Canvas Assignment/Quizzes Guide

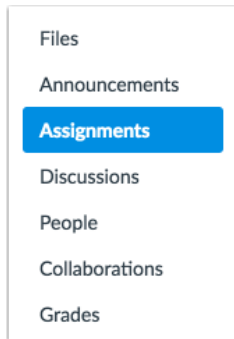## Contents

Adding an Assignment Group

Using Assignment Groups allows you to organize the assignments in your course. (Example: Assignments, Exams, Projects) You can also weight the final grade based on assignment groups.
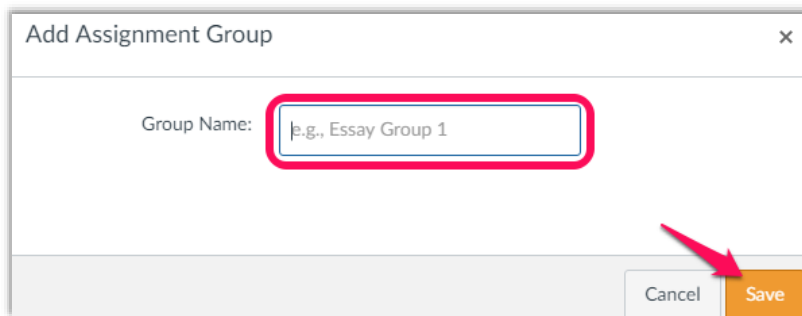
1. In Course Navigation, click the **Assignments** link.

Files
Announcements
Assignments
Discussions
People
Collaborations
Grades

2. Click the **Add Group** button.
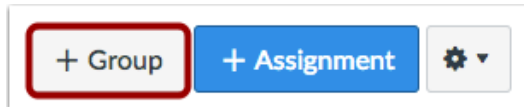
+ Group   + Assignment   ⚙ ▾

3. Type the Assignment Group Name in the Group Name field. Click the **Save** button.

Add Assignment Group   ✕

Group Name: e.g., Essay Group 1

Cancel   Save

Note: You must create assignment groups before you can assign percentages to each group.

4. View your Assignment Group.

Search for Assignment   + Group   + Assignment   ⚙ ▾

⁞ ▸ Assignments ⬅   50% of Total   1 Rule ▾   +   ⚙ ▾
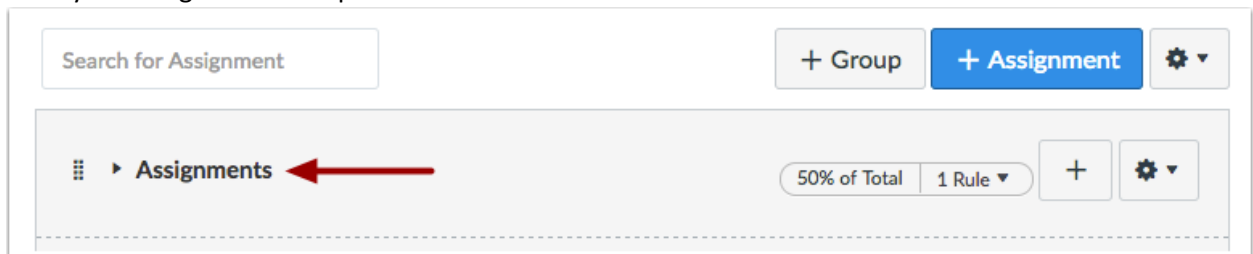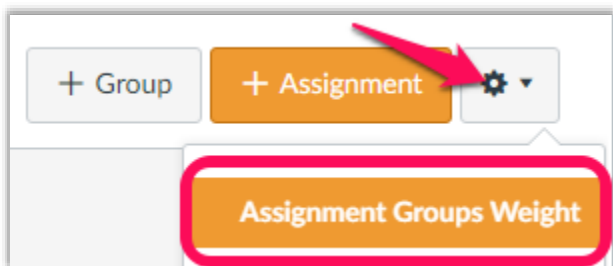
Editing Assignment Group

To manage an assignment group, click the group's **Settings** drop-down menu **(1)**.

