

ASSIGNMENTS

- Create an assignment using the **Assignments** tool
- View and download student submissions
- Grade student submissions



The screenshot shows a user interface for a learning management system. At the top, there are three navigation buttons: 'CREATE ASSIGNMENT', 'ACCESS SUBMISSIONS', and 'GRADE SUBMISSIONS'. The main header area includes 'My Workspace' with tabs for 'Archaeology Fall_11', 'ITS webinar 001 Fall_2012', and 'Prof Jones 001 2012-2013', along with a 'View Site As:' dropdown menu set to '- Select Role -'. On the left, a navigation menu lists various options, with 'Assignments' highlighted by a red box and a red arrow pointing to it. The main content area displays the 'Assignments' page, featuring a sub-menu with 'Add', 'Assignment List', 'Student View', 'Permissions', and 'Options'. The 'Add' button is highlighted with a red box and a red arrow pointing to it. Below the sub-menu, the text reads 'Assignment List' and 'There are currently no assignments at this location.'

1. Select **Assignments** from the left navigation menu.
2. Select **Add** to create a new assignment.

My Workspace Archaeology Fall_11 ITS webinar 001 Fall_2012 Prof Jones 001 2012-2013 View Site As: - Select Role -

Assignments

Add Assignment List Student View Permissions

Add new assignment

Complete form and then choose 'post' at the bottom. A * means required information.

Assignment

- * Title: Assignment 1
- * Open Date: OCT 15 2012 at 12 00 PM
Students will not see this assignment until the open date.
- * Due Date: OCT 22 2012 at 5 00 PM
- * Accept Until: OCT 22 2012 at 5 00 PM
Assignments cannot be submitted after the close date.
- * Student Submissions: Inline and Attachments
- Allow Resubmission
- * Grade Scale: Ungraded

For points, enter maximum possible

3. Add a title
4. Provide open, due, and close dates
5. Determine how students may submit their work for the assignment
6. Choose a grading scale (**NOTE:** to integrate with the Gradebook, the "Points" option must be chosen.)

Turnitin Service

- Use Turnitin
- Allow students to view report

Grading

- Do not add assignment to Gradebook
- Add Assignment to Gradebook
- Associate with existing Gradebook entry

Submission Notification Email Options:

- Do not send me notification emails for any student submissions
- Send me a notification email for each student submission
- Send me one email per day summarizing notifications for student submissions

Released Grade Notification Email Options:

- Do not send notification email to student when the grade is released
- Send notification email to student when the grade is released

Attachments

No attachments yet

7. Scrolling down, you can add instructions for the assignment (optional)
8. Integrate TurnItIn (optional)
9. Add the assignment to the Gradebook (optional)
10. Set the notification settings
11. Add attachments to the assignment (optional)

Submission Notification Email Options:

- Do not send me notification emails for any student submissions
- Send me a notification email for each student submission
- Send me one email per day summarizing notifications for student submissions

Released Grade Notification Email Options:

- Do not send notification email to student when the grade is released
- Send notification email to student when the grade is released

Attachments

No attachments yet

Add Attachments

Additional Information

Suppl...	
Privat...	Add
All Purpo...	Add

Post Preview Save Draft Cancel

12. Once you've set up the assignment, you have the following options:

- Save a draft version, which will remain invisible to students.
- Preview the assignment.
- Post the assignment and make it available to students

