

An introduction to Individual Assignments

Create, Edit, Publish

A collection of white decorative shapes, including circles and semi-circles of various sizes, scattered in the bottom right corner of the slide.

Background

Informed by
Engagement and
Consultation

Not about
changing your
role or giving you
extra work

Targeted support
to help you
understand
Canvas

All FSE staff can access
ongoing support from eLearning

Students will also be able to
access guidance and support

Canvas Support

- **Online Guidance: Getting Started with Canvas**
Information and guides to help you get started with Canvas.
- **Drop-In Clinics: Canvas Clinic Schedule**
Drop in anytime between 10am and 3pm to get Canvas help – bring your laptop.
- **1-to-1 Virtual Consultations: Book a Consultation**
Attend a 30-minute Canvas help session with FSE eLearning via MS Teams.
- **Raise a ticket via Connect**
Use the Blackboard, Turnitin & eLearning form in Connect to raise a request or flag an issue.

Agenda

1. Comparison between Blackboard and Canvas assignments.
2. Submission types in Canvas.
3. Individual Assignments in Canvas.

Hands-on session: practice in your Canvas Sandbox.

Intended Learning Outcomes

1. **Set up and modify Individual Assignments in Canvas.**
Create a Canvas Assignment to allow individual students to submit digital files and modify the settings.
2. **Manage Assignment Visibility in Canvas.**
Publish and unpublish a Canvas Assignment; assign different release and due dates on assignments for individual students.
3. **Preview courses as a student.**
4. **Upload an assignment on behalf of a student.**

Blackboard vs Canvas: Assignments

Key differences between Blackboard and Canvas Assignments, and types of assignment submissions available in Canvas.

Comparing Assignment Setups

Blackboard

Turnitin
Assignment
(similarity report)

Blackboard
Assignment
(group submissions)

External Tools
(Buddycheck,
Gradescope etc.)

All created as separate instances

Canvas

Canvas
Assignment

Individual or group
submission

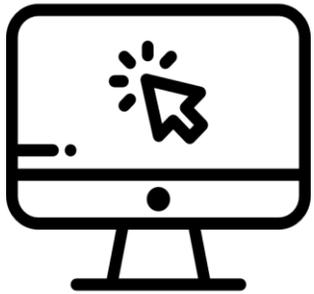
With or without a
similarity report

External tools
(Buddycheck, Gradescope etc.)

Everything created as a Canvas Assignment

Canvas Submission types

Digital submission in Canvas



Online

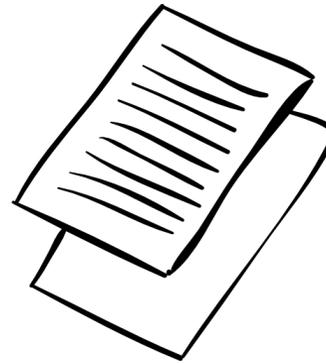
- File Uploads
- Text Entry
- Media recording
- Website URL
- Student Annotation



External Tool

- PeerScholar
- Buddycheck
- Gradescope

No digital submission in Canvas



On Paper

- In-person submissions



No Submission

Calendar Integration

Canvas Assignments with a due date appear on the Course Calendar.

