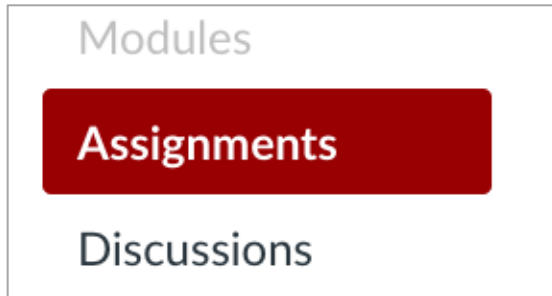
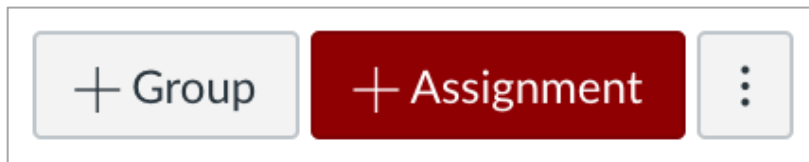


Step 1: Open Assignments



Select **Assignments** from the Course Navigation.

Step 2: Add Assignment



Click the **+Assignment** button.

Step 3: Add Assignment Details

Office 365 - Word Document Assignment

HTML Editor

B *I* U A **A** *I*_x x^2 x_2 \sqrt{x} 12pt Paragraph

Download the Word Doc resume template and edit to reflect your experience.

p 12 words

Points

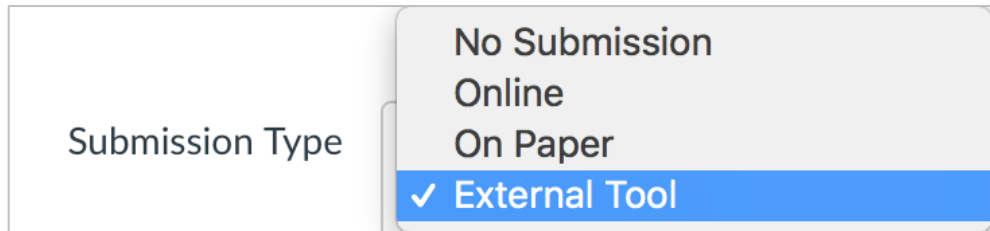
Assignment Group

Display Grade as

Do not count this assignment towards the final grade

In the **Assignment Name** field, create a name for the assignment. In the **Description** field, enter the details, requirements and instructions for the assignment. In the **Points** field, enter the assignment point value. Select the **Assignment Group** and **Display Grade** method.

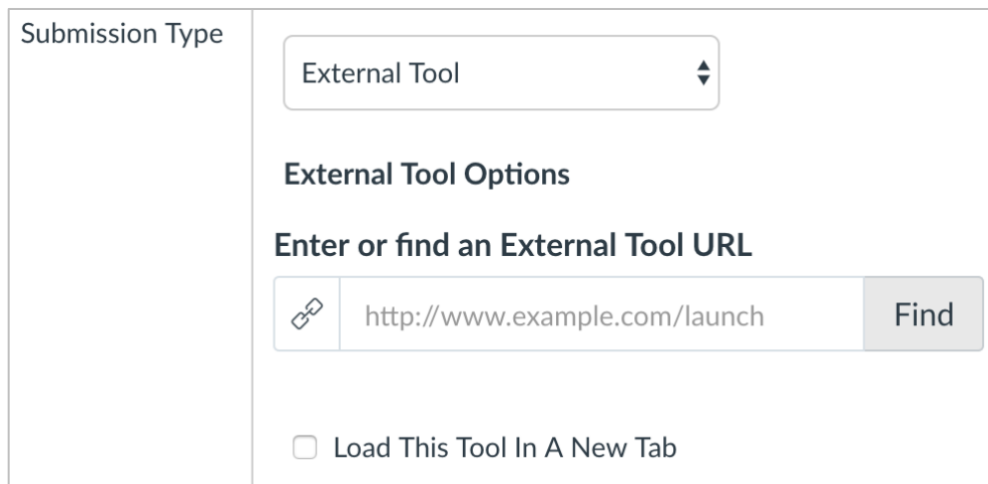
Step 4: Edit Submission Type



A screenshot of a 'Submission Type' dropdown menu. The menu is open, showing four options: 'No Submission', 'Online', 'On Paper', and 'External Tool'. The 'External Tool' option is highlighted with a blue background and a white checkmark to its left. The 'Submission Type' label is visible on the left side of the dropdown.

In the **Submission Type** drop-down menu, select the **External Tool** option.