To edit the Assignment Group, click the **Edit** button **(2)**. You can edit the Assignment Group name. After you've added assignments to your Assignment Group, you can also edit the Assignment Group to set Assignment Group rules. You can also delete the Assignment Group **(3)** *see Deleting an Assignment Group*.
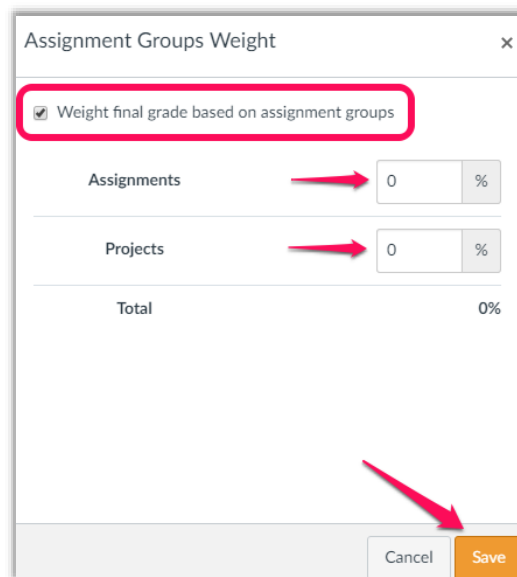
Edit Assignment Group Weights

1. Click on the **gear icon** at the top of the page. Then click on **Assignment Group Weights**.


A new dialogue box will open.

2. Select the checkbox, if it has not be selected.
3. Enter the percentages in the entry fields.
4. Click **Save**.
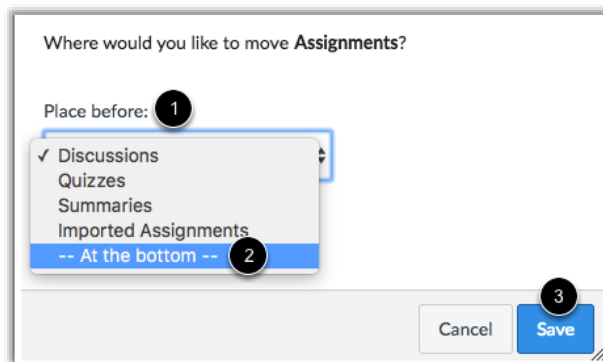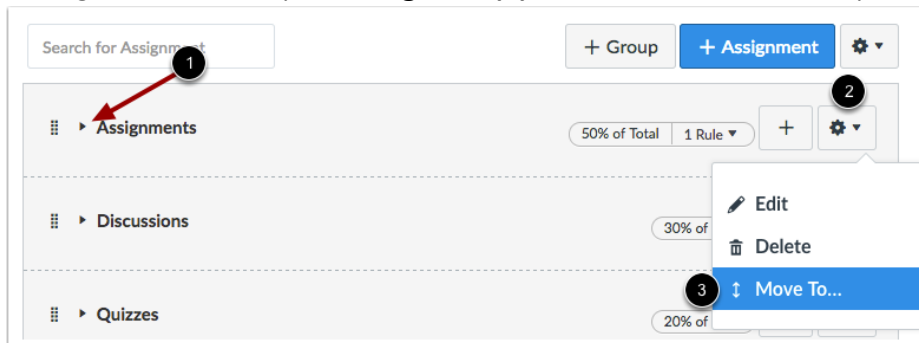
Deleting an Assignment Group

To delete the Assignment Group, click the **Delete** button.

If you want to delete an assignment group that has assignments in it, Canvas will ask you if you want to Delete the assignments (default) **(1)** or move the assignments to another group **(2)**. When you are finished, click the **Delete Group** button **(3)**.
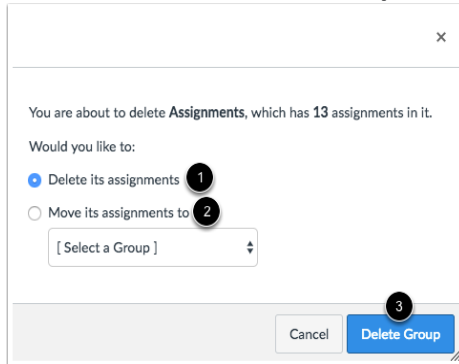
Moving Assignment Group

If you have more than one Assignment Group, you can rearrange the order of the Assignment Group by dragging and dropping the Assignment Group [1]. You can also move an Assignment Group in the Group Settings. Click the Group's **Settings** icon **(2)** and click the **Move To...** option **(3)**.

Choose where you would like to move the Assignment Group. You can place it before **(1)** another group or at the bottom **(2)** of the list. Click the **Save** button **(3)**.

How Do I Create an Assignment?

