



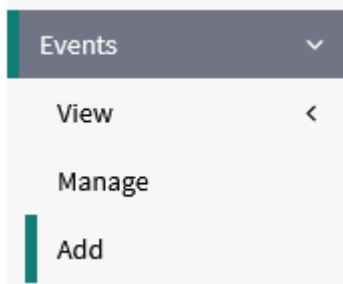
OwlMed: How to Create an Assignment (Staff)

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**

Event: Test Assignment

Details

Assignments

Discussions

Announcements

Manage Materials <

Messages <

Mapping <

Assessments <

People <

Settings <

Assignment Folders for Test Assignment

View ▾ Options ▾

Showing 0 to 10 entries per page

Create New Assignment

Deleted

Edit ▲

Manage Folder ▼

Instructions ▼

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.