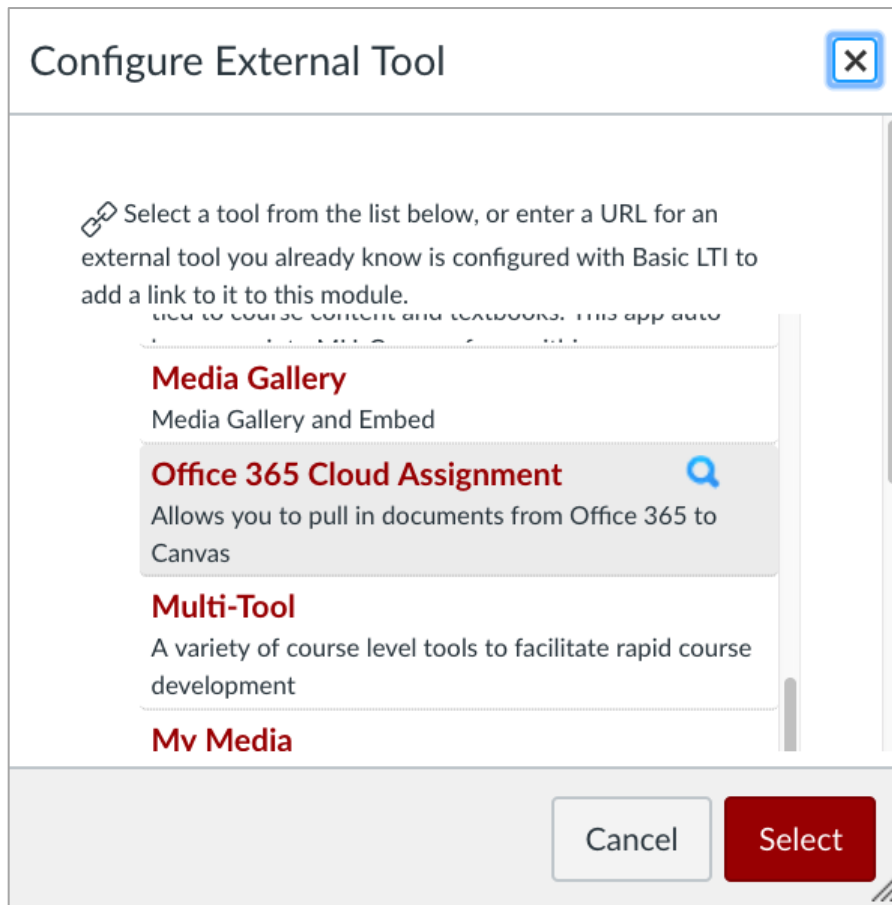
Step 5: Find External Tool



A screenshot of the 'External Tool Options' form. The 'Submission Type' dropdown is set to 'External Tool'. Below the dropdown, the text 'External Tool Options' is displayed. Underneath, the instruction 'Enter or find an External Tool URL' is shown. A text input field contains the URL 'http://www.example.com/launch' and is preceded by a link icon. To the right of the input field is a 'Find' button. Below the input field, there is a checkbox labeled 'Load This Tool In A New Tab' which is currently unchecked.

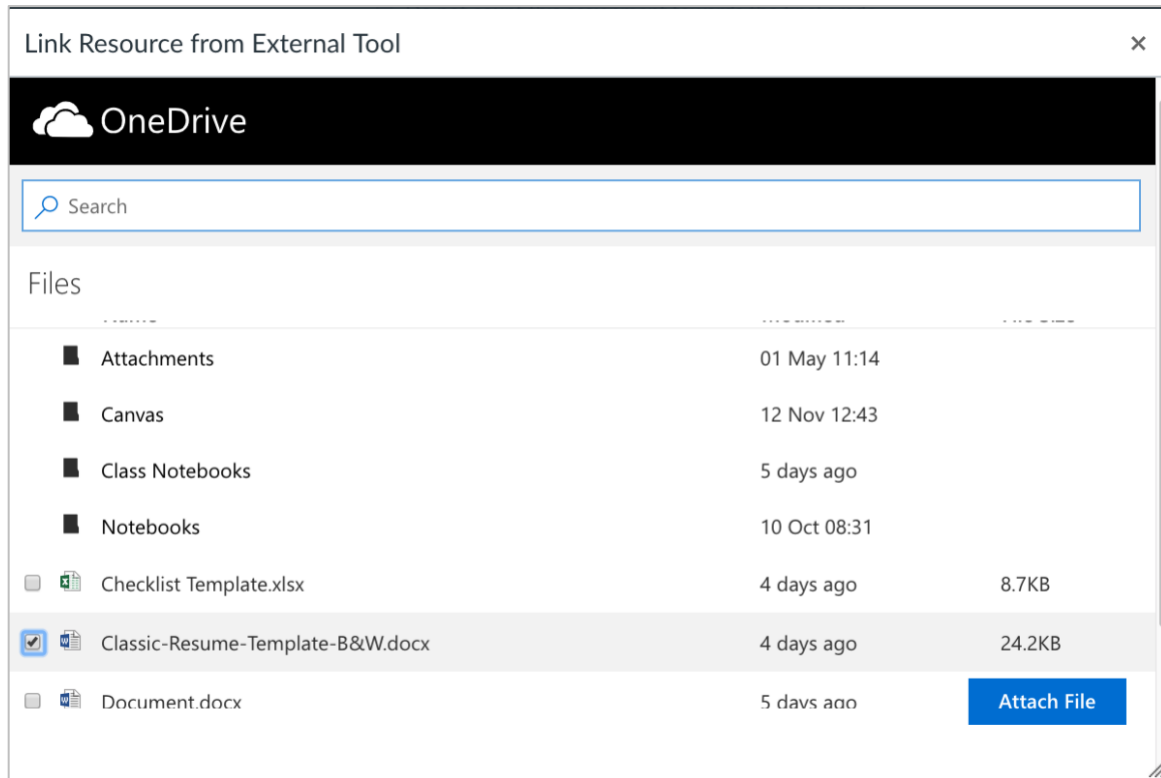
Click the **Find** button.