You can create assignments on the Assignments page. You can create an assignment shell, which is a placeholder for an assignment within an assignment group, or you can create an entire assignment with all the assignment details at the same time.
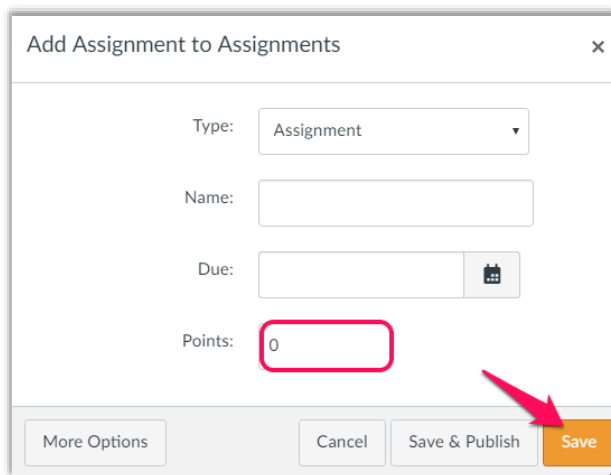
Adding an Assignment Shell

If you just want to create an assignment placeholder with a title and a date, you can create an assignment shell in an assignment group.

In the Courses tab:

1. In Course Navigation, click the **Assignments** link.

2. To create an assignment shell, locate an assignment group and click the **Add Assignment** button. Assignment shells only include fields for the assignment type, name, due date (optional), and points. You can add assignment details at any time by editing the assignment.
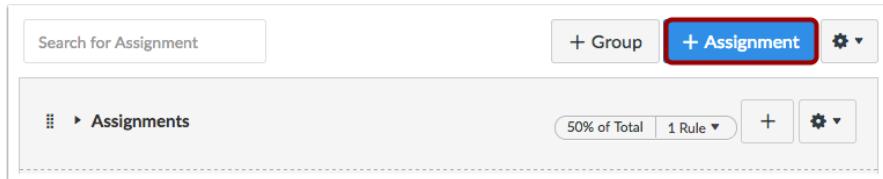

1. Click the **Save** button to save your assignment.

Note: You should not publish your assignment until it is your final product. If you are ready to publish and make it available to students, click the **Save & Publish** button.

Adding an Assignment with Details

If you want to create an assignment with all assignment details at the same time, click the **Add Assignment** button.

Assignment details include fields for the assignment type, name, description, **points**, assignment group (if desired), grade display, and submission type, and due dates. You can also specify if the assignment is a group assignment or requires peer reviews.

When you add details to an assignment, you can also assign the assignment to all students, course sections, course groups, or individual students as part of the Canvas differentiated assignments feature.
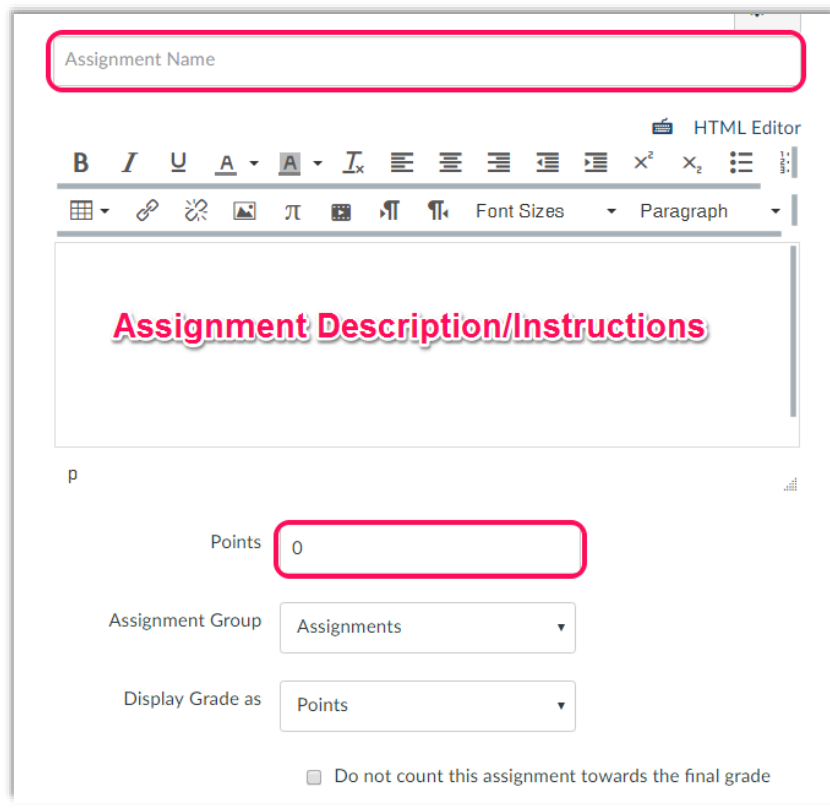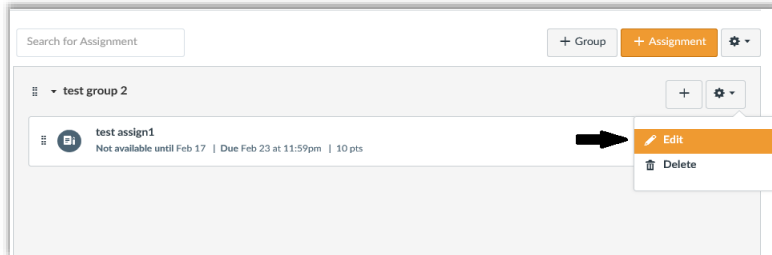

