FLORIDA ATLANTIC UNIVERSITY
Charles E. Schmidt
College of Medicine

Canvas: Creating an Assignment

Samantha Starr - 2025-04-07 - OwlMed and Canvas

How to Create an Assignment in Canvas

Option 1:

1. Locate **Module** you want to add an assignment and select the plus sign

2. Select **[Create Assignment]** then **Assignment Name** and **Add Item**

3. Select the newly created **Assignment**
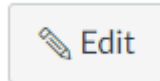
4. Select **Edit**
5. Add **Assignment Details**

Assignment Name

Assignment #1

Edit View Insert Format Tools Table

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Points   0

Assignment Group   Canvas Assignment   ∨

Display Grade as   Complete/Incomplete   ∨

6. Locate **Submission Type**
   1. Select **No Submission, Online, On Paper, or External Tool**

Online   ∨

Online Entry Options

☐ Text Entry

☐ Website URL

☐ Media Recordings

☐ Student Annotation

☐ File Uploads

External Tool   ∨

External Tool Options

Enter or find an External Tool URL

🔗 http://www.example.com/launch   Find

☐ Load This Tool In A New Tab

[**Tip:** Use External

Tool and select **Find** to search for and use turnitin to detect plagiarism, grammar, check, and access to grading tools]

7. Select **Entry Option**
8. Select **Save & Publish** or **Save**
   1. Save & Publish-Available to students enrolled in the course
   2. Save-Continue working on an assignment before publishing for students to view

Option 2:
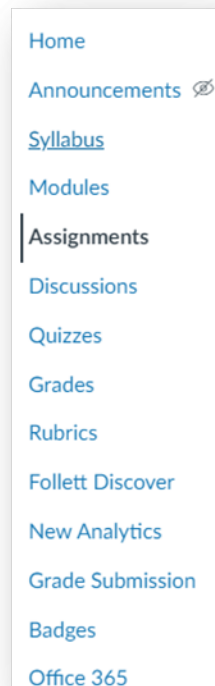
1. Select **Assignments** on the left column

2. Select add **Assignment** button
3. Add **Assignment Details**

Assignment Name

Assignment #1

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   | External Tool ∨ |

   External Tool Options

   Enter or find an External Tool URL

   🔗 | http://www.example.com/launch | Find

   ☐ Load This Tool In A New Tab

5. Select **Entry Option**

6. Select **Save & Publish** or **Save**
   1. **Save & Publish**-Available to students enrolled in the course
   2. **Save**-Continue working on assignment before publishing for students to view
7. Optional: add new assignment to a module
   1. Locate **Module** you want to add an assignment and select the

   plus sign
   2. Select **Assignment Name** and **Add Item**

- Tags
- [assignment](#)
- [Canvas](#)
- [creating an assignment](#)