



Assignments and Gradebook in Canvas

1. Create an assignment for Online Submission,

<https://community.canvaslms.com/docs/DOC-10151-415241295>

- In Course Navigation, click the Assignments link.
- Open Assignment
- Click the title of the assignment you want to edit.
- Edit Assignment
- Click the Edit button
- Select Online Submission Type
- In the Submission Type drop-down menu, select the Online option.
- Select Online Entry Options
- Select the online entry options you want to allow for the assignment. You can select up to four options:
 - Text Entry
 - Website URLs
 - Media Recordings
 - File Uploads
- Save Assignment

2.) How do I create an Discussion as an Instructor, <https://community.canvaslms.com/docs/DOC-13016-4152724374>

- Open Discussions
 - In Course Navigation, click the Discussions link
- Click the Add Discussion button
- Create Discussion
 - Create a title for your discussion
 - Use the Rich Content Editor (Text box) to create content for your discussion. You can also add links, files, & images to the discussion using the content selector
 - You may add an attachment by click the **Choose File** button
- Add Discussion Options
 - To create a threaded discussion, click the **Allow threaded replies** checkbox.
 - To require users to reply to the discussion before they can see any other replies, click the **Users must post before seeing replies** checkbox.
 - To enable a discussion podcast feed, click the **Enable podcast feed** checkbox.
 - To create a graded discussion, click the **Graded** checkbox. You can assign graded discussions to everyone, individual students, course sections, or course groups.
 - To allow students to like discussion replies, click the **Allow liking** checkbox.
 - To make the discussion a group discussion, click the **This is a Group Discussion** checkbox.
 - Enter the dates
- Save and Publish
 - View Discussion

3.) Getting Started with Quizzes

<https://community.canvaslms.com/docs/DOC-12949-4152724265>

- Create Graded Quiz
- Create Practice Quiz
- Create Graded Survey
- Create Ungraded Survey
- What options can I set in a quiz?

4.) How do I use the Gradebook and SpeedGrader?

<https://community.canvaslms.com/docs/DOC-10241-4152220009>

- In Course Navigation, click the **Grades** link.
- Switch to Individual View
- The Gradebook has two views
 - Default Gradebook
 - Individual View
- View Settings
- View Gradebook History
- View Student Information
- Note: You can also hide student names in the Gradebook to eliminate bias.
- Sort Student Information
- View Individual Grades
- View Test Student
- View Assignments
- View Assignment Options
- View Total Grade