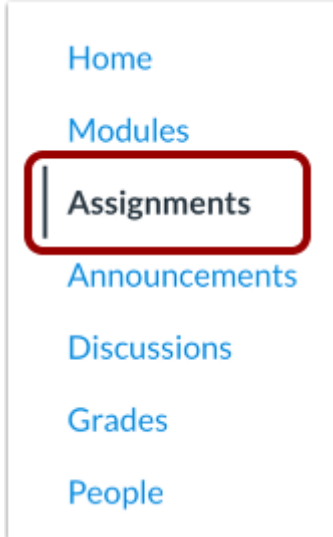




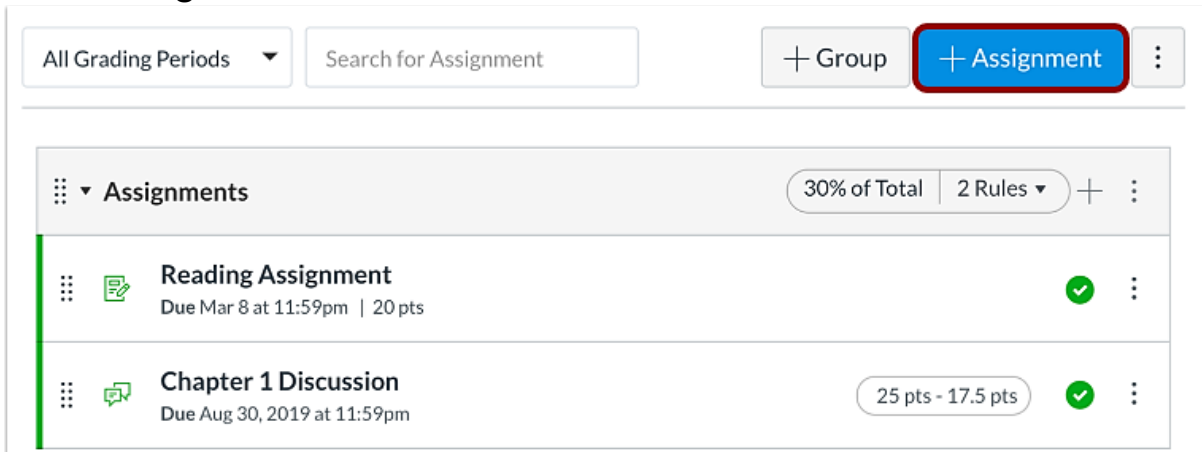
How to Create a Canvas Assignment

Open Assignments



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

Add Assignment



To create a new assignment, click the **Add Assignment** button.

Add Assignment Details

Not Published
⋮

History Paper - Chapter 3

HTML Editor

B *I* U **A** **A** *I* \equiv \equiv \equiv \equiv \equiv \times^2 \times_2 \equiv \equiv

\equiv \equiv \equiv \equiv \equiv \equiv \equiv \equiv \equiv \equiv 12pt Paragraph \times

Choose one of the section headings from Chapter 3 and write 2-3 pages about a topic in that section.

p
19 words

Points

Assignment Group

Display Grade as

Links
Files
Images

Link to other content in the course. Click any page to insert a link to that page.

Pages

- Build Ideas
- Build Ideas Copy
- Cell Anatomy
- Environment
- Home
- Laboratory Bench
- Personal Protective Equipment
- Structural and Content Fallacies
- Using your Microscope

▶
Assignments

▶
Quizzes

▶
Announcements

▶
Discussions

▶
Modules

▶
Course Navigation

Add [details to the assignment](#).

