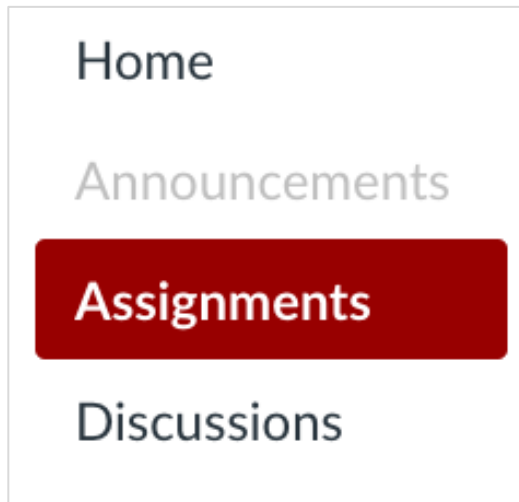
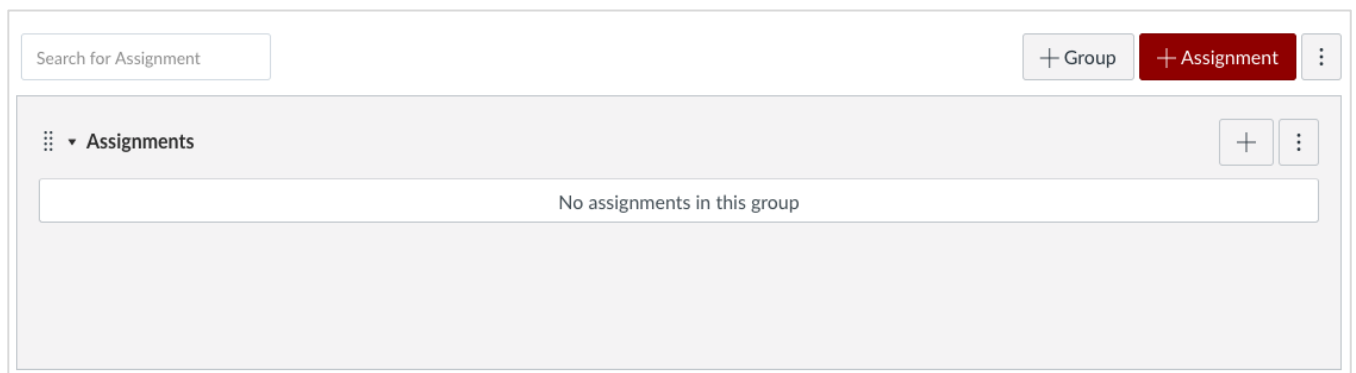


Step 1: Open Assignments



In Course Navigation, click the **Assignments** link. *If you are already familiar with creating Canvas assignment, skip to Step 6 below.*

Step 2: Add Assignment



To create a new assignment, click the **+Add Assignment** button.

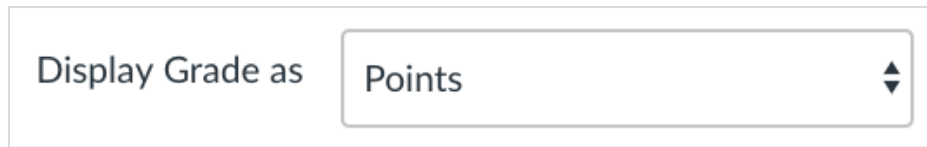
Step 3: Edit Your Assignment Details

1. In the **Assignment Name** field, type the assignment title. 2. Use the **Rich Content Editor** to add images, text, links, equations, and insert media for the assignment description. 3. Use the **Content Selector** in the Sidebar to link to or upload course resources, including files and images.

Step 4: Edit Points & Assignment Group

Enter the points for your assignment in the **Points** field. Identify the group this assignment belongs to by selecting the **Assignment Group** drop-down menu. If a group doesn't exist, simply click the **[New Group]** option in the drop-down and set the new assignment group name.

