

Assignments in Canvas

Session 2

Objectives

- Create an assignment
- Add a rubric
- Grade and provide feedback
- View assignments/feedback from a student's perspective
- Explore Turnitin, the plagiarism checking tool

What Will I Need?

- Completed last week's training
- Logged into Blackboard (optional)
- Logged into Canvas (sandbox preferable)
- A prompt from one of your assignments
- Rubric you use for one of your assessments



The Assignments Page

Assignments Page

- A bit of a misnomer
- All graded assessments appear on this page
 - Drop box submissions
 - Discussions
 - Quizzes
- Ability to bulk edit due dates for all assessments

Assignment Groups

- Create a new assignment group by clicking the “+ Group” button
- Used to organize course assessments into specific categories
- Necessary for creating a weighted grade book

Assignment Page Tasks

To Do:

- Bulk edit the due dates on your assessments on the Assignments page
- Add one or more Groups to the Assignments page
- Add weights to your Groups
- Set up a Group so that it automatically drops an assessment



Creating Assignments

Two Ways to Create

1. Go to Assignments page → click “+ Assignment”
2. Go to Modules page → click “+” in one of your modules → choose “ [Create Assignment]”

Name and Description

- **Assignment Name** - Required
- **Description** - Not required, but a good place to add the prompt or anything else a student should know about the assignment

Points and Assignment Group

- All assignment types need to have a number set in the **Points** category
 - Can be set to zero (0) points if necessary
- Apply an Assignment Group category

Display Grade as

How do you want the grade to **display** in the gradebook?

- %
- Complete/incomplete
- Points
- Letter grade (requires a grading scheme)
- GPA (requires a grading scheme)
- Not graded*

* **Not graded** removes the ability for the student to submit anything, and the assignment will **not appear** in the gradebook. Think of this option as a way for you to add a due date to the calendar, such as when a student needs to post more than once in a discussion board but is only graded on it once.

Apply to Final Grade

- Option to choose “Do not count this assignment towards the final grade” if you want the assignment to have no bearing on the gradebook

Submission Type

1. Online submissions

- **Text Entry** – Students type in a response in the Canvas text editor
- **Website URL** – Students submit a link
- **Media Recordings** – Submit an audio/video response via upload or by using the Canvas media creator tools
- **File uploads** – Most frequently used. You have the ability to restrict the document types students can upload (PDF, DOCX, PPTX, etc.)

2. No submission

- Attendance, in-class discussions, etc.

3. Paper submission

- Students submit a physical paper to you in class

4. External Tool

- Third-party vendor tools, such as textbook publisher's, FlipGrid, Word or Google Docs, etc.

Submission Attempts

1. Unlimited
2. Limited (you choose the limit)

Plagiarism Review

- Currently, Turnitin is our plagiarism checker
- More on that later in the workshop

Group Assignment

- Allows one person to submit for all participants in a group
- You can have grade applied to everyone in the group, or choose to grade individually
- Requires the creation of groups
 - <https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-Groups/ta-p/16>
 - <https://vimeo.com/74238647>

Peer Reviews

- Requires students to review one or more of their peers' work
- Can be set to anonymous
- <https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-use-peer-review-assignments-in-a-course/ta-p/697>

Assign To

- Allows you to assign to one or more groups of students, providing differentiated due dates if necessary

Assignment Creation Options

To Do: Create an Assignment!

- Give the assignment a point value greater than zero
- Choose Online Submission and check the "File Uploads" box
- Enable "Turnitin"
- Click "Save & Publish" when finished



Using Rubrics

How to Create

- Rubrics can be created in the Rubrics tool or when creating an Assignment
- Generally speaking, rubrics need to be created directly in Canvas. There isn't a great importing option.
- <https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-add-a-rubric-to-an-assignment/ta-p/1058>

Using Outcomes

- You can quickly create a rubric by adding outcomes (SLOs, for example) to it
- Outcomes need to first be added to the course via the “Outcomes” tool
 - <https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-create-an-outcome-for-a-course/ta-p/862>
- Performance of these outcomes can be used in conjunction with the Learning Mastery Gradebook
 - <https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-use-the-Learning-Mastery-Gradebook-to-view-outcome/ta-p/775>

Create a Rubric

To Do: Add a Rubric!

