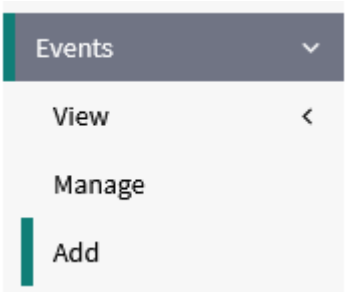
OwlMed: How to Create an Assignment (Staff)

Samantha Starr - 2025-06-05 - OwlMed and Canvas

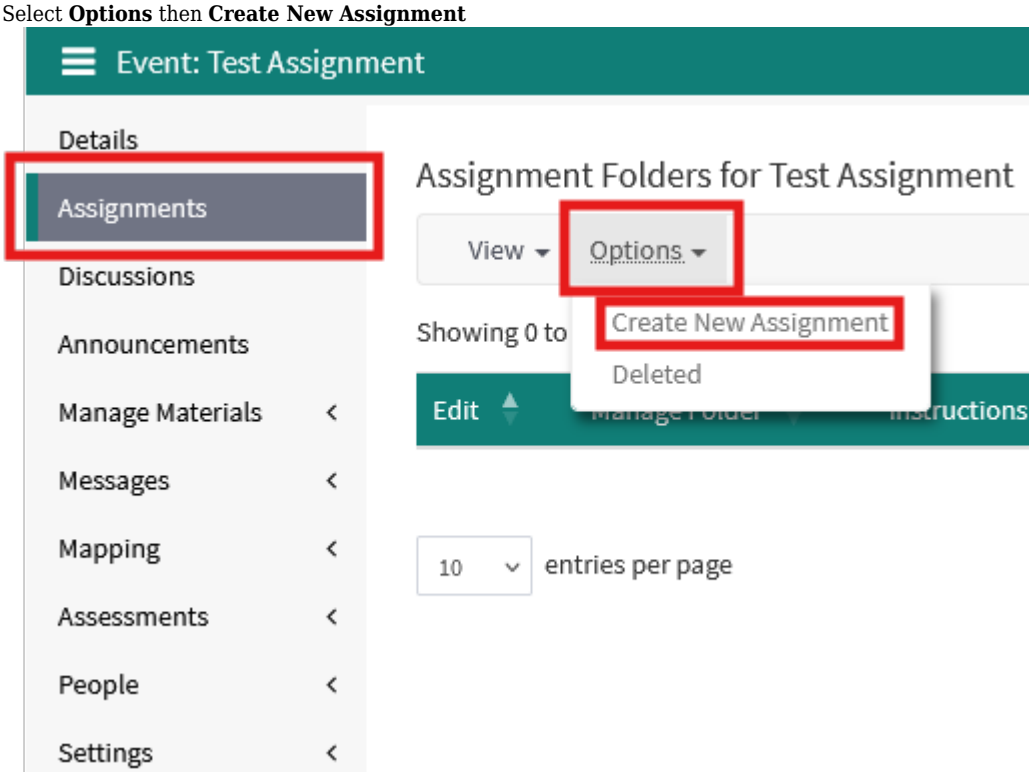
OwlMed: How to Create an Assignment

*__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**.

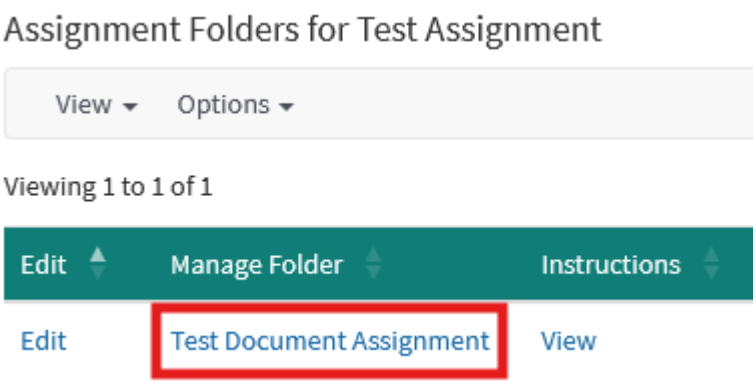
1. Locate the **course**



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



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