INSTRUCTOR GUIDE

CANVAS
BUILDING ASSIGNMENTS
**WORKSHOP OVERVIEW**

**DESCRIPTION**

In this workshop, participants will practice building out assignments of various submission types and explore how to build group assignments as well as how to give extra credit. Participants will also be provided with tips/strategies on how to use the assignments tool to maximize effectiveness of student performance.

**OBJECTIVES**

- Create a “paper” submission assignment
- Create an “electronic” submission assignment
- Review how to create a group assignment
- Examine how assignments reflect in the gradebook
- Review how to give extra credit

**SECTIONS**

- Opening and Introductions
- Building an on paper assignment
- Building an online submission assignment
- Creating a group assignment
- Giving extra credit
- Wrapping up

**MATERIALS**

- Building Assignments demo Canvas course
- Handout: Building Assignments
- Pre-Workshop Email

**TOTAL DURATION**

1 Hour
## Organization and Layout

### About the Session

The instructor guide is organized into six sections based on the framework below. Any materials used are included at the end of section. They are also found within the TLOS Training Team Drive.

### Proposed Agenda

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<td>Finalize any remaining questions and close out the session.</td>
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INSTRUCTOR CHECKLIST

BEFORE THE SESSION

2 days before the session:

- Enroll participants in NLI Building Assignments course as instructors
- Send Pre-Workshop email to participants from NLI enrollment platform

DAY OF SESSION

- Arrive in the session room at least 15 mins prior to the session to setup up your workstation and that projectors are on.
- Setup the seating to suit the number of attendees and the nature of the session (ask room techs for assistance if needed).
- Ensure the laptop cart is unlocked and laptops are ready for participants who come without devices.
- Assign floor walker and someone to note questions (when staff is available - floor walker and note taker can be same person).

AFTER THE SESSION

Follow-up with answers to any questions you were not able to answer during the session with the individual who asked: if you think the answer will benefit the entire class, send answer to all session participants too.

ADDITIONAL NOTES

Ensure you have Instructor access to the DEMO Building Assignments Canvas course
SECTION OVERVIEW

The purpose of the opening and introductions is to provide participants with an overview of the workshop.

EXPECTED TIME

10 MINS

MATERIALS USED

- Laptops (if instructors do not have a laptop and want to follow along)
- Building Assignments demo Canvas course

SLIDES USED

None
SUGGESTED PROCESS

1 - Welcome participants and introduce yourself. You can often take attendance during this time or before the workshop begins.

2 - Review the intended outcomes of the workshop. Ensure everyone understands where the workshop is headed.

3 - Ensure everyone can log into Canvas and has access to the demo course. If floor walker is available, have them assist any participant who was not enrolled in the course.

ADDITIONAL NOTES

Before you begin the session, ensure everyone has a laptop. If needed, have a room tech or floor walker takes care of participants.
SECTION OVERVIEW
The purpose of building a paper assignment is to demonstrate and work through the creation of an on-paper assignment.

EXPECTED TIME
10 MINS

MATERIALS USED
- Building Assignments demo Canvas course

SLIDES USED
None
SUGGESTED PROCESS

1 - Have participants go into demo course and work along. Preface the scenario to give context to what you are doing:
   “Let’s work through an example where I want to give my students an assignment where they need to turn in a paper in-person”

2 - PRACTICE: Have participants create a new assignment. Use pre-built assignment info to paste into a new assignment. Set submission type as “on paper”.

3 - Explain the purpose and provide some examples of what this submission type does.
   Possible example: You have your students turning in a research paper to you. You will be grading the assignment by hand to return to them with corrections that need to be made. Using the on paper submission type will notify the student that they will not be submitting the assignment electronically, and it adds a column in your grades section.

4 - DEMO: Enter the course settings and select student view on the right options panel. As student, submit to the assignment after it is created
   - Show how students see assignment
   - Show in grades

5 - Ask if there are any questions about the information covered before moving on.

ADDITIONAL NOTES
SECTION OVERVIEW

The purpose of building an online assignment is to demonstrate and work through the creation of an online assignment.

EXPECTED TIME

10 MINS

MATERIALS USED

- Building Assignments demo Canvas course

SLIDES USED

None
SUGGESTED PROCESS

1 - **PRACTICE**: Have participants create a new assignment. Use pre-built assignment info to paste into a new assignment. Set submission type as “online”.

2 - Explain the purpose and provide some examples of what this submission type does.
   Possible example: Instead of having student submit that paper to you in class, you want to have it submitted through Canvas. You will be grading the assignment using SpeedGrader so they can see all notes within their Grades section. Using the online submission type will notify the student that they will be submitting the assignment electronically, and it adds a column in your grades section.