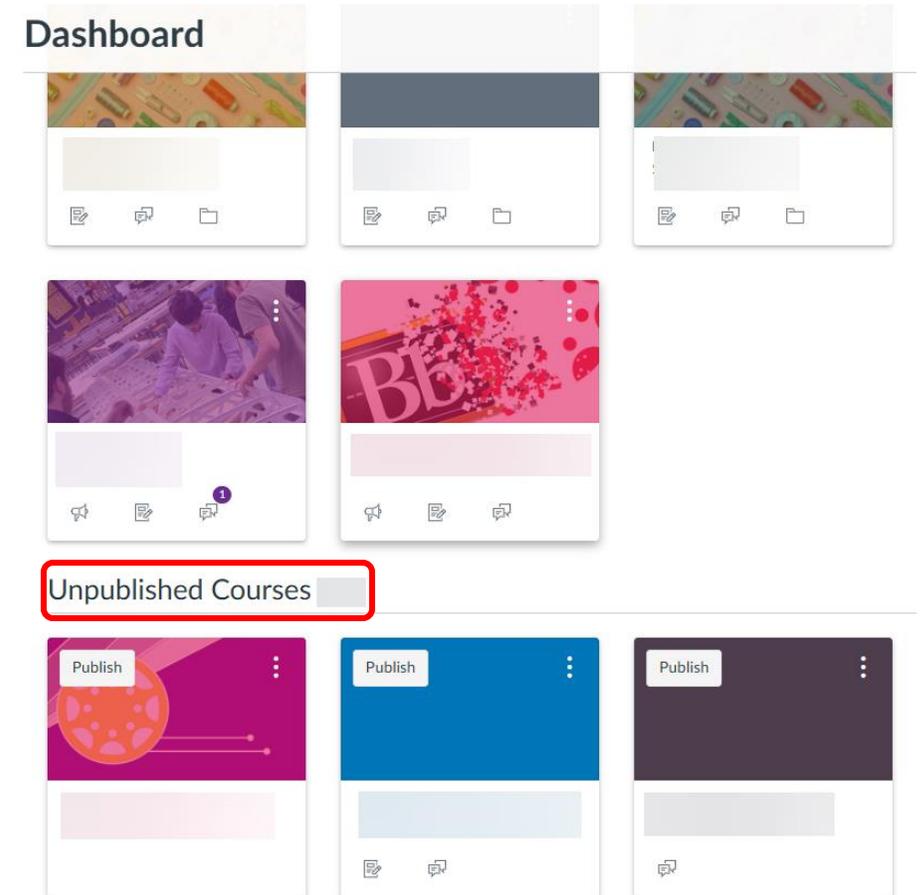
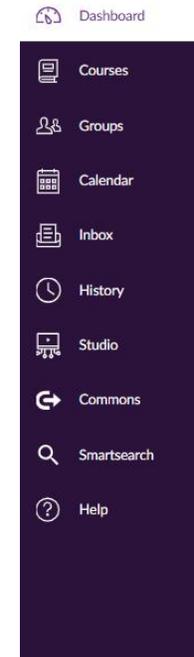
The screenshot displays the Canvas Course Calendar interface. On the left is a dark navigation sidebar with the University of Manchester logo and menu items: Account, Dashboard, Courses, **Calendar** (highlighted with a red box), Inbox, History, Studio, Smartsearch, and Help. The main calendar area shows a grid for February 2025. The 'Calendar' view is selected. A calendar icon in the top left of the main area is also highlighted with a red box. The grid shows dates from 27 to 2. An assignment card is visible on the 25th, with the text '14:00 Febru...' and a red box around it. The right sidebar shows a mini-calendar for February 2025, a 'CALENDARS' section with 'Test student' and 'Sandbox 1', and an 'UNDATED' section with a 'Calendar feed' link.

Creating Individual Assignments

ILO: Create a Canvas Assignment to allow individual students to submit digital files.