- Click on the Rubrics page in the left-hand column
- Click the "+ Add Rubric" button
- Fill out at least one Criteria row
- Click "Create Rubric"

How to Add a Rubric to an Assignment

- Go to the Assignments page → click on the assignment you want to add the rubric too → Click "+ Rubric"
- You can build a custom rubric on this page, or click "🔍 Find a Rubric" to add a rubric you've already created

Add a Rubric

To Do: Add a Rubric!

- Go to the assignment you created via the Assignments page
- Click the "+ Rubric" button
- Click "Find a Rubric" to add the one you created earlier



Grading and Feedback

Create a Fake Submission

- First, we need to add a submission through our Test Student account
- This will allow us to practice the grading and feedback process before an actual student submits something

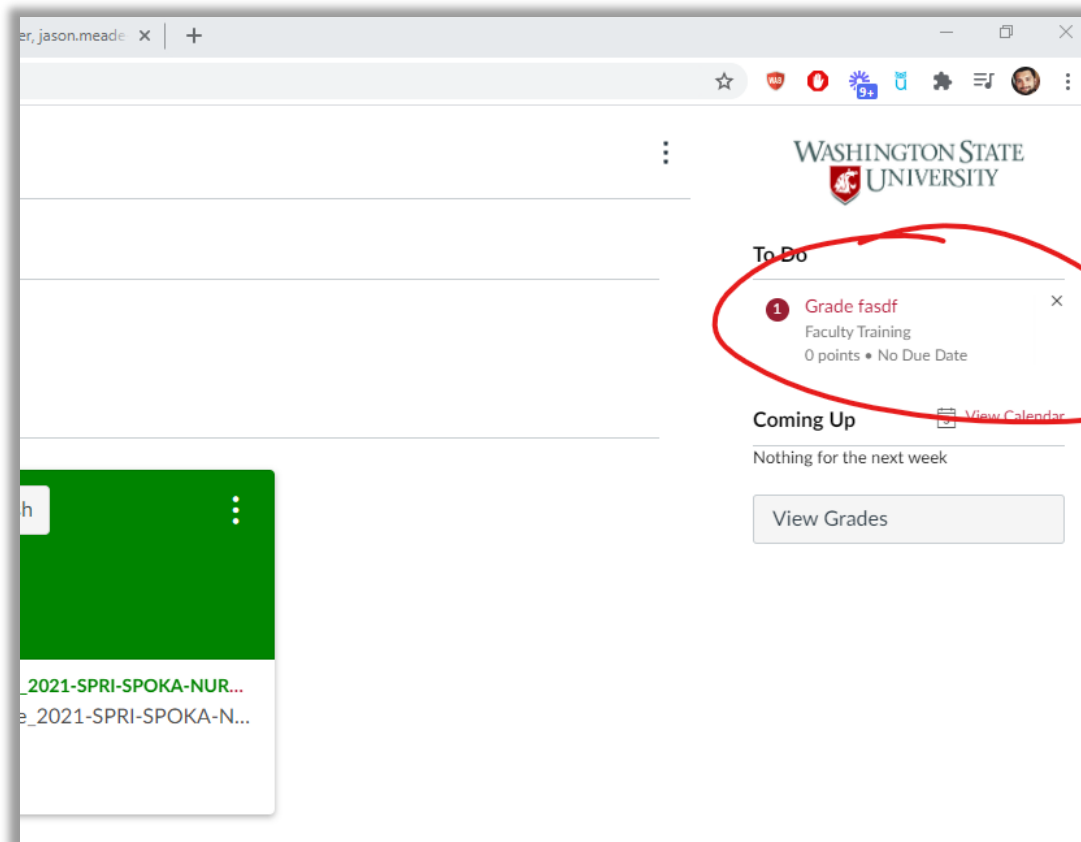
Submit as a Student

To Do: Submit an Assignment!