3 - **DEMO**: Enter the course settings and select student view on the right options panel. As student, submit to the assignment after it is created
   Show how students see assignment
   Show in grades

4 - **DEMO**: Enter Grades and show how the submitted assignment looks on within SpeedGrader

5 - Ask if there are any questions about the information covered before moving on.

**ADDITIONAL NOTES**
CREATING A GROUP ASSIGNMENT

SECTION OVERVIEW
The purpose of creating a assignment is to demonstrate and work through the creation of a group assignment.

EXPECTED TIME
10 MINS

MATERIALS USED
- Building Assignments demo Canvas course

SLIDES USED
None
**SUGGESTED PROCESS**

1 - **DEMO:** Use pre-built assignment info to paste into RCE and select “make group assignment box”

2 - Explain that by default, group assignments allows you to give everyone in that group a single grade. Instructors do have the option to ‘Assign Grades to Each Student Individually’. Leave box unchecked, then proceed with lesson

3 - Demonstrate how this shows in gradebook/speedgrader

4 - Ask if there are any questions about the information covered before moving on.

**ADDITIONAL NOTES**

Before you begin the session, ensure everyone has a laptop. If needed, have a room tech or floor walker takes care of participants.
GIVING EXTRA CREDIT

SECTION OVERVIEW
The purpose of giving extra credit is to demonstrate the ways an instructor can provide extra credit within Canvas.

EXPECTED TIME
10 MINS

MATERIALS USED
- Building Assignments demo Canvas course

SLIDES USED
None
SUGGESTED PROCESS

Review the following steps and scenarios with participants:

**By individual assignment**
- Go into gradebook and manually add points to assignment

**By assignment group**
- Create a new assignment
- Name it extra credit (will generate column in gradebook and let you know it is extra credit)
- Make worth 0 points
- Make “no submission” type
- Create
- Go into gradebook and manually enter points upon student completing extra credit

ADDITIONAL NOTES

This section is for demonstration purposes. Time may become a factor if questions from the previous sections extend the expected time outlined. This is a good Section to cover quickly if needed.
WRAPPING UP

SECTION OVERVIEW

The purpose of wrapping up is to finalize any remaining questions and close out the session.

EXPECTED TIME

Time Remaining

MATERIALS USED

- Handout: Building Assignments

SLIDES USED

None
SUGGESTED PROCESS

1 - Ensure that everyone understood all the material covered in the section. If not, use this time to review any material covered.

2 - Pass out the Building Assignments handout to help reinforce the information covered.

3 - Thank everyone for coming.

ADDITIONAL NOTES
**What is the Assignments tool?**

Assignments includes Quizzes, graded Discussions, and online submissions (i.e. files, images, text, URLs, etc.). Assignments can be used to challenge students' understanding and help assess competency by using a variety of media. The Assignments page will show students all Assignments that will be expected of them and how many points each is worth. Assignments can be assigned to everyone in the course or differentiated by section or individual.

**Submission Types**

In the Submission Type drop-down menu, you can select the type of submission you want to accept for the assignment.

- **No Submission** is when you do not want students to submit an assignment in Canvas. This assignment type can be used to create extra columns in the Gradebook for manual grading.

- **Online** is when you want students to submit assignments using Canvas.

- **On Paper** is when you want students to submit an assignment but not through Canvas. This assignment type applies to traditional face-to-face courses or hybrid courses when you want the assignment turned in during class, but you still want to create a column in the Canvas Gradebook for grading purposes.

Choosing **Online** brings up options on how you want students to submit their work.

- **Text Entry**: Students can submit assignments directly using the Rich Content Editor window.

- **Website URLs**: Students can submit a URL that fulfills the assignment.

- **Media Recordings**: Students can submit an audio or video recording that fulfills the assignment.

- **File Uploads**: Students can upload a file to fulfill the assignment.
Frequently Asked Questions

Question:
Can I create an assignment for a specific student or group?

Answer:
Yes, when you create an assignment, you can select a particular student or group to assign it to.

Question:
What is the "no submission" assignment type used for?

Answer:
No submission means the student is not turning in a tangible or electronic assignment.

Examples of this include:
- Extra credit,
- oral presentation,
- or any other "observable" assignment where nothing is being turned in.

Question:
Can I add weight distributions to assignments?

Answer:
Yes, you create assignment groups and set weight distributions for each group.

Question:
Can I create a group assignment but treat the grade as a group?

Answer:
Yes, when you create an assignment, you can make it a group assignment and select whether you want individual grades or group grade.

Question:
Can I create peer reviews through the assignments tool?

Answer:
Yes, when you create an assignment, you can select to make it peer review and can manually or automatically assign them. Students are notified.

Question:
Is there a way to organize the assignments to make them easier to find?

Answer:
Yes, from your main assignment list page, you can create assignment groups to help you organize and group assignments.
REFLECTION

WHAT WORKED?

WHAT DIDN’T WORK?

WHAT CAN BE DONE BETTER?