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OwlMed: How to Create an Assignment (Staff) Samantha Starr - 2025-06-05 - OwlMed and Canvas

OwlMed: How to Create an Assignment

***Assignments** in Leo are essentially inboxes or placeholders for each Student to upload their document/file/Assignment. All Assignments must be linked to an **Event**.

- 1. Locate the **course**
- 2. Create an **event** within the desired course (Events>Add)

Events	~
View	<
Manage	
Add	
1 Select an "All D	av" Ever

- 1. Select an "All Day" Event for long-term assignments
- 2. Add **students** to the event under **groups**
- 3. Once the event is created, **view** the event
- 4. Select to Assignment in the navigation menu
- 5. Select Options then Create New Assignment

Event: Test Assignment			
Details			
Assignments		Assignment Folders for Test Assignment	
Discussions		View	
Announcements		Showing 0 to Create New Assignment	
Manage Materials	<	Edit	
Messages	<		
Mapping	<	10 v entries per page	
Assessments	<		
People	<		
Settings	<		

- 6. Complete the necessary fields then click **Save**
- 7. Select the assignment under **Manage Folder** to view student submissions Assignment Folders for Test Assignment

View → Options →

Viewing 1 to 1 of 1

Edit ◆ Manage Folder ◆ Instructions ◆

Edit

Test Document Assignment

*Students will be able to view the assignment and upload necessary documents in OwlMed from the Calendar view or from the activity bell.