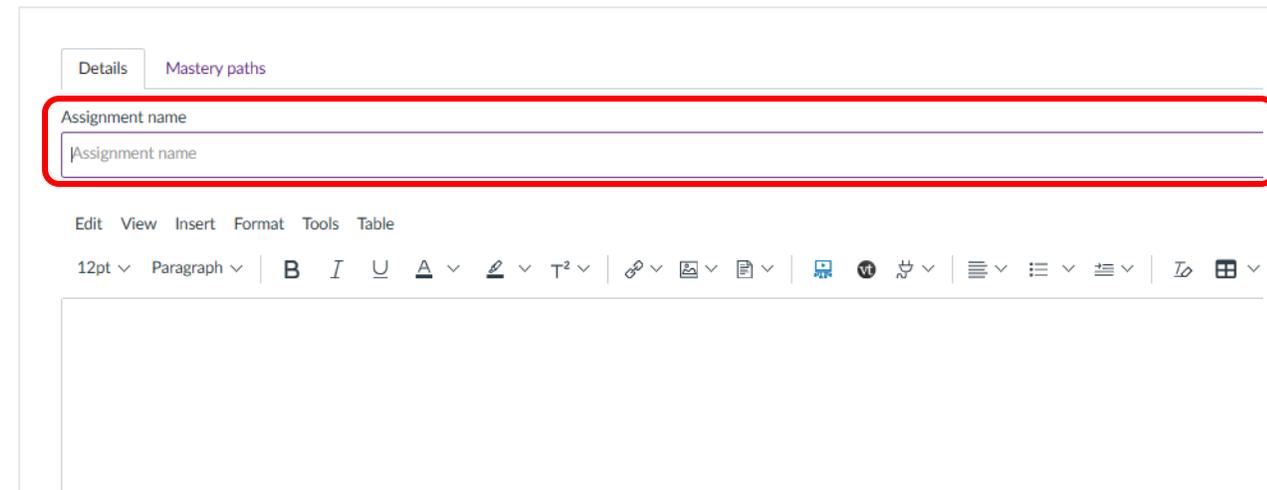
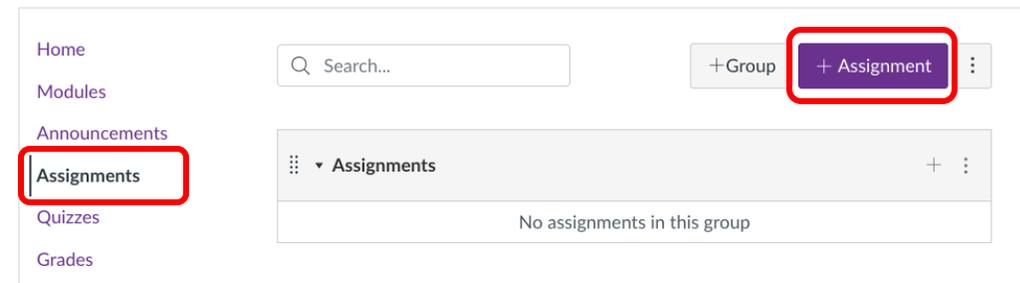
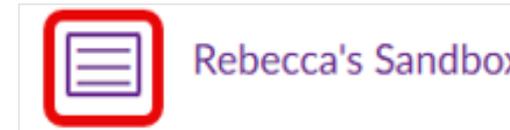
Activity 1: Individual Assignment Setup

1. Go to canvas.manchester.ac.uk.
2. Enter UoM username and password.
3. Click either **Dashboard** or **Courses**.
4. Locate your **Sandbox**, under Unpublished Courses.
5. Click on the 'tile' to **access** your Sandbox.



Activity 1: Individual Assignment Setup

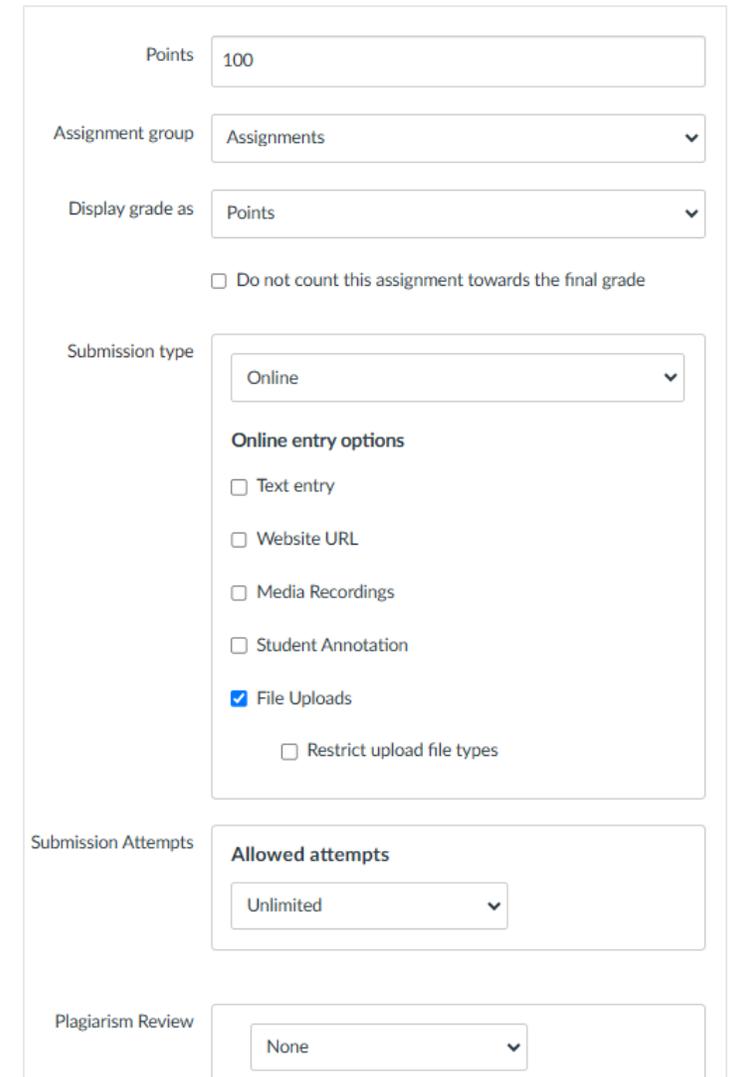
6. In your Sandbox, expand the **course menu**.
7. Click **Assignments** in course menu.
8. Click **+ Assignment**.
9. Enter an **Assignment name**.



