

Working with Graded Assignments in Canvas

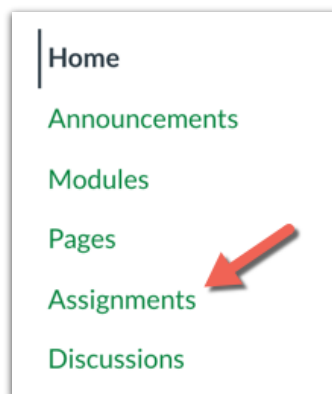


Canvas supports three types of graded items to assess learning and manage your grades: **assignments**, **discussions**, and **quizzes**.

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.