ACCESS SUBMISSIONS

The screenshot shows the Canvas LMS interface for the 'Assignments' tool. The top navigation bar includes 'My Workspace' and several course tabs: 'Archaeology Fall_11', 'ITS webinar 001 Fall_2012', and 'Prof Jones 001 2012-2013'. A 'View Site As:' dropdown menu is set to '- Select Role -'. The left sidebar contains a navigation menu with items like Home, Syllabus, Schedule, Announcements, Resources, Forums, Messages, Assignments, Statistics, Gradebook, About me, Settings, Library Resources, and Help. The main content area is titled 'Assignments' and features a sub-menu with 'Add', 'Assignment List', 'Grade Report', 'Student View', 'Permissions', and 'Options'. Below this is the 'Assignment List' section, which shows a table of assignments. The first row is for 'Assignment 1', which is 'Open' and has a due date of 'Oct 23, 2012 5:00 pm'. The table columns are 'Assignment title', 'Status', 'Open', 'Due', 'In / New', 'Scale', and 'Remove?'. Under the 'Assignment title' column, there are links for 'Edit', 'Duplicate', and 'Grade'. The 'Grade' link is highlighted with a red box, and a red arrow points to it from below. There is also an 'Update' button below the table.

Assignment title	Status	Open	Due	In / New	Scale	Remove?
Assignment 1 Edit Duplicate Grade	Open	Oct 10, 2012 12:00 pm	Oct 23, 2012 5:00 pm	3/3	0-100.0	<input type="checkbox"/>

1. Enter the **Assignments** tool, locate the assignment, and select **Grade** beneath the assignment title.

- Resources
- Forums
- Messages
- Assignments
- Statistics
- Gradebook
- About me
- Settings
- Library Resources
- Help

[Download All](#) | [Upload All](#) | [Release Grades](#)

Found 8 participant(s). Assign this grade to participants without a grade:

Viewing 1 - 8 of 8 items

Select User(s) and Allow Resubmission

<input type="checkbox"/>		Student	Submitted	Status	Grade	Release
<input type="checkbox"/>		Test, Test (tst_student) Grade		No Submission		
<input type="checkbox"/>		Tester, Taavi S (tst288) Grade		No Submission		
<input type="checkbox"/>		Tester, Tabita S (tst283) Grade	Oct 16, 2012 11:34 am	Ungraded		
<input type="checkbox"/>		Tester, Tabla S (tst282) Grade	Oct 16, 2012 11:29 am	Ungraded		
<input type="checkbox"/>		Tester, Tacy S (tst285) Grade		No Submission		
<input type="checkbox"/>		Tester, Taifa S (tst287) Grade		No Submission		
<input type="checkbox"/>		Tester, Takhi S (tst284) Grade	Oct 16, 2012 11:35 am	Ungraded		

2. You will be brought to an overview page of student submissions.

- Students who have not posted submissions are listed as having **No Submission**.
- Students who have posted submissions are listed as **Ungraded**.

- Resources
- Forums
- Messages
- Assignments
- Statistics
- Gradebook
- About me
- Settings
- Library Resources
- Help

Settings

Found 8 participant(s). Assign this grade to participants without a grade:

[Download All](#) [Upload All](#) | [Release Grades](#)

Viewing 1 - 8 of 8 items

|< > >>

▸ Select User(s) and Allow Resubmission

<input type="checkbox"/>	Student	Submitted	Status	Grade	Release
<input type="checkbox"/>	Test, Test (tst_student) Grade		No Submission		
<input type="checkbox"/>	Tester, Taavi S (tst288) Grade		No Submission		
<input type="checkbox"/>	Tester, Tabit S (tst283) Grade	Oct 16, 2012 11:34 am	Ungraded		
<input type="checkbox"/>	Tester, Tabla S (tst282) Grade	Oct 16, 2012 11:29 am	Ungraded		
<input type="checkbox"/>	Tester, Tacy S (tst285) Grade		No Submission		
<input type="checkbox"/>	Tester, Taifa S (tst287) Grade		No Submission		
<input type="checkbox"/>	Tester, Takhi S (tst284) Grade	Oct 16, 2012 11:35 am	Ungraded		

- To download all available submissions for an assignment, select **Download All**.
- To download a particular student's submission, select **Grade** beneath the student's name, then click on the submission title on the following page.

GRADE SUBMISSIONS

My Workspace Archaeology Fall_11 ITS webinar 001 Fall_2012 Prof Jones 001 2012-2013 View Site As: - Select Role -

Assignments

Add Assignment List Grade Report Student View Permissions Options

Assignment List

View Assignment List

Viewing 1 - 1 of 1 items

Show 200 items...

