

# Instructor

## Assignments Overview

In this video, you will learn about the Assignments Index page, assignment groups, and assignment creation. To get started, click the Assignments link in Course Navigation. This takes you to the Assignments Index page. From the Assignments Index page, you can search for assignments, create assignment groups, add new assignments, and view a list of all assignments in your course.

Every course includes one assignment group called Assignments. By default, any new assignment you create is added to this assignment group. To differentiate new assignments by type and make them easier to find on the Assignments Index page, you can create assignment groups. To create a new assignment group, click the Add Group button and enter an assignment group name in the text box. Then click the Save button. From each assignment group's Options icon, you can edit the assignment group details and grading rules, delete the group, move assignments from within assignment groups, and move the placement of the assignment group on the Assignments Index page. If an assignment group includes grading rules, Canvas displays a number on the Assignments Index page. Hover over the number of rules to view rule details.

If you wish to weight the final course grade by assignment group, click the Options icon and select the Assignment Groups Weights link. Select the Weight final grade based on assignment groups checkbox, then enter your desired assignment group weights. If you create a zero-percent assignment group, any assignments in that group will not count toward the course grade. Click the Save button, and view the assignment groups weights displayed on the Assignments Index page.

To create a new assignment, click the Add Assignment button. From the assignment details page, give your assignment a title in the Assignment Name field and add directions, media, and other instructional content using the Rich Content Editor and Content Selector. Next, enter the assignment point value in the Points field, and select an assignment group from the Assignment Group drop-down menu. You can specify how the grade displays in the gradebook in the Display Grade As drop-down menu. If you'd like to exclude this assignment from the student's final grade, select the Do not count this assignment towards the final grade checkbox. The Submission Type drop-down menu allows you to decide how you'd like your students to submit the assignment. You can choose to have No Submission or require that students submit the assignment Online, On Paper, or through an External Tool. You can also specify group assignment details and select peer review requirements. Lastly, assign a due date as well as availability dates for the assignment.



You can also assign the assignment to specific sections and students, or differentiate due dates for sections and students within your course. Click the Add button and in the Assign to field, type or select the section or student name. Then add due and availability dates. Click the Save button to save your newly created assignment as a draft. Click the Save & Publish button to save changes and make the assignment available to students. After the assignment is updated, you will then be taken to the assignment's page, where you can view all assignment details. You've now completed this Assignment Overview tutorial video. For additional information on this or any other topic about Canvas, please visit [guides.canvaslms.com](https://guides.canvaslms.com). You can also ask questions and engage with other Canvas users by visiting [community.canvaslms.com](https://community.canvaslms.com).