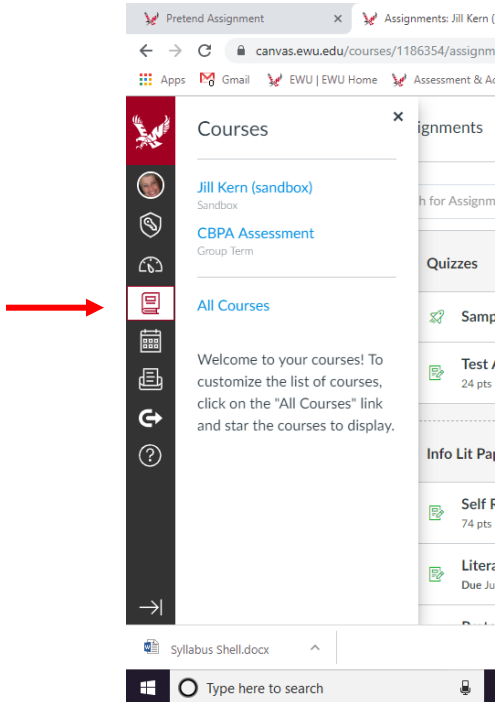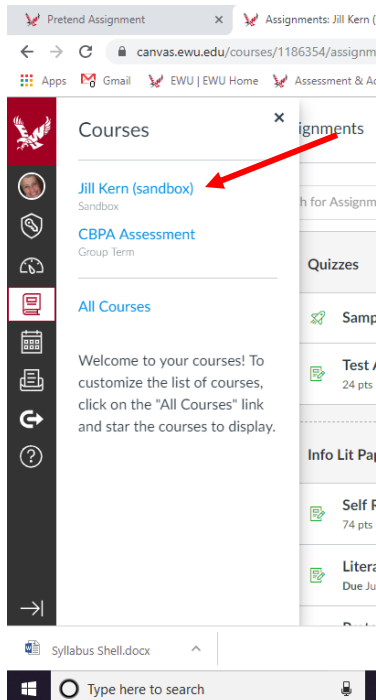# How to Create an Assignment in Canvas

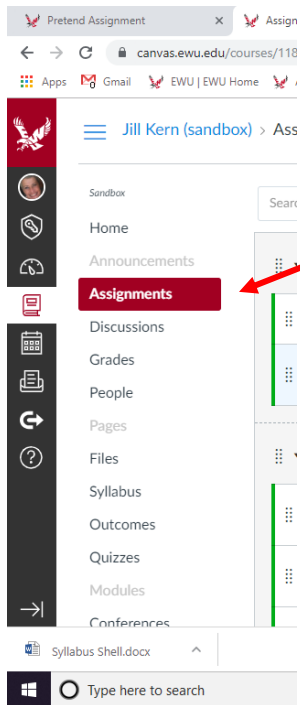➢ Log into Canvas
➢ Go to "Courses" by clicking on the icon in the black panel that looks like an old McIntosh computer. (The one below the dial.)
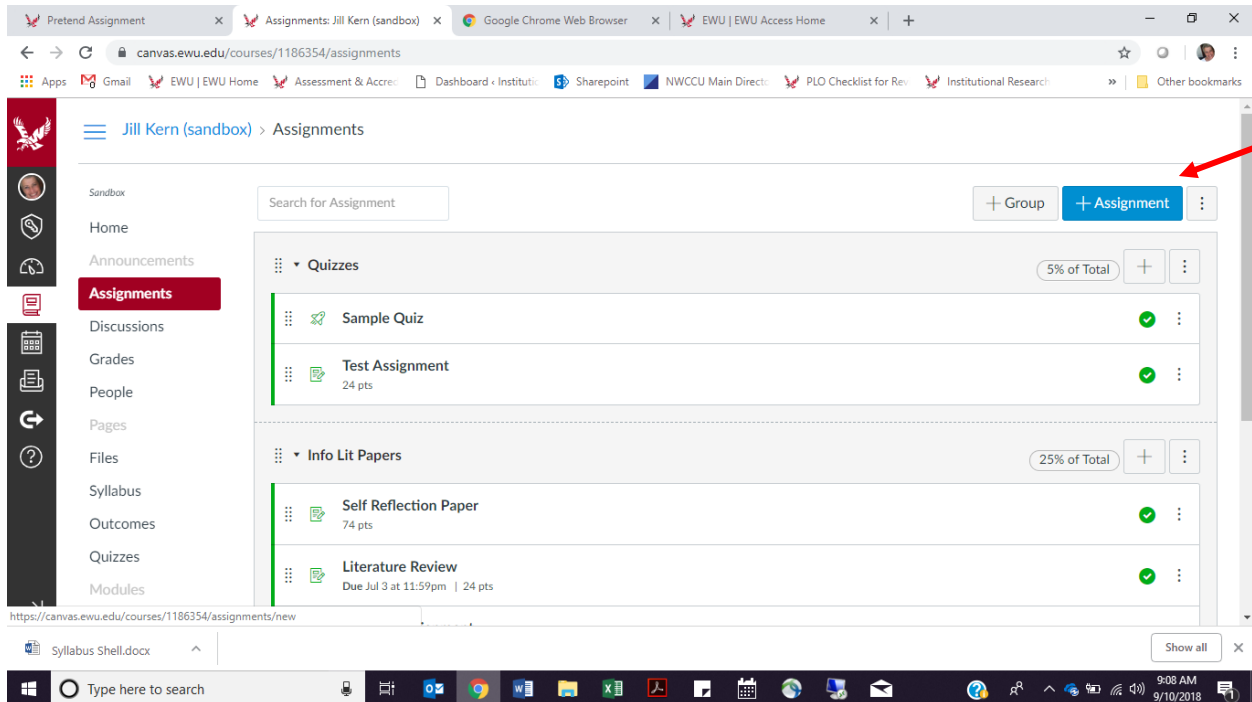

