Working with Graded Assignments in Canvas

Canvas supports three types of graded items to assess learning and manage your grades: assignments, discussions, and quizzes.

Using the Assignments Index

All graded items will appear in the Assignments index.

- Click on Assignments in the course navigation column.
- Create assignment groups and assign grade weighting to different types of items.
- Find out more about creating assignment groups and weighting grades in Canvas.
- Find out more about using the assignments index in Canvas.

Creating Graded Items

Creating Assignment Items

General assignment items should be used any time you need learners to submit their work in Canvas or to create grades manually:

- Click on Assignments in the course navigation column.
- Look for the green + Assignment button at the top right to add an assignment.
- Choose Online for the Submission Type to allow learners to submit website addresses, media recordings, or other files and documents.
- Choose No Submission to create an assignment where you can enter grades manually (e.g., for participation).
- Find out more about creating assignment items in Canvas.

Creating Discussion Items

Discussions can be graded and should be used when you want your learners to interact.

- Click on Discussions in the course navigation.
- Use the + Discussion button to create a new discussion item.
- Find out more about creating discussions in Canvas.

Creating Quiz Items

Quizzes are automatically graded assignments made up of multiple choice, true/false, and other types of traditional assessments.

- Click on Quizzes in the course navigation and create new quizzes with the + Quiz button.
- Set up quiz details first and then create or import questions.
- Find out more about creating quizzes in Canvas.

Grading Assignments

The Canvas Gradebook allows you to view all of the graded assignments and see totals for each learner.

- Click on Grades in the course navigation to view the Gradebook.
- Access SpeedGrader to grade submissions for graded items.
- Find out more about SpeedGrader in Canvas.
- Mute grades to hide them from students.
- Learn more about the Gradebook and creating rubrics in Canvas.