Note: Please see https://community.canvaslms.com/docs/DOC-2637 for more information regarding the different options available.
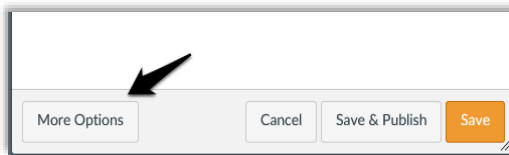
Editing an Assignment

You can edit the settings for your assignment by:

Opening the Courses tab:

1. In Course Navigation, click the **Assignments** link.
2. Open settings tab and Click the **Edit** button.

3. Click on the **More Options** button to expand the assignment window. Now you can edit assignment as needed.

4. When you are done editing the assignment click the **Save** button or the **Save & Publish** button as needed.

Deleting an Assignment

You can delete an assignment from your course if necessary.

- Deleting a graded assignment also removes the assignment from the Gradebook.
- If you are using Multiple Grading Periods, you cannot delete individual assignments for any student, group, or section in a closed grading period.
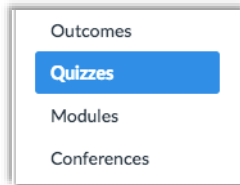
In the Course tab:

1. In Course Navigation, click the **Assignments** link.
2. Locate the assignment you want to delete and click the **Settings** icon.
3. Click the **Delete** button.
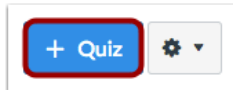4. Click the **OK** button to confirm the deletion.
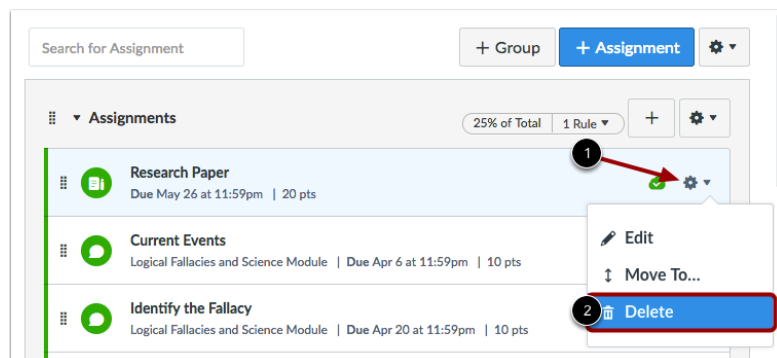
How Do I Create a Quiz on Canvas?
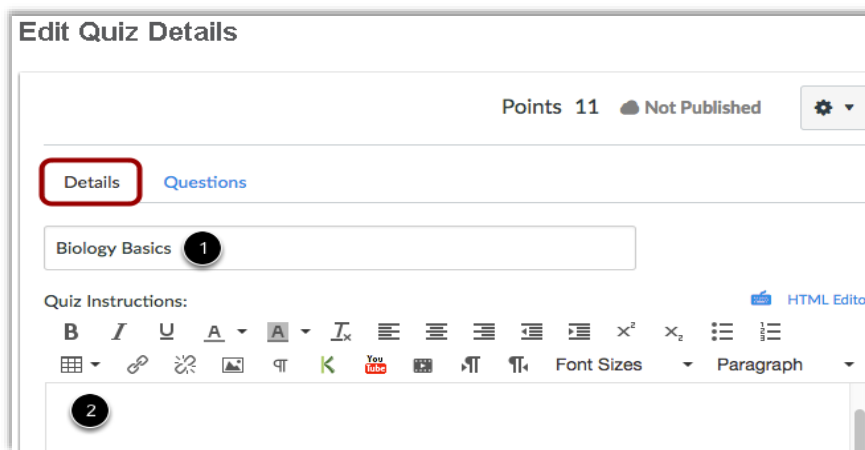
1. In Course Navigation, click the **Quizzes** link.

2. Click the **Add Quiz** button.

3. A new page will load.

In the Details tab, enter the name of your quiz **[1].** In the Rich Content Editor **[2],** introduce your quiz with formatted text, images, video, or sample math equations. You can even use the media commenting tool to record an introduction to the quiz.

Complete the rest of the quiz options.

Options include the following.

