



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**

Add Item to Test

Add to Test

Select the assignment you want to associate with this module, or add an assignment by selecting "Create Assignment".

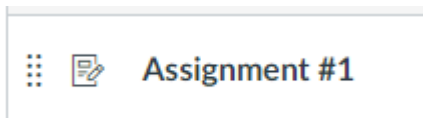
- [Create Assignment]
- Assignments
 - Test Assignment
 - Canvas Assignment
 - Admission Document #2
 - Test Assignment
 - FOM1
 - Getting Started
 - Imported Assignments

Assignment Name:

Indentation:

Cancel Add Item

3. Select the newly created **Assignment**





6. Locate **Submission Type**


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

External Tool

▼

External Tool Options

Enter or find an External Tool URL



Find

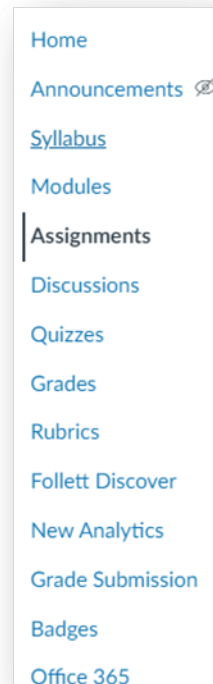
☐ Load This Tool In A New Tab

[Tip: Use External

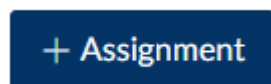
Tool and select **Find** to search for and use turnitin to detect plagiarism, grammar, check, and access to grading tools]

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

Edit View Insert Format Tools Table

12pt Paragraph **B** *I* U

P

0 words

Points 0

Assignment Group Canvas Assignment

Display Grade as Complete/Incomplete

4. 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

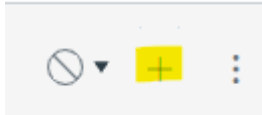
☐ Load This Tool In A New Tab

5. Select **Entry Option**

Save & Publish

Save

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**

Add Item to Test

Add to Test

Select the assignment you want to associate with this module, or add an assignment by selecting "Create Assignment".

- [Create Assignment]
- Assignments
 - Test Assignment
- Canvas Assignment
 - Admission Document #2
 - Test Assignment
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- Getting Started
- Imported Assignments

Assignment Name:

Indentation:

Cancel Add Item

Tags

assignment

Canvas

creating an assignment