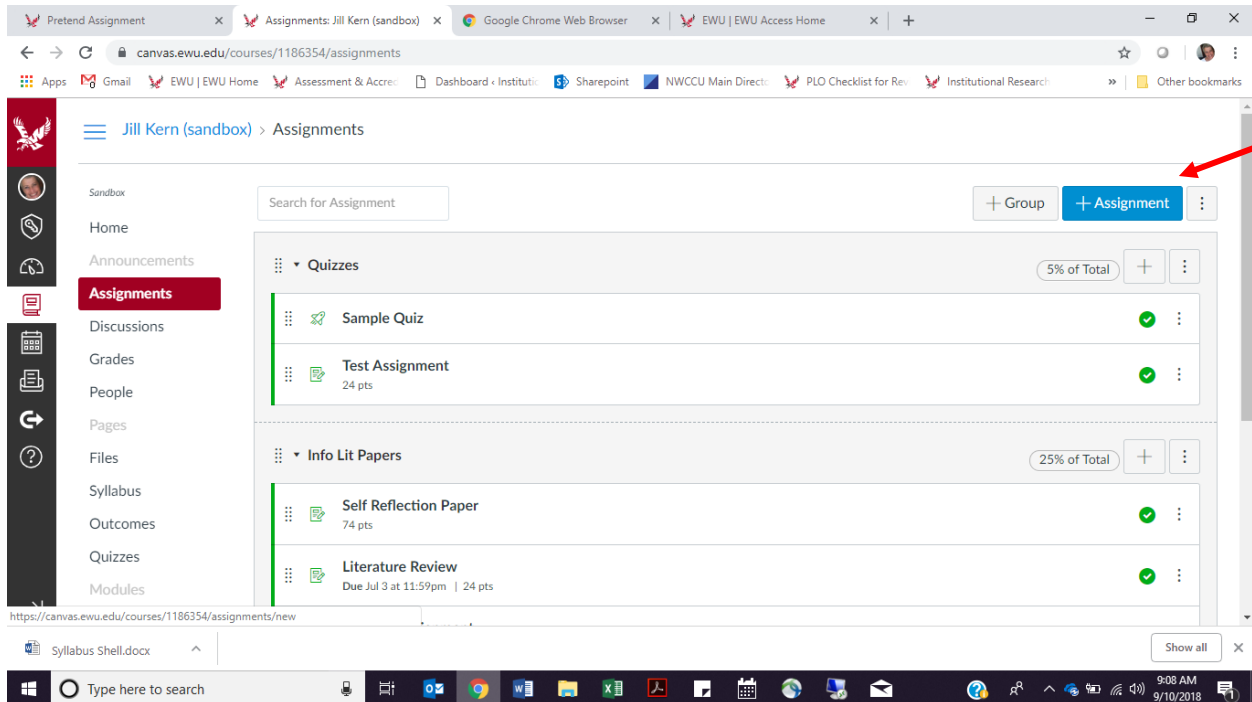
- Select the course for which you want to create an assignment.



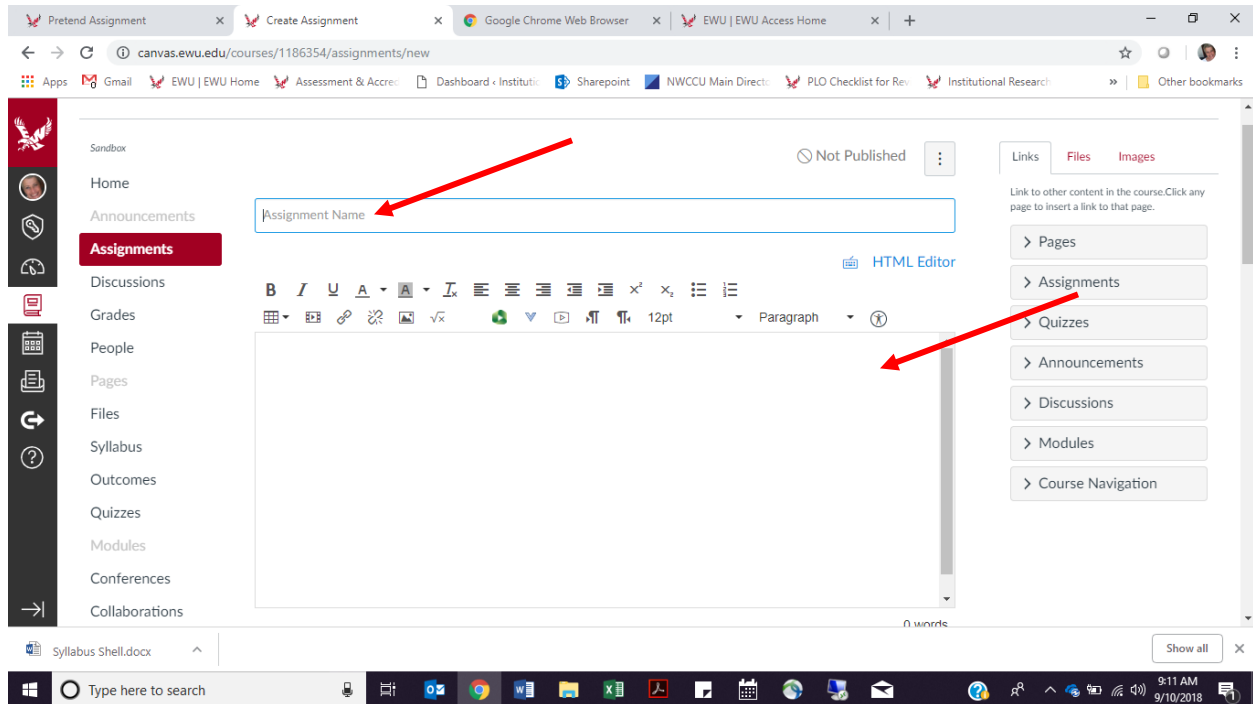
➤ Go to Assignments.