Quiz Type
Assignment Group
Shuffle Answers
Time Limit
Multiple Attempts
Due Dates

**Note:** Please see https://community.canvaslms.com/docs/DOC-2895 for more information regarding quiz options.

Adding Questions to a Quiz/Exam

2. Click the Questions tab **[1].** Manually create a new quiz question by clicking the New Question button **[2].**
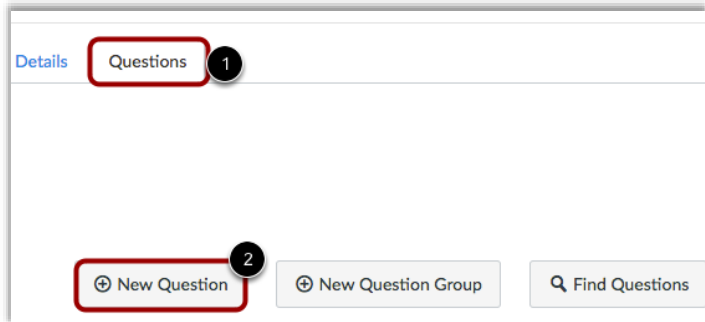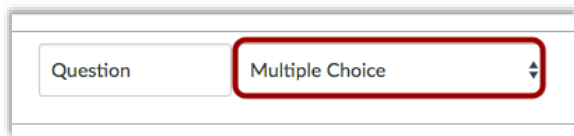
Optional: Custom names can help you identify quiz questions more easily. To add a custom name to your quiz question, enter the name in the question text field.
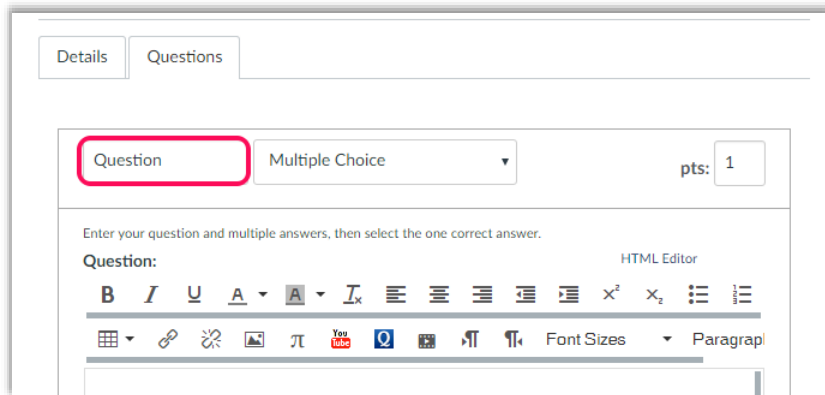
Regardless of the question name, students always see quiz questions in numerical order (i.e. Question 1, Question 2).

3. Select question type.

In the question type drop-down menu, you can create the following types of quiz questions:

Multiple Choice
    1. Fill-in-the-Blank
Fill-in-Multiple-Blanks
Multiple Answers
    5. Multiple Drop-down (can be used for Likert scale)
Matching

True/False
    2. Numerical Answer
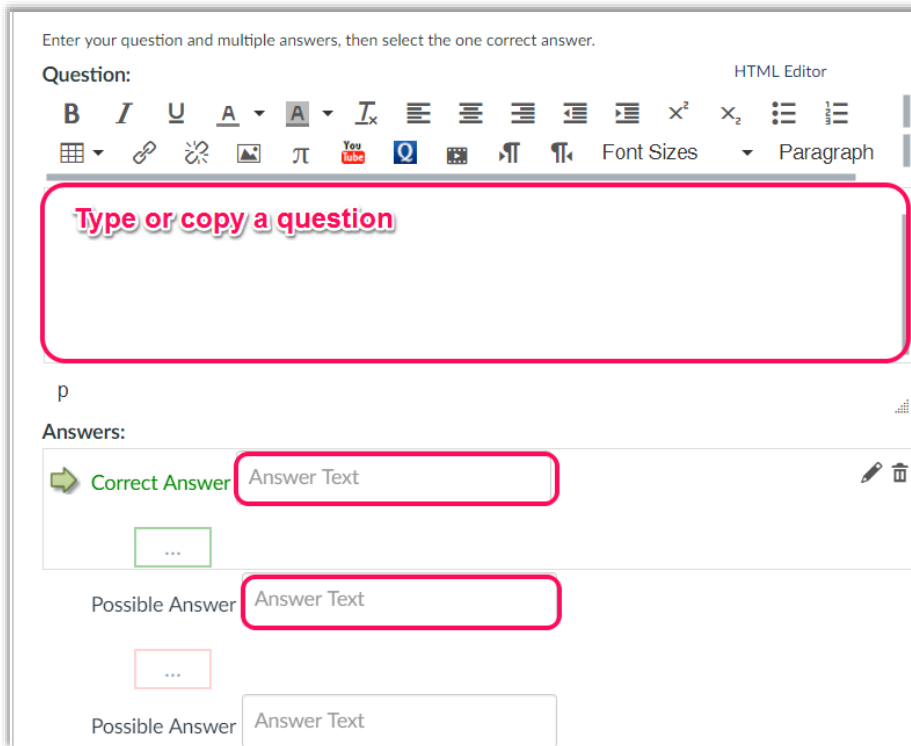   3. Formula Question
    4. Essay
    6. File Upload