- Click "Student View" on the top right part of the homepage
- Navigate to the assignment you created as an instructor
- Click "Start Assignment"
- Click "Upload File" and then select a document to upload
- Click "Submit Assignment"

When an
Assignment is
Ready to be
Graded

- When an assignment is ready to be graded, it shows up in your “To Do” menu on your Dashboard and Course Homepage screens



What is the SpeedGrader?

- SpeedGrader is the Canvas tool used to grade submitted assessments, including Assignments
- Here, you can apply a grade and provide feedback
- You can access an assignment's SpeedGrader area on the assignment's homepage, or through the Gradebook

SpeedGrader Tasks

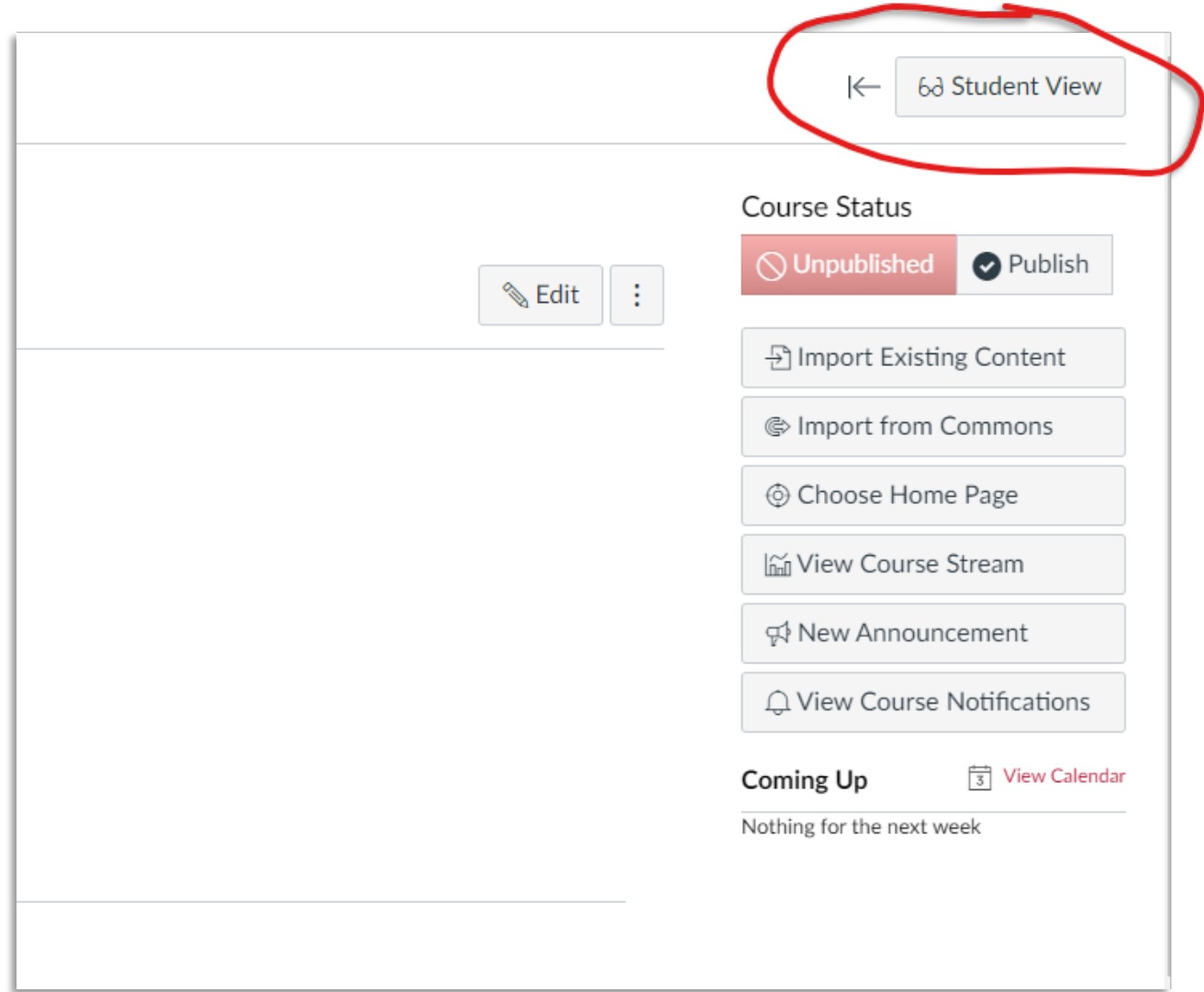
To Do: Grade a Submission!