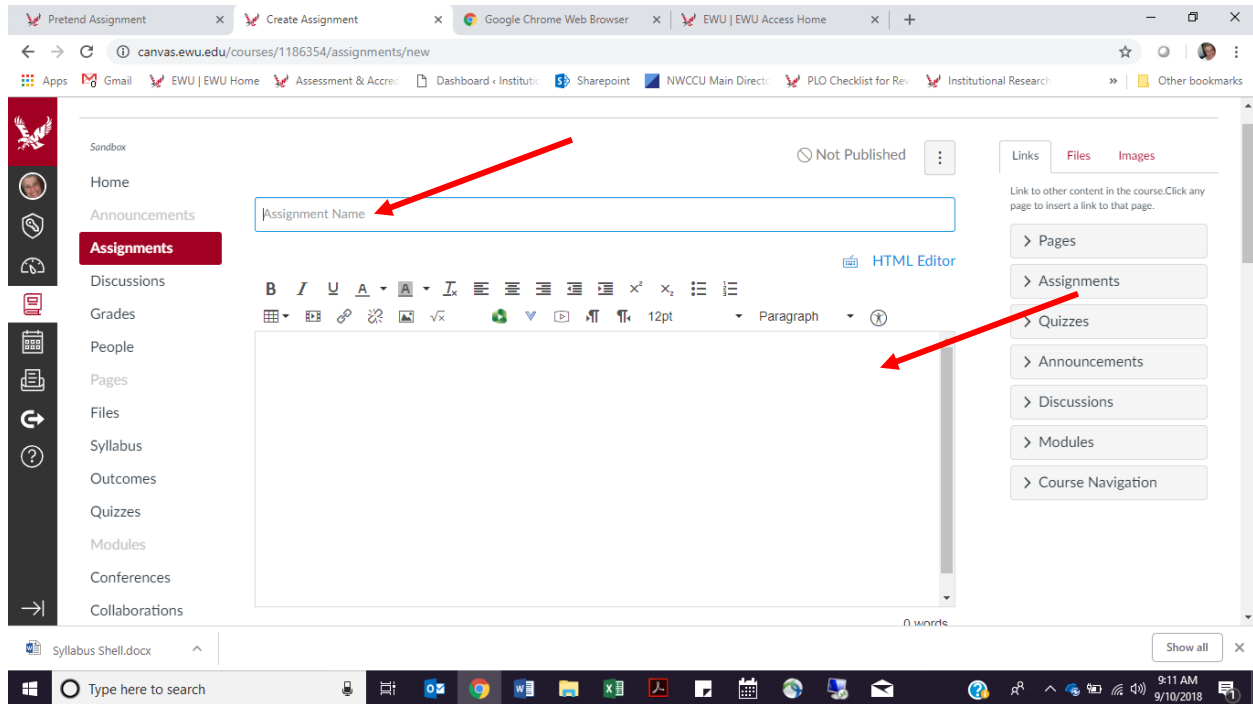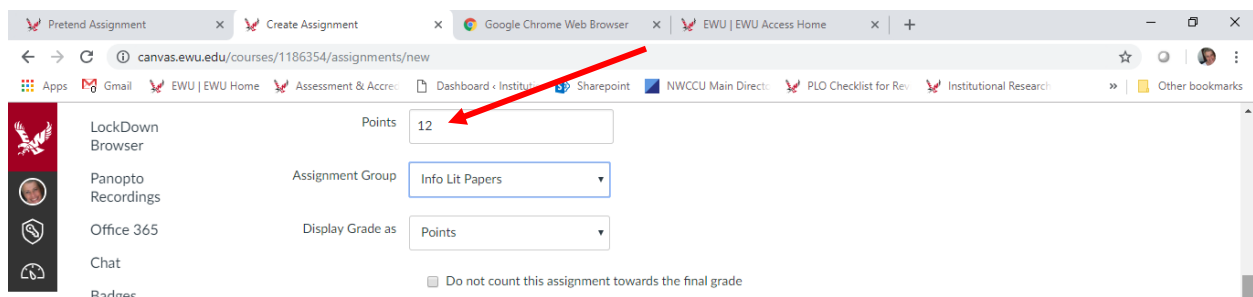➢ Select the course for which you want to create an assignment.