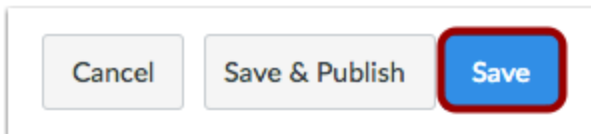4. To set the point value for the question, enter the points in the **pts** field.

Note: Quiz point values support up to two decimal places. Entering more than two decimal places will round the point value to the nearest hundredth.

5. Use the question edit area to enter the question and answers.

6. Click **Update Question** to save the changes made.
7. Repeat the steps above to add more questions.
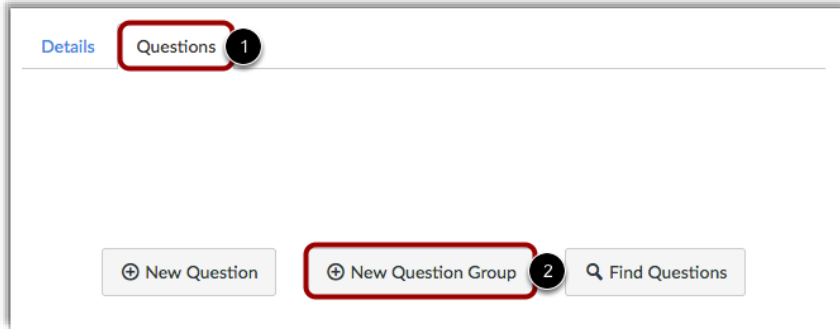8. Click the **Save** button to save your work and preview the quiz.

Note: You should not publish your quiz until it is your final product. If you are ready to publish your quiz and make it available to students, click the **Save & Publish** button.

Creating Question Groups

You can create a quiz using a question group. Question groups allow you to place multiple questions within a group for students to answer. You can choose the number of questions that should be answered from the group and how many points to assign each question. Creating a question group randomizes questions within a quiz.
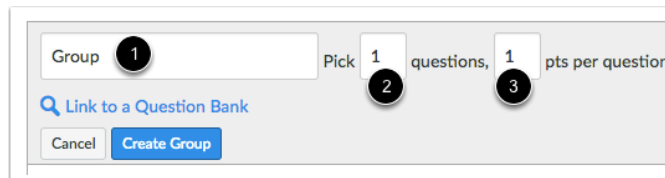
1. Click the **Questions** tab (1). Click the **New Question Group** button (2).
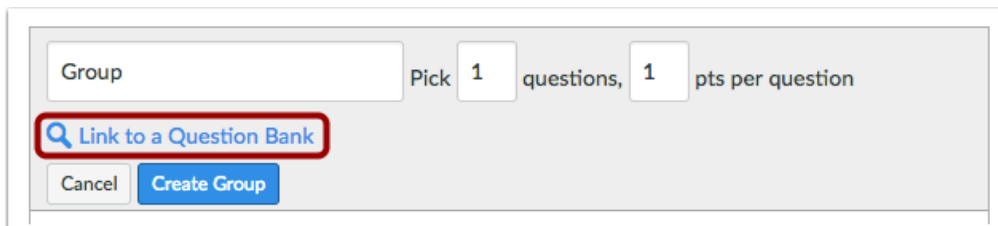

2. Give your question group a name (1).

3. Regardless of the question group name, students always see quiz questions in numerical order (i.e. Question 1, Question 2).
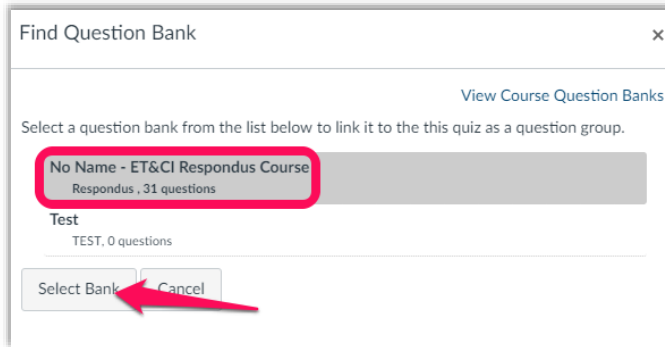

4. Decide how many questions you want Canvas to randomly select from the group (2) and the number of points assigned to each question (3).