Step 5: Select Grading Type

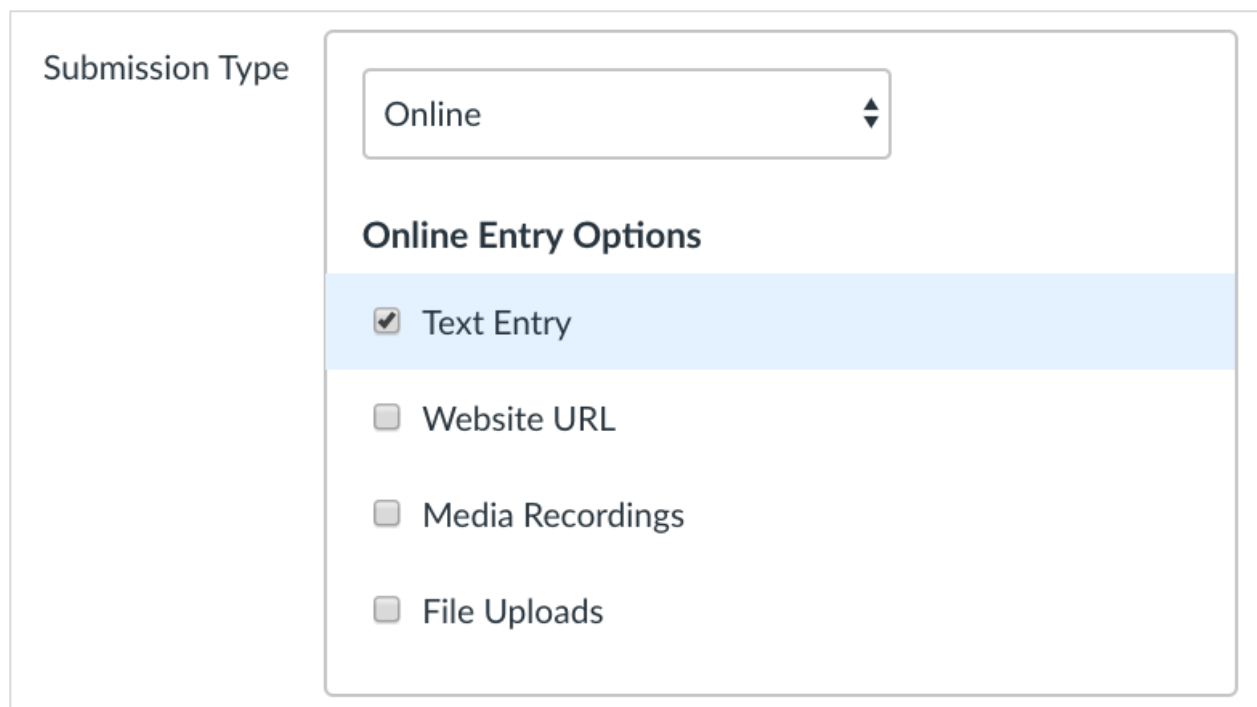


The screenshot shows a form field labeled "Display Grade as" with a dropdown menu. The dropdown menu is open, and "Points" is selected. There are up and down arrow icons on the right side of the dropdown box.

In the **Display Grade** as drop-down menu, select the method you want to use for grading. You can grade your assignment by percentage, complete/incomplete, points, letter grade, GPA scale, or set as not graded.

Note: The grading type is how the assignment score will be displayed in the Gradebook.

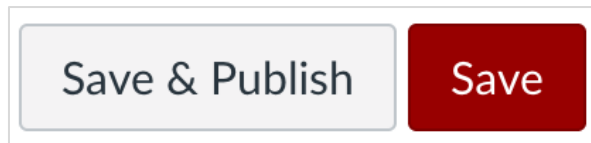
Step 6: Select Text Entry as Submission Type



The screenshot shows a form field labeled "Submission Type" with a dropdown menu. The dropdown menu is open, and "Online" is selected. Below the dropdown menu, there is a section titled "Online Entry Options" with four checkboxes: "Text Entry" (checked), "Website URL", "Media Recordings", and "File Uploads".

1. In the **Submission Type** drop-down menu, select **Online**. 2. From the **Online Entry Options** select only **Text Entry** only. **DO NOT select Media Recordings**. The Media Recordings selection will not let students select videos from their My Media. The Text Entry option allows students to embed their video using the Kaltura Embed button in the Rich Content Editor. Submissions can be easily viewed, played, and graded in Speed Grader.

Step 7: Save Assignment



To save the assignment and publish it, click the **Save & Publish** button. To save the assignment as a draft, click the **Save** button.

Teaching & Learning Technologies (TLT)

Contact: classhelp@utah.edu | 801-581-6112 | tlt.utah.edu

Canvas Help Drop-In Hours: M-F 9:00AM-4:00PM