- Hide grades** so students can't see them until you're ready to release them
- Highlight** a portion of the submission's text and **provide text feedback** about what you highlighted
- Download a student submission** (that include or don't include your annotations)
- Use the rubric** to give the student a grade
- Upload a document** as feedback for a student



From the Student's Perspective

Student View



The screenshot displays a course management interface. At the top right, a button labeled "← Student View" is circled in red. Below this, the "Course Status" section shows "Unpublished" (with a red circle and slash icon) and "Publish" (with a checkmark icon). A vertical menu of options includes: "Import Existing Content", "Import from Commons", "Choose Home Page", "View Course Stream", "New Announcement", and "View Course Notifications". At the bottom, the "Coming Up" section shows a calendar icon with the number "3" and a link to "View Calendar", with the text "Nothing for the next week" below it. On the left side of the interface, there is an "Edit" button with a pencil icon and a three-dot menu icon.

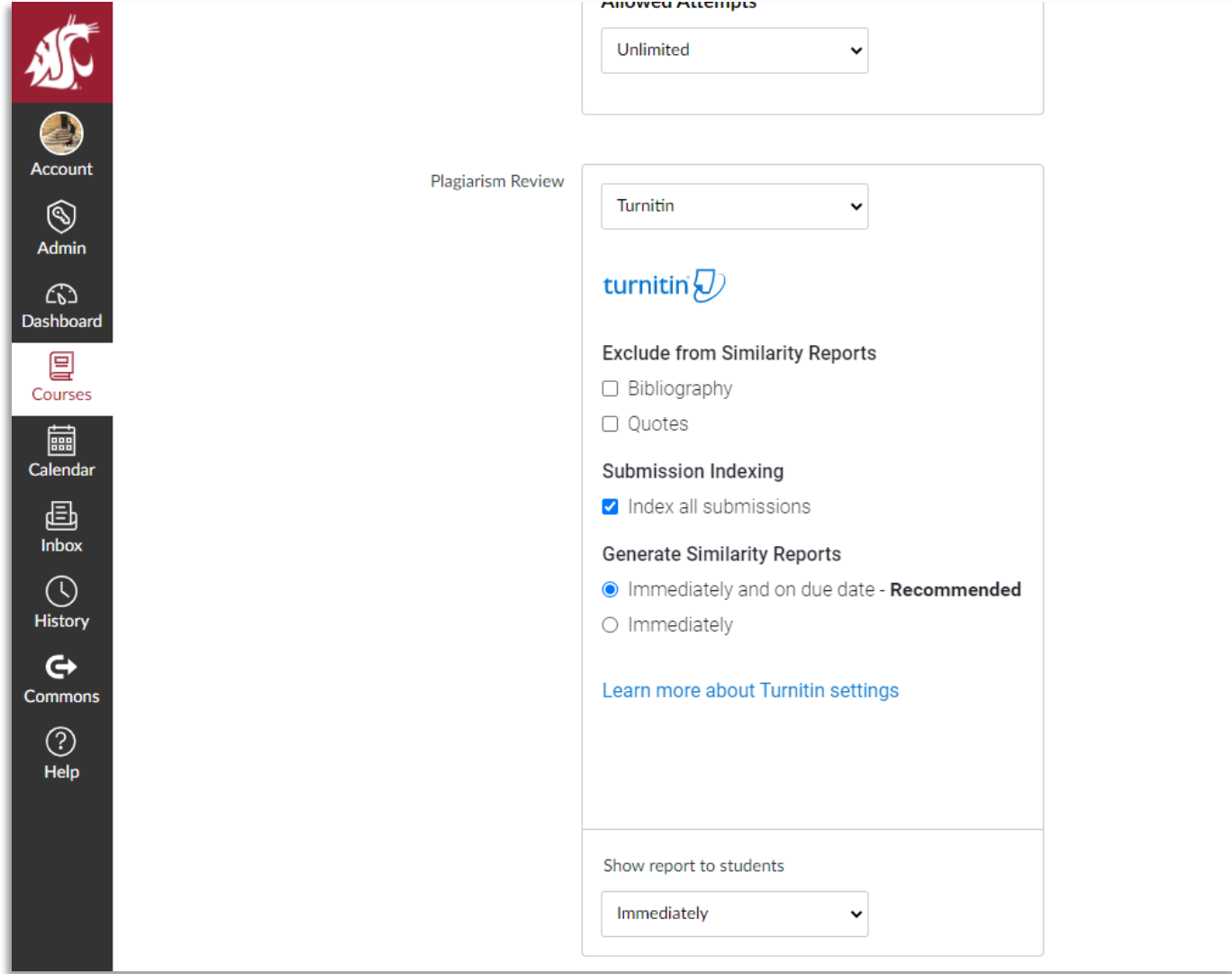
Grade and Feedback Notification

The screenshot shows a Blackboard course interface. On the left is a dark navigation sidebar with icons and labels for Account, Dashboard, Courses, Calendar, Inbox, History, and Help. The main content area has a header with a hamburger menu icon and the course name 'jason.meade-sandbox-Jason 2'. Below the header is a list of navigation links: Home, Syllabus, Course Schedule, Assignments, Discussions, Quizzes, Zoom, Grades, People, and Chat. The 'Grades' link is circled in red and has a small red circle with the number '1' next to it, indicating a notification. To the right of the navigation links is a section titled 'Recent Announcements' with a sub-header 'jason.meade-sandbox-J'.



Turnitin

Enable Turnitin