5. If you want to link a question bank to the question group, click the **Link to a Question Bank** link.

6. Select the question bank you want to use.

7. Save the changes to your quiz.

Viewing Questions and Publishing

To view questions details, click the **Show Question Details** checkbox. Similar to the "expand" option in LearningStudio.

Note: Question details are not available in quizzes with more than 25 questions.
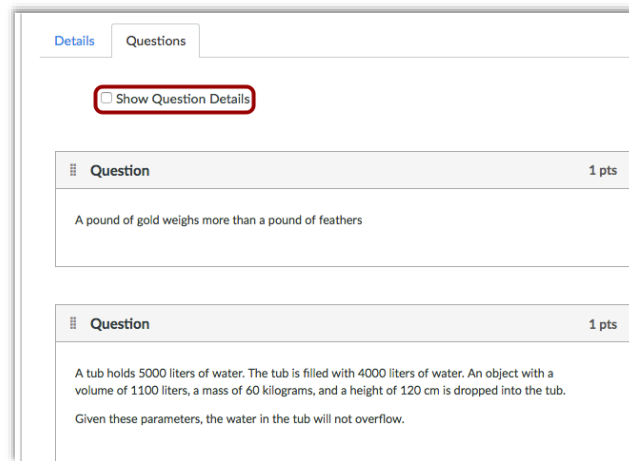
Click the **Preview** button **[1]** to see what students will see when they take the quiz. If the preview shows the quiz the way you want it, click the **Publish** button **[2].**

Note: Although you can make changes to the quiz after it is published, students who have already opened or completed the quiz will not see any of the changes, which may affect their grades.

Grading in Canvas

There are two common way to input grades for student submissions. The first option utilizes SpeedGrader™, the second option utilizing the gradebook spreadsheet. This portion of the handout will cover both of these options.

SpeedGrader™

As an instructor, SpeedGrader allows you to view and grade student assignment submissions in one place using a simple point scale or complex rubric. Canvas accepts a variety of document formats and even URLs as assignment submissions. Some document assignments can be marked up for feedback directly within the submission. You can also provide feedback to your students with text or media comments.

SpeedGrader™ is accessible in all assignments (assignments, quizzes, discussion, etc).
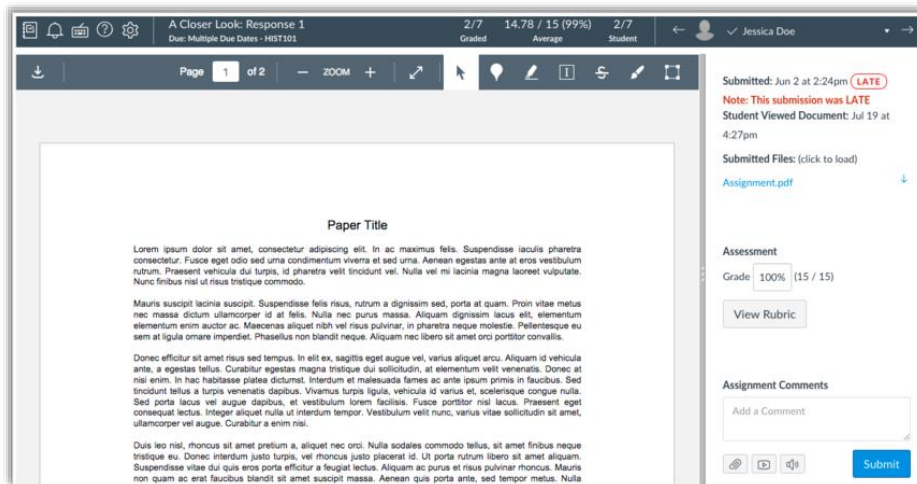
The SpeedGrader menu includes several tools and resources to assist with grading assignments. The left side of the menu includes general settings and options:

- **Gradebook Icon:** Return to the Gradebook [1].
- **Mute Icon:** Mutes or unmutes the assignment [2].
- **Keyboard Icon:** Opens a list of keyboard shortcuts for SpeedGrader [3].

- **Help Icon:** Opens the Canvas help menu [4]. The help menu icon matches the help icon set by a Canvas admin, so icons may vary across accounts.
- **Settings Icon:** Opens the SpeedGrader Settings menu [5], which includes enabling student list sorting options and anonymous grading.