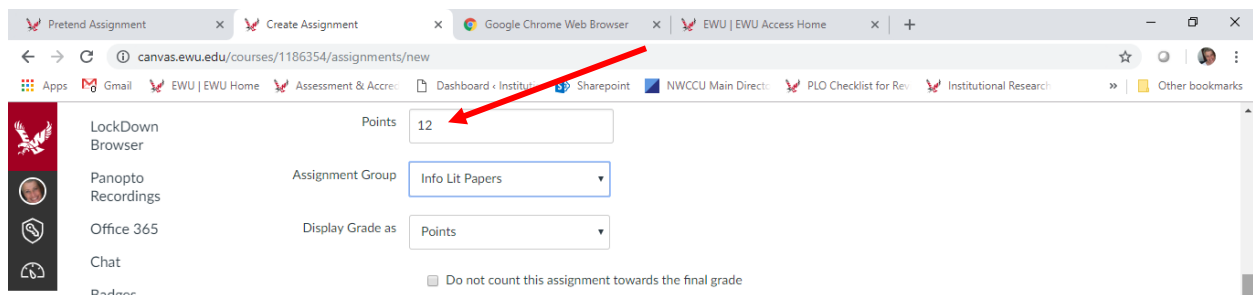
➤ Click on the "+Assignment" button at the top.



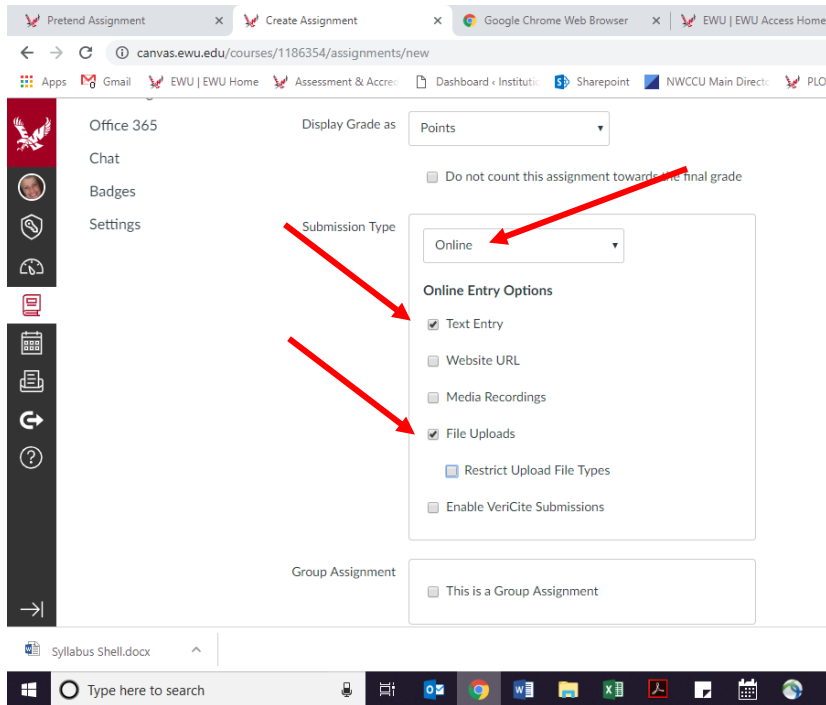
- Fill in the rest of the page. Give the assignment a name. Type out the instructions for the assignment in the text box. (Go to <https://sites.ewu.edu/assessment-accreditation/files/2018/09/Complex-Assignments.docx> for instructions on how to create a Complex Assignment for GE.)



