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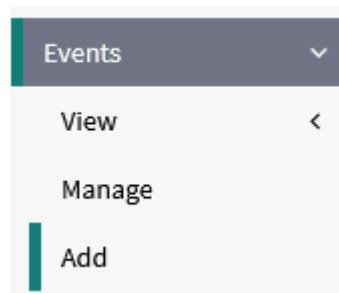
OwlMed: How to Create an Assignment (Staff)

Samantha Starr - 2025-06-05 - [OwlMed and Canvas](#)

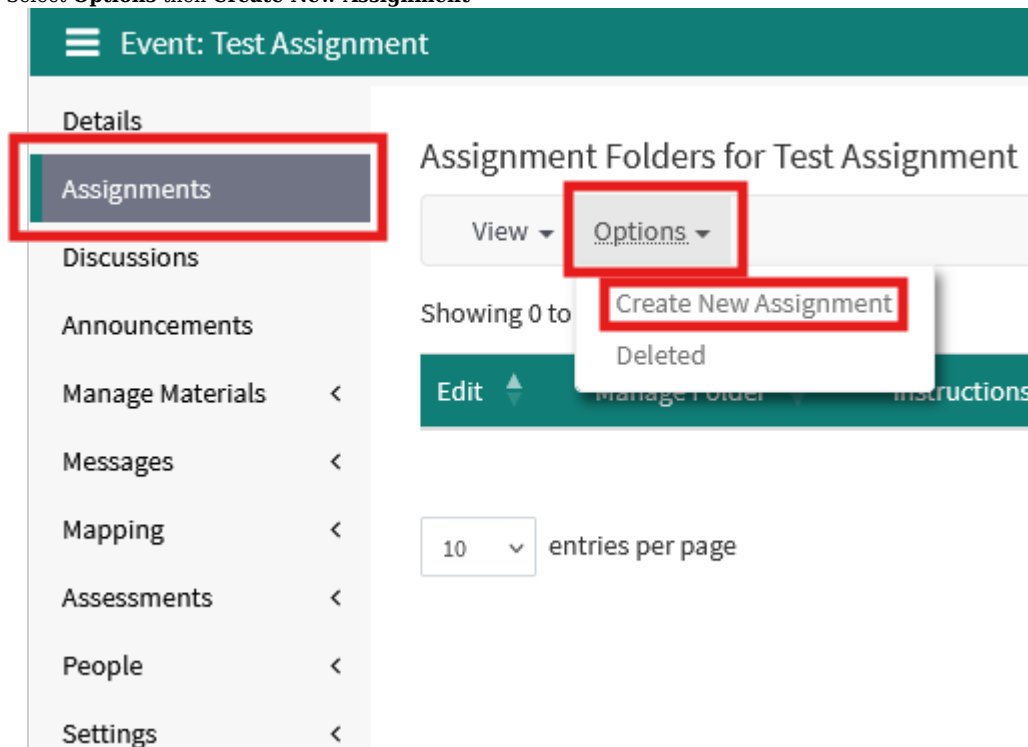
OwlMed: How to Create an Assignment

***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)
 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**



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

View

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