Activity 1: Individual Assignment Setup

10. Configure the Assignment settings as follows:

- **Points:** Enter 100.
- **Assignment group:** Assignments (leave as default).
- **Display grade as:** Points (leave as default).
- Do not count [...] towards final grade: leave unticked.
- **Submission type:** Online > File uploads.
- **Submission Attempts:** Unlimited (leave as default).
- **Plagiarism Review:** None.



The screenshot shows the Canvas assignment settings interface. The settings are configured as follows:

- Points:** 100
- Assignment group:** Assignments
- Display grade as:** Points
- Do not count this assignment towards the final grade
- Submission type:** Online
 - Online entry options:**
 - Text entry
 - Website URL
 - Media Recordings
 - Student Annotation
 - File Uploads
 - Restrict upload file types
- Submission Attempts:** Allowed attempts: Unlimited
- Plagiarism Review:** None

Activity 1: Individual Assignment Setup

10. Configure the Assignment settings as follows:

- **Group assignment:** leave unticked.
- **Peer reviews:** leave unticked.
- **Moderated grading:** leave unticked.
- **Anonymous grading:** leave unticked.
- **Assign Access to:** Everyone (leave as default).

[Optional]: Enter a **Due date** and dates to restrict access.

- Click **Save** (NOT Save & publish!).

Cancel
Save & publish
Save

Group assignment

This is a group assignment

Peer reviews

Require peer reviews

Moderated grading

Moderated grading
Allow moderator to review multiple independent grades for selected submissions

Anonymous grading

Graders cannot view student names

Assign Access

Assign to

Everyone X Start typing to search... ▾

Due date	Time	
<input type="text"/>	<input type="text"/>	Clear
<input type="text"/>	<input type="text"/>	
Available from	Time	
<input type="text"/>	<input type="text"/>	Clear
<input type="text"/>	<input type="text"/>	
Until	Time	
<input type="text"/>	<input type="text"/>	Clear
<input type="text"/>	<input type="text"/>	

Activity 1: Output

Assignment created but unpublished.

- Summary of settings displayed.
- Possible actions:
 - Add a rubric.
 - Edit assignment.

Please Note: Students won't be able to see the assignment until you publish it.

Coursework 1

Publish

Assign to

Edit

⋮

No additional details were added for this assignment.

Points 100

Submitting a file upload

Due	For	Available from	Until
-	Everyone	-	-

+ Create rubric

Find rubric

Managing Assignments

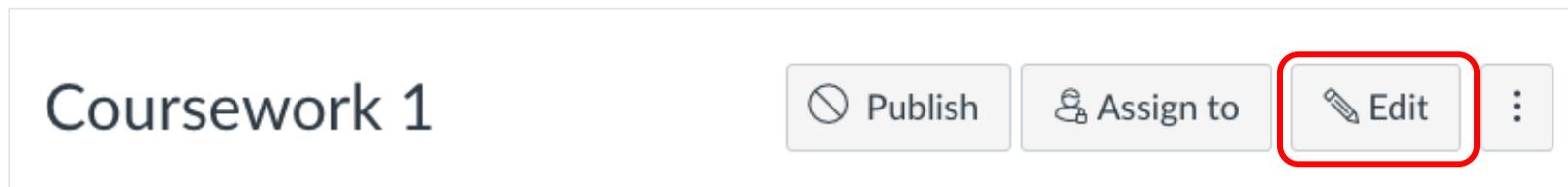
ILO: Edit the settings of a Canvas Assignment.

ILO: Assign different release and due dates on assignments for individual students.

How do I edit an assignment?

Editing an existing assignment is simple.

1. Locate the assignment in the Assignments page.
2. Click on the assignment name.
3. Click the **Edit** button.



4. Modify the settings as required and click **Save**.

Editing considerations

- Check settings carefully before publishing.
- You can edit published assignments without unpublishing first.
- Consider unpublishing the assignment whilst making changes.
- What you can edit and when may be affected by:
 - The type of assignment (individual, groups, external tool).
 - Whether students have submitted their work for the assignment.
 - Whether marks and feedback have been already added.