Select Online Submission Type

Submission Type

No Submission

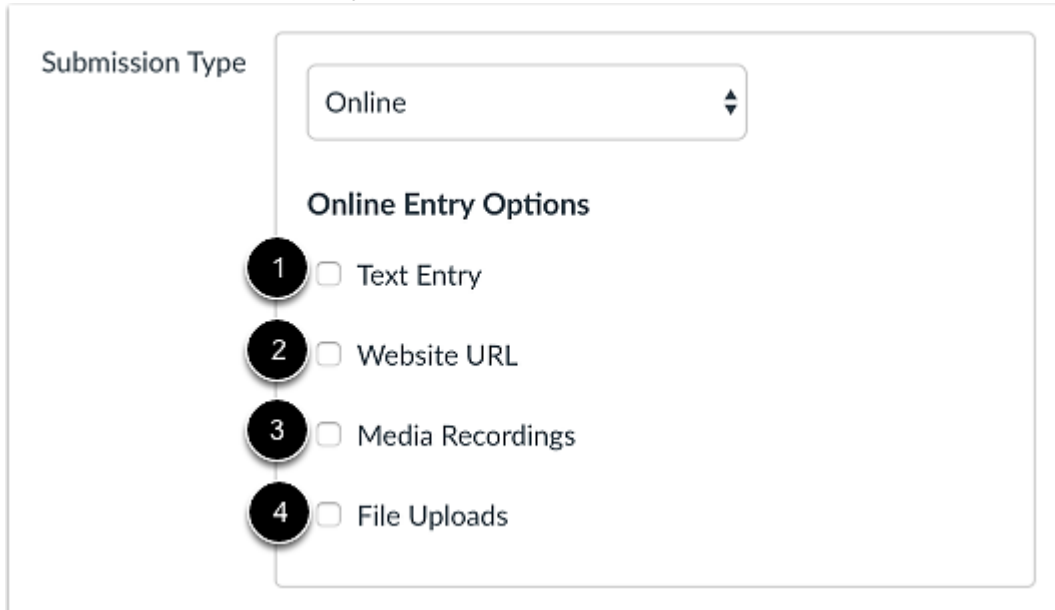
✓ Online

On Paper

External Tool

In the **Submission Type** drop-down menu, select the Online option.

Select Online Entry Options



Submission Type

Online

Online Entry Options

1 Text Entry

2 Website URL

3 Media Recordings

4 File Uploads

Select the online entry options you want to allow for the assignment. You can select up to four options:

Text Entry [1]: Students can submit their assignment directly in the Rich Content Editor. DocViewer annotations are not available for text entry submissions. Additionally, text entry submissions cannot be re-uploaded to the Gradebook.

Website URLs [2]: Students can submit a URL that fulfills the assignment. DocViewer annotations are not available for website URL submissions. Additionally, website URL submissions cannot be re-uploaded to the Gradebook.

Media Recordings [3]: Students can submit an audio or video recording that fulfills the assignment. They can either record new media or upload existing media. Video and audio uploads to Canvas can be up to 500 MB. DocViewer annotations are not available for media recording submissions. Additionally, media recording submissions cannot be downloaded.