The center of the menu bar includes assignment information and overall grading information. Assignment information includes the name of the assignment [1], assignment due date [2], and the name of the course [3].

To view the assignment details, click the name of the assignment. The assignment details page also lets you download all student submissions for the assignment.

View Student Submission

Once you have selected a student, the student's submission displays in the preview window.

You can add feedback to student's submissions using the toolbar located above preview.
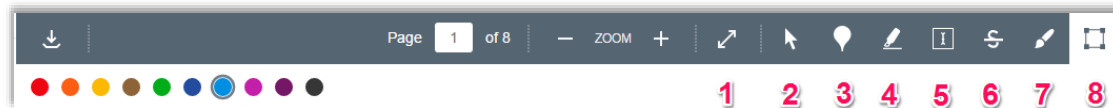
1. Full Screen Mode   5. Free-text annotation

2. Selection Tool   6. Strike-through

3. Point Annotation   7. Free draw annotation

4. Highlighter   8. Area annotation

1. There are three main components of the feedback area.
   Assignment details: includes details such as submission date/time.
2. **Grade**- allows you to insert a number grade.
3. **Additional feedback**: includes file attaches, audio or video recording, and text comments.

**Use the arrows near the student's name to switch between submissions.
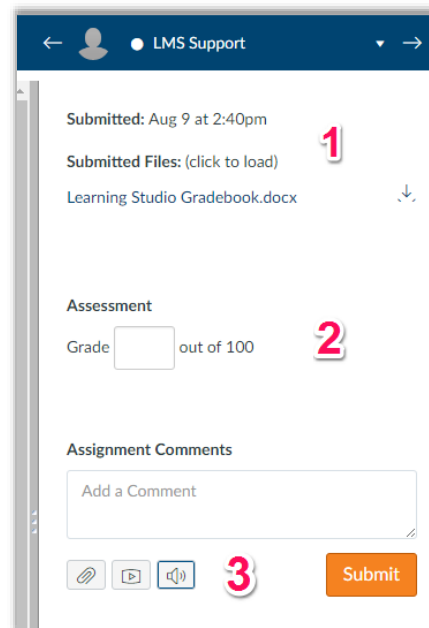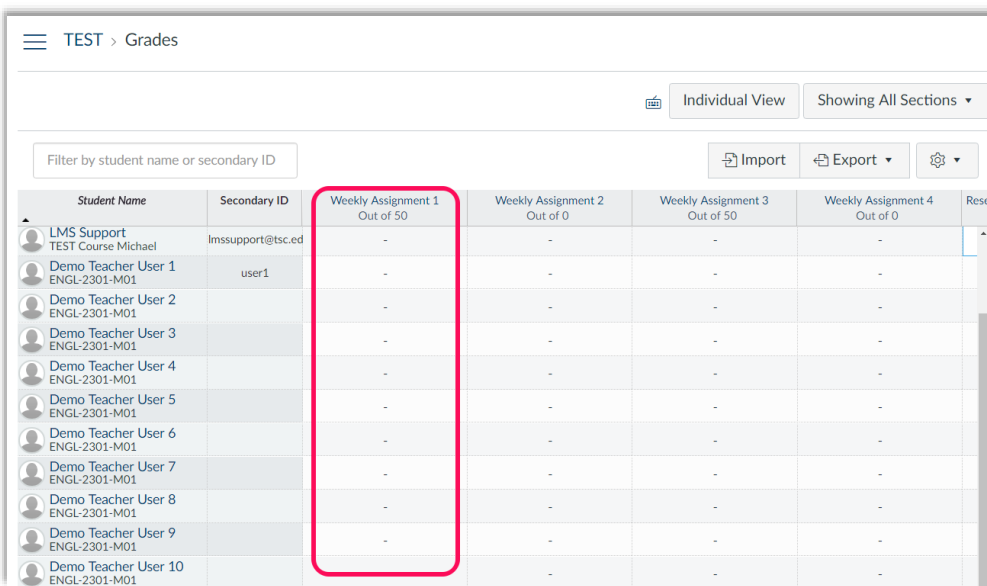
Entering Grades via the Grades Tab

The Gradebook helps instructors easily input and distribute grades for students. Grades for each assignment can be calculated as points, percentages, complete or incomplete, pass or fail, GPA scale, and letter grades, and assignments can be organized into groups for weighting as well.

You can also use SpeedGrader to help you assign out grades

You can easily enter grades in the Default Gradebook view by clicking in the field and manually typing in the grade.

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In the gradebook you can also do the following:

- View assignment details.
- Access SpeedGrader.
- Email students who did not complete an assignment.
- Set default grades for each assignment.
- Mute assignments.