What is Assign to?

- By default, assignments are assigned to **Everyone**.
- Use '**Assign to**' to specify different due dates and/or release dates for individual students.

Assign Access

Assign to

Everyone X Start typing to search... ▼

Due date **Time**

 ▼ [Clear](#)

Available from **Time**

 ▼ [Clear](#)

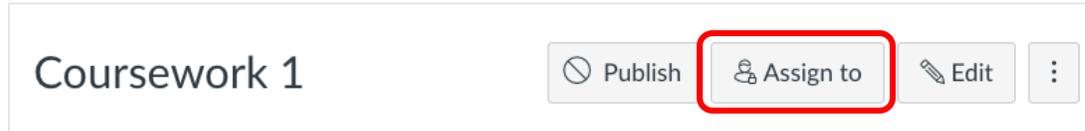
Until **Time**

 ▼ [Clear](#)

+ Assign to

Customising settings for individual students

1. Select **Assign to**.



Coursework 1 ⊘ Publish 👤 Assign to ✎ Edit ⋮

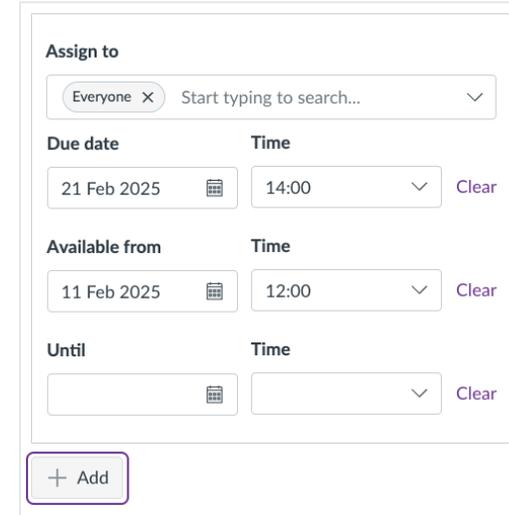


Coursework 1
Available Multiple dates | Due Multiple dates | 100 Pts

- ✎ Edit
- 📄 Duplicate
- 👤 Assign To...

2. Click the **+ Add** button.

3. Select the relevant student and enter the relevant dates for the selected student.



Assign to

Everyone × Start typing to search... ▾

Due date Time

21 Feb 2025 📅 14:00 ▾ Clear

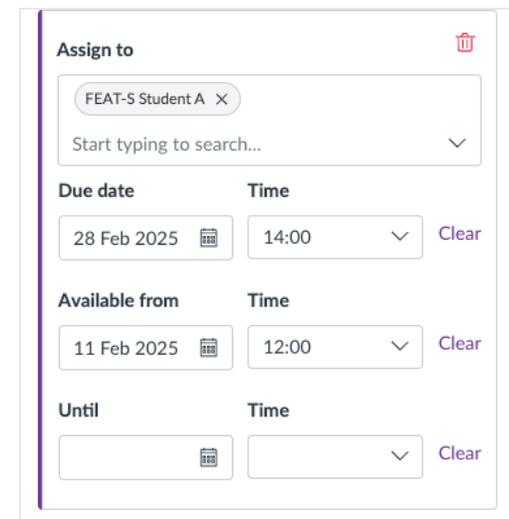
Available from Time

11 Feb 2025 📅 12:00 ▾ Clear

Until Time

📅 ▾ Clear

+ Add



Assign to 🗑️

FEAT-S Student A ×

Start typing to search... ▾

Due date Time

28 Feb 2025 📅 14:00 ▾ Clear

Available from Time

11 Feb 2025 📅 12:00 ▾ Clear

Until Time

📅 ▾ Clear

Custom settings for individual students

Custom settings displayed on the Assignments page:

⋮

Coursework 1

Available Multiple dates | Due Multiple dates | 100 Pts

Custom settings displayed on the Assignment overview page:

Coursework 1 ▲▼

🚫 Publish
👤 Assign to
✎ Edit
⋮

No additional details were added for this assignment.