➢ 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.


➢ Decide how many points you want to allocate to the assignment.

➢ 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.)
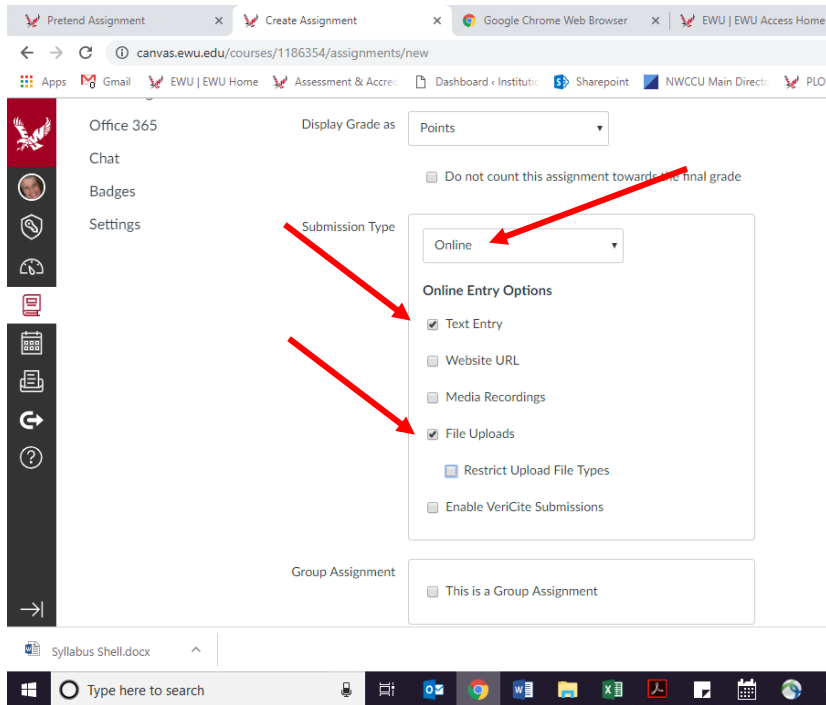
➢ Add the due dates and the dates when students can upload their papers. And importantly click the Save button or, once you've created the final draft of the assignment, the Save & Publish button.
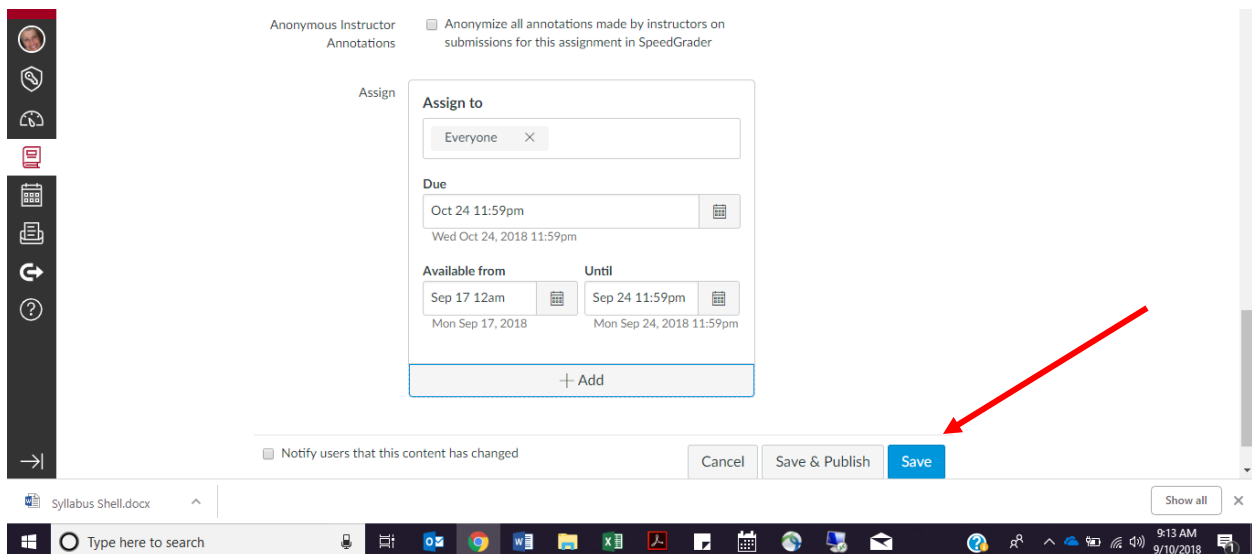
➢ You will access the assignment by clicking on Assignments on the left and then clicking on the name of the assignment.