Step 6: Configure External Tool



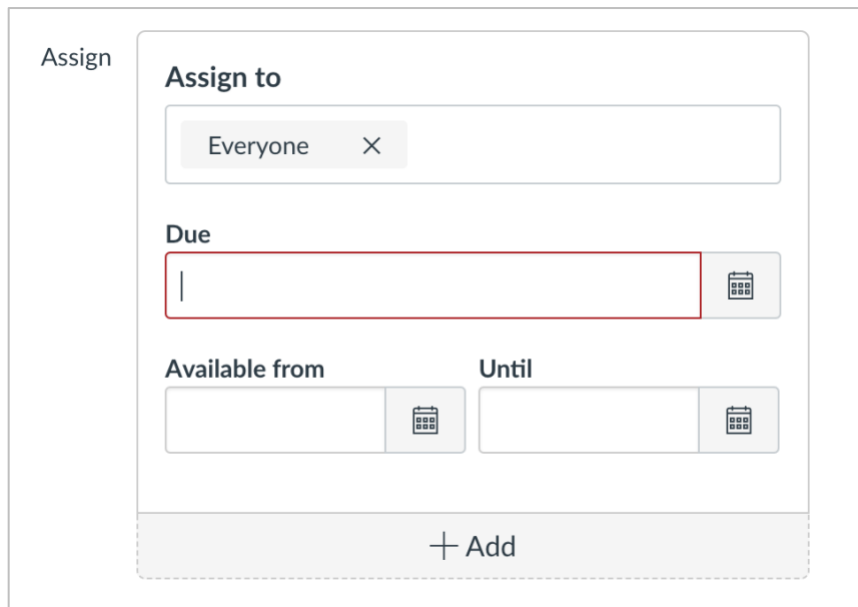
Select the **Office 365 Cloud Assignment** tool. If you want the assignment to load in a new tab, click the **Load in a New Tab** checkbox. Click the **Select** button.

Step 7: Select Document



From your OneDrive, **click the checkbox** next to the document you want to attach to the assignment. Click the **Attach File** button.

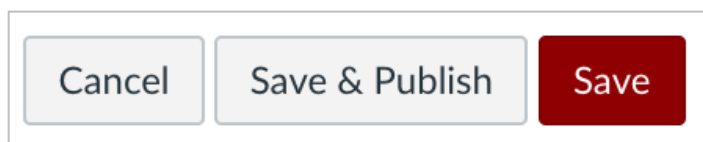
Step 8: Edit Due and Availability Dates



The screenshot shows the 'Assign' section of the Canvas interface. It features a dropdown menu for 'Assign to' currently set to 'Everyone'. Below this is a 'Due' field with a calendar icon. At the bottom, there are 'Available from' and 'Until' fields, each with a calendar icon. A '+ Add' button is located at the bottom of the assignment list area.

Set due or availability dates for the assignment. These dates appear throughout Canvas like regular assignments. By default, Canvas will set your assignment dates for everyone in your course. Create a due date for the assignment in the **Due Date** field. The option to add **Availability dates**, a date and time when students can no longer submit to the assignment is available.

Step 9: Save Assignment



The screenshot shows three buttons: 'Cancel', 'Save & Publish', and 'Save'. The 'Save' button is highlighted in red.

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