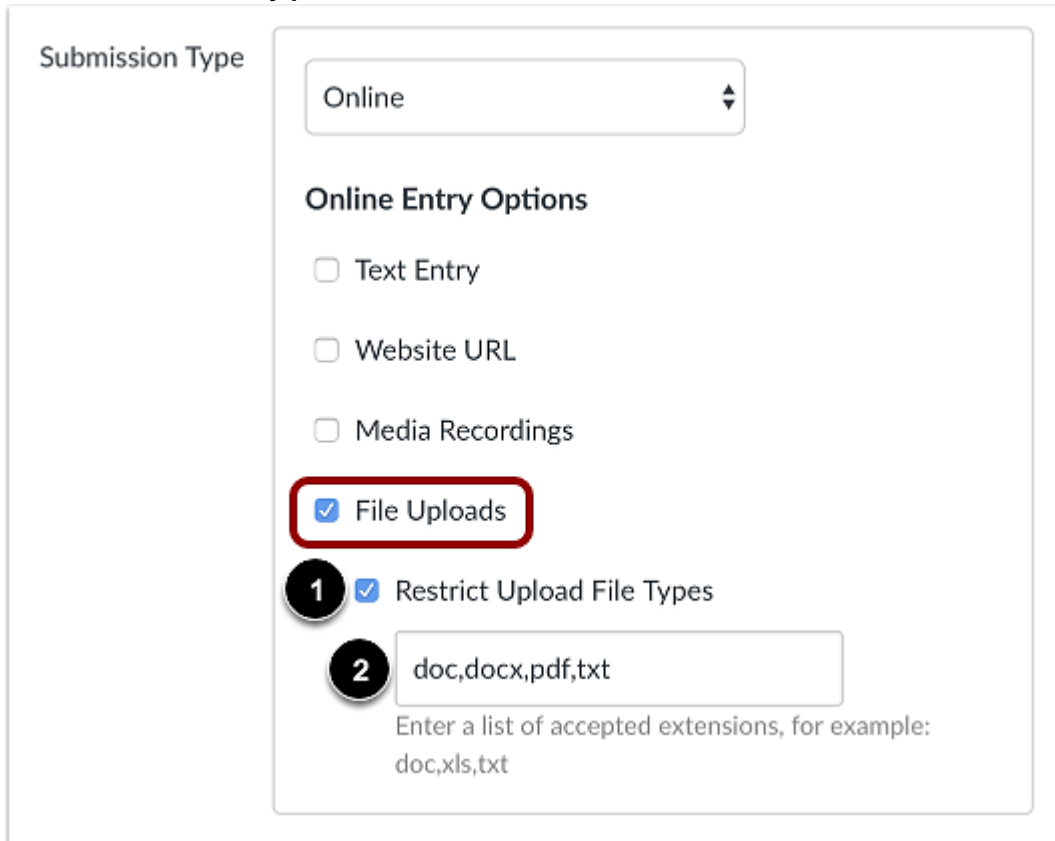
File Uploads [4]: Students can upload a file to fulfill the assignment. DocViewer annotations are available for [supported file types](#) in SpeedGrader. Additionally, if your institution has enabled Google Docs, the Google Apps LTI, or the Microsoft Office 365 LTI, students can upload files from their respective Google Drive or OneDrive account directly. If only Google Docs are enabled for your institution, students must connect to Google Docs as a web service to submit an assignment as a Google Doc, Google Sheet, or Google Slide. File upload submissions can be downloaded and re-uploaded to the Gradebook. Canvas supports file uploads up to 5 GB.

Assignment settings are persistent to always remember and display the settings created or edited in the previous assignment in the course. Based on prior assignments, one or more of these options may already be selected for you.

Note: If your institution has enabled the Microsoft Office 365 LTI, you must select either the File Uploads option or both the Website URL and File Uploads options to use the Office 365 tab on the

assignment submission page. If you only select Website URL as an entry option, the Office 365 tab will not function properly.

Restrict File Types

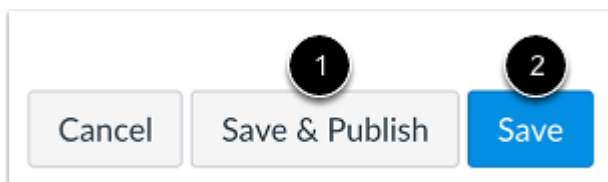


The screenshot shows a configuration panel titled "Submission Type". At the top, a dropdown menu is set to "Online". Below this, under the heading "Online Entry Options", there are four radio button options: "Text Entry", "Website URL", "Media Recordings", and "File Uploads". The "File Uploads" option is selected and highlighted with a red rectangular box. Below the "File Uploads" option, there is a checkbox labeled "Restrict Upload File Types" with a circled "1" next to it, which is also checked. Underneath this checkbox is a text input field with a circled "2" next to it, containing the text "doc,docx,pdf,txt". Below the input field, there is a small instruction: "Enter a list of accepted extensions, for example: doc,xls,txt".

If you allow file uploads, you can choose to restrict submissions to specific file types. To enable this option, click the **Restrict Upload File Types** checkbox [1]. In the **Allowed File Extensions** field [2], enter a list of accepted extensions. All file types need to be separated by a comma. You can include spaces, caps, and periods in assignment file names.

Note: In the case of an odd or unusual file type, try adding it to your course to confirm the file is accepted before requesting students to submit the file type.

Save Assignment



The screenshot shows three buttons in a row: "Cancel", "Save & Publish", and "Save". The "Save & Publish" button has a circled "1" above it, and the "Save" button has a circled "2" above it.

To save the assignment and publish it, click the **Save & Publish** button [1]. To save the assignment as a draft, click the **Save** button [2].