Points 100

Submitting a file upload

Due	For	Available from	Until
21 Feb at 14:00	Everyone else	11 Feb at 12:00	-
28 Feb at 14:00	1 Student	11 Feb at 12:00	-

Assign Access settings:

Assign Access

Assign to 🗑️

Everyone else ✕ Start typing to search... ▼

Due date

21 Feb 2025 📅

Time

14:00 ▼ Clear

Available from

11 Feb 2025 📅

Time

12:00 ▼ Clear

Until

📅

Time

▼ Clear

Assign to 🗑️

FEAT-S Student A ✕ Start typing to search... ▼

Due date

28 Feb 2025 📅

Time

14:00 ▼ Clear

Available from

11 Feb 2025 📅

Time

12:00 ▼ Clear

Until

📅

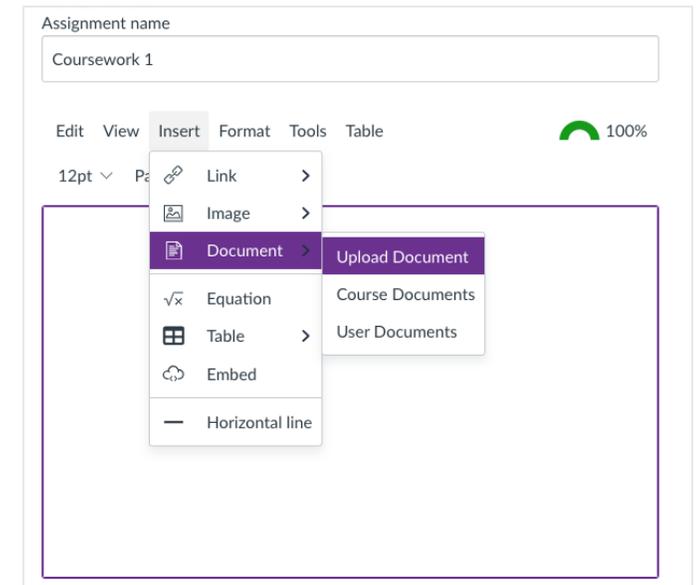
Time

▼ Clear

+ Assign to

Activity 2: Edit an assignment

1. Locate your assignment, select its title and click the **Edit** button. Do the following:
2. Change the **Assignment name**.
3. Use the **Rich Content Editor** to add instructions, insert a document and add an external link to a webpage.
4. Locate the **Assign to** box in assignment settings, so you know where to this setting is. (In an actual course unit, you would be able to search for students by name to add them).
5. Locate the **Add Rubric** button, so you know where this setting is. (You don't need to create or add rubric).
6. Scroll down to the bottom of the screen and **Save** any changes made. (Do not publish yet!)



Rich Content Editor (RCE)

Publishing assignments

ILO: Publish and unpublish a Canvas assignment

ILO: Use View as a Student to see what a student can see.

What does publishing do?

- Publishing an assignment releases it to students.
- Once published, students can see the assignment title and its details.
- If an **Available from** date is set in the future, the assignment will show as locked until that date.

- If an assignment is **locked**, students:

Can see: Due date, Points possible, **Rubric.**

Can't see: Instructions added via RCE.

Coursework 1				
Due 27 Mar at 14:00		Points 100	Available after 12 Mar at 12:00	
This assignment is locked until 12 Mar at 12:00.				
Large Scale Testing Rubric				
Criteria	Ratings			
Presentation	Distinction Well-structured and logically sequenced such that the narrative and argument are easily followed	Merit Generally well-structured and logically sequenced, such that the narrative is relatively easy for the	Pass Largely follows a coherent structure but the narrative is generally difficult for the reader	Fail Poorly structured, lacks appropriate sub-headings and suitable paragraphing. It

Example of locked assignment viewed as a student.

When can students start submitting?

Students will be able to submit if:

1. The assignment is **published**.
- AND
2. The **Available from** date has passed or is left blank.

Assign to

Everyone × Start typing to search...