Assignment title	Status	Open	Due	In / New	Scale	Remove?
Assignment 1	Open	Oct 10, 2012 12:00 pm	Oct 23, 2012 5:00 pm	3/3	0-100.0	<input type="checkbox"/>

Edit | Duplicate | **Grade**

Update

1. After downloading and reviewing student submissions, click the **Grade** option beneath the desired assignment.

NOTE: The assignment must have a **Grade Scale** if you want to assign grades to student submissions.

- Resources
- Forums
- Messages
- Assignments
- Statistics
- Gradebook
- About me
- Settings
- Library Resources
- Help

[Download All](#) | [Upload All](#) | [Release Grades](#)

Found 8 participant(s). Assign this grade to participants without a grade:

Viewing 1 - 8 of 8 items

Select User(s) and Allow Resubmission

<input type="checkbox"/>	Student	Submitted	Status	Grade	Release
<input type="checkbox"/>	Test, Test (tst_student) Grade		No Submission		
<input type="checkbox"/>	Tester, Taavi S (tst288) Grade	90	No Submission		
<input type="checkbox"/>	Tester, Tabita S (tst283) Grade	Oct 16, 2012 11:34 am	Ungraded		
<input type="checkbox"/>	Tester, Tabla S (tst282) Grade	Oct 16, 2012 11:29 am	Ungraded		
<input type="checkbox"/>	Tester, Tacy S (tst285) Grade		No Submission		
<input type="checkbox"/>	Tester, Taifa S (tst287) Grade		No Submission		
<input type="checkbox"/>	Tester, Takhi S (tst284) Grade	Oct 16, 2012 11:35 am	Ungraded		

2. Select the **Grade** option beneath the name of the student for whom you would like to assign a grade

Attachments to Return with Grade
No attachments yet

[Add Attachments](#)

Settings

Grade: (max 100.0)

Previous Grade(s)

Allow Resubmission

[Save and Don't Release to Student](#) [Save and Release to Student](#) [Preview](#)

[Cancel Changes](#)

[< Previous](#) [Return to List](#) [Next >](#)
(Changes will be saved)

3. Input the grade at the bottom of the following page
4. Choose to **Save and Release** the grade to the student

NOTE: if you select the option to **Save and Don't Release**, the grade will not be visible to student or instructor.

Attachments to Return with Grade

No attachments yet

[Add Attachments](#)

Grade: (max 100.0)

Previous Grade(s)

Allow Resubmission

[Save and Don't Release to Student](#)

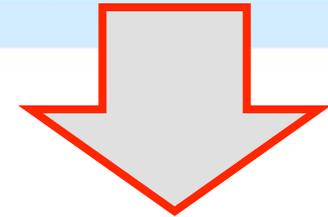
[Save and Release to Student](#)

[Preview](#)

[Cancel Changes](#)

[< Previous](#) [Return to List](#) [Next >](#)

(Changes will be saved)



- To continue grading submissions, you may select **Return to List** to go back to the assignment's overview page. Or, you may click the **Previous** or **Next** button.

My Workspace Archaeology Fall_11 ITS webinar 001 Fall_2012 Prof Jones 001 2012-2013 View Site As: - Select Role -

Assignments

Add Assignment List **Grade Report** Student View Permissions Options

Assignment List

View Assignment List

Viewing 1 - 1 of 1 items

Show 200 items...

Assignment title	Status	Open	Due	In / New	Scale	Remove?
Assignment 1	Open	Oct 10, 2012 12:00 pm	Oct 23, 2012 5:00 pm	3/0	0-100.0	<input type="checkbox"/>

[Edit](#) | [Duplicate](#) | [Grade](#)

[Update](#)

6. Once you have added grades to student submissions, you can see a grade overview by selecting **Grade Report** on top menu bar within the **Assignments** tool.