The screenshot shows a course management interface with a sidebar on the left and a main content area on the right. The sidebar contains navigation icons and labels: Account, Admin, Dashboard, Courses, Calendar, Inbox, History, Commons, and Help. The main content area displays the Turnitin settings for a course. At the top, there is a section for 'Allowed Attempts' with a dropdown menu set to 'Unlimited'. Below this is the 'Plagiarism Review' section, which includes a dropdown menu set to 'Turnitin', the Turnitin logo, and several configuration options: 'Exclude from Similarity Reports' (with checkboxes for Bibliography and Quotes), 'Submission Indexing' (with a checked checkbox for 'Index all submissions'), and 'Generate Similarity Reports' (with radio buttons for 'Immediately and on due date - Recommended' and 'Immediately'). A link for 'Learn more about Turnitin settings' is also present. At the bottom of the settings area, there is a 'Show report to students' dropdown menu set to 'Immediately'.

Account

Admin

Dashboard

Courses

Calendar

Inbox

History

Commons

Help

Allowed Attempts

Unlimited

Plagiarism Review

Turnitin

turnitin

Exclude from Similarity Reports

Bibliography

Quotes

Submission Indexing

Index all submissions

Generate Similarity Reports

Immediately and on due date - **Recommended**

Immediately

[Learn more about Turnitin settings](#)

Show report to students


Immediately

Quick View in Gradebook

☰ Faculty Training > Grades

Gradebook ▾ View ▾ Actions ▾

Student Name	Practicum Project ... UNPUBLISHED	Learning Objective... UNPUBLISHED	Assess Your Knowl... UNPUBLISHED	Reflective Practice... UNPUBLISHED	Example Assignme... Out of 5	Assignments
Test Student					2	40%



More Detail via SpeedGrader

1/1 Graded 2 / 5 (40%) Average 1/1 ← ✓ Test Student →

T § ✎ □

Submitted: Apr 12 at 10:36am
Student Viewed Document: Apr 12 at 12:03pm

Submitted Files: (click to load)

0% Canvas Training Flyer.pdf ↓

Assessment
Grade out of 5

2

View Rubric

Discussion Board Grading Rubric (1)

Criteria	Ratings
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