Canvas Assignment Set-Up Checklist

QUEEN'S UNIVERSITY BELFAST

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If you are using Assignments in Canvas for Semester 2 online examinations or continuous assessments, please refer to the following guidance:

Steps to Prepare

- [ ] Set the **'Grade Posting Policy'** to Manual
- [ ] **Hide totals in student grades summary**
- [ ] Agree a contact method to support students in relation to specific assignment queries (e.g. Chat, email, phone etc.)
- [ ] Create an **assignment group** for each assessment "component" of your module
- [ ] Set assignment group **weighting**

Add and set-up Assignment

- [ ] Add **one assignment** only to each assignment group
- [ ] Add assignment name and details (providing explicit instructions and information for students)
- [ ] If uploading a file for students to download, ensure the file is designed for accessibility
- [ ] Once file is uploaded, schedule publishing availability for the file (and the folder it's located in) in **Files**
- [ ] Set the **Points** to 100
- [ ] Add the assignment to right **assignment group**
- [ ] Choose 'Display grade as' **Points**
- [ ] Choose the appropriate **Submission type** and settings for your assignment
- [ ] Check the box for **Anonymity**
- [ ] Assign to **Everyone** (to set your assessment for all students)
- [ ] Set the **Due** date, **Available from** and **Until** dates. double check dates selected are all correct
- [ ] Assign to any students who require greenroom accommodation/additional time (and check school policy for setting appropriate **Until** dates for these students)
- [ ] **Save** and **Publish** your assignment and check **Student View** to ensure all settings are correct. (Please bear in mind that any changes made to the assignment once published may trigger student notifications)

NOTE

If you are considering using:

- Turnitin
- Canvas Quizzes
- Anonymous Grading
- Any 3rd party tools

for Semester 2 online examinations or continuous assessments, please refer to the detailed information on the **DigitalLearning@Queen's** blog post (shown below).

Detailed step-by-step guidance covering the above can be found on the DigitalLearning@Queen's blog: **http://go.qub.ac.uk/CanvasAssessment**