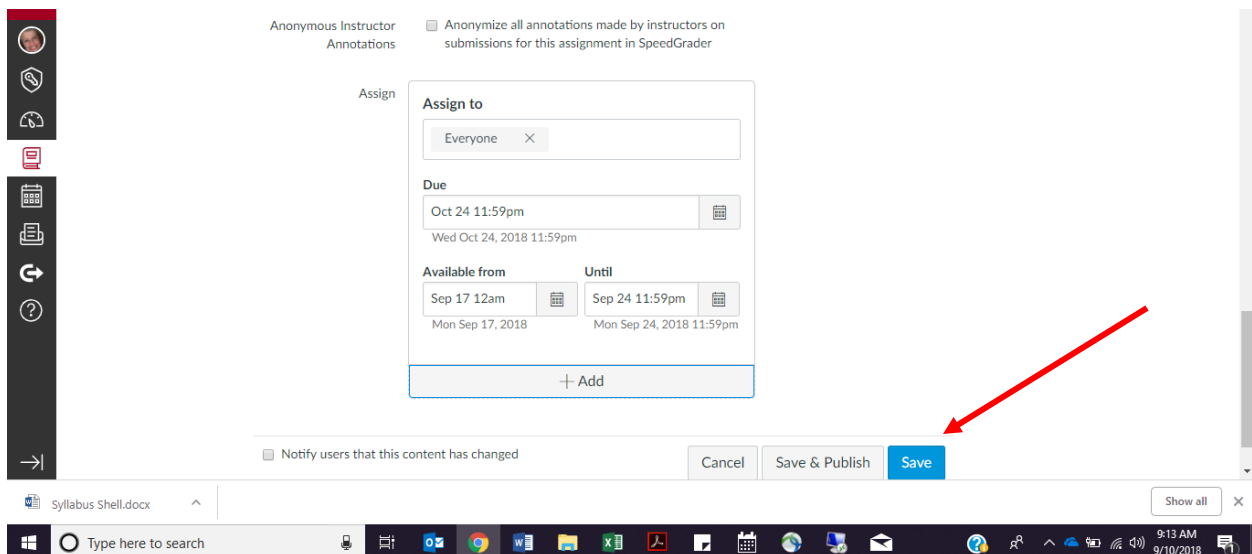
- Decide how many points you want to allocate to the assignment. This is tricky but important. If you want to use the points from the GE skills rubrics, bear in mind that each SLO on each rubric is worth 4 points. All of the GE skills rubrics have four SLOs (16 points total) except Creative Thinking which has three (9 points total). You may choose SLOs from multiple rubrics – you don't need to use all of the SLOs from any one rubric for a given assignment. You may also choose to assign zero points to the GE SLOs if you don't want them to count toward students' grades. (They would only be used for assessment purposes in this case.) Further, you can add your own SLOs to the rubric and assign each one the number of points you want. You can write in an arbitrary number here and then come back and edit it later. Or you can write in the number of points you actually want to give to the assignment and adjust the points accordingly when you create the rubric. One thing to know in advance, though, is that you unfortunately can not adjust the number of points accorded to each of the GE SLOs. Each SLO is either counts 4 points to students' grades or 0 points: those are your choices.



- Be sure to select “Online” as the Submission Type. For Online Entry Options, select Text Entry if you want students to be able to type their papers in Canvas and/or select File Uploads if you want students to be able to write their assignment in their own preferred software (e.g., Word, Adobe, PowerPoint) and then upload the document to Canvas. (You can select more than one Online Entry Option.)



- Add the due dates and the dates when students can upload their papers. And importantly click the Save button or, once you’ve created the final draft of the assignment, the Save & Publish button.



➤ You will access the assignment by clicking on Assignments on the left and then clicking on the name of the assignment.

The screenshot displays the Canvas LMS interface for a course titled "Jill Kern (sandbox)". The left sidebar contains navigation options, with "Assignments" highlighted in red. A red arrow points to this menu item. The main content area shows a list of assignments under two categories: "Quizzes" and "Info Lit Papers".

- Quizzes (5% of Total):**
 - Sample Quiz
 - Test Assignment (24 pts)
- Info Lit Papers (25% of Total):**
 - Self Reflection Paper (74 pts)
 - Literature Review (Due Jul 3 at 11:59pm | 24 pts)

The browser address bar shows "canvas.ewu.edu/courses/1186354/assignments". The system tray at the bottom shows the date and time as 9:08 AM 9/10/2018.