Due date **Time**

📅 ▼ Clear

Available from **Time**

📅 ▼ Clear

Until **Time**

📅 ▼ Clear

Example Assignment Name ↕

Start Assignment

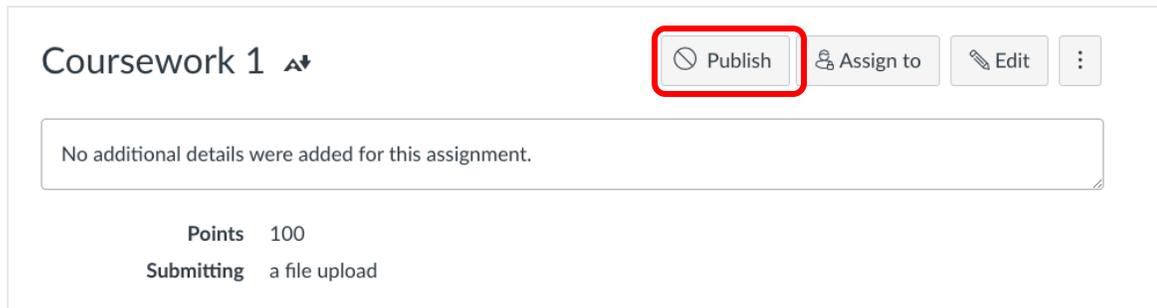
Due 28 Feb by 14:00 **Points** 100 **Submitting** a file upload

No additional details were added for this assignment.

How do I publish an assignment?

There are two ways to publish an assignment.

1. In the assignment settings, click the **Publish** button.



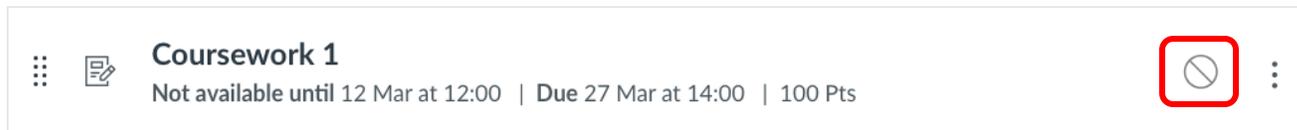
Coursework 1 

Publish  Assign to  Edit 

No additional details were added for this assignment.

Points 100
Submitting a file upload

2. On the Assignments page, click the **publish icon**.



  **Coursework 1**
Not available until 12 Mar at 12:00 | Due 27 Mar at 14:00 | 100 Pts  

Check assignment settings carefully before publishing!

Activity: Publish your assignment

1. Go to the **Assignments** page in your Sandbox.
2. Locate the assignment you created and click the **assignment name**.
3. On the assignment settings page, click the **Publish** button.
4. Click the **View as Student** button to preview assignment as a student.

The screenshot shows the Canvas LMS interface for an assignment titled "Coursework 1". At the top, there is a breadcrumb "Assignments > Coursework 1". To the right, there are two buttons: "View as Student" (highlighted with a red box) and "Immersive Reader". Below this, the assignment name "Coursework 1" is displayed with a plus icon. To the right of the name are four buttons: "Published" (green with a checkmark), "Assign to", "Edit", and a vertical ellipsis. Below the name is a text box containing the message "No additional details were added for this assignment." At the bottom left, the assignment details are shown: "Points 100" and "Submitting a file upload". On the right side, there is a section titled "Related items" with a horizontal line below it.

5. Leave student view and try unpublishing the assignment.
6. Enter student view again – a message will say the item is not available.

How do I check if an assignment is published?

On the Assignments page:

⋮
📄

Coursework 1

Not available until 12 Mar at 12:00 | Due 27 Mar at 14:00 | 100 Pts

⊘
⋮

⋮
📄

Coursework 1

Not available until 12 Mar at 12:00 | Due 27 Mar at 14:00 | 100 Pts

✔
⋮

In the Assignment settings:

Example Assignment Name ↕

Publish
Assign to
Edit
⋮

No additional details were added for this assignment.

Points 100

Submitting a file upload

Due	For	Available from	Until
28 Feb at 14:00	Everyone	-	-

+ Rubric

Example Assignment Name ↕

Published
Assign to
Edit
⋮

No additional details were added for this assignment.

Points 100

Submitting a file upload

Due	For	Available from	Until
28 Feb at 14:00	Everyone	3 Feb at 12:00	-

+ Rubric

Submitting on behalf of students

ILO: How do I upload an assignment on behalf of a student.

How do I submit on behalf of a student?

File Uploads must be enabled in the assignment settings.

1. Select **Grades** in the course menu.
2. In the **Gradebook** find the relevant student and assignment, and select the relevant cell.
3. In the cell, click on the **arrow icon**.
4. Select **Submit for Student**.
5. Upload the relevant file and click **Submit**.
6. Select **SpeedGrader** to see the file submitted.

Student Last Name	Student First..	Notes	Coursework 1 Out of 100
Student A	FEAT-S		<input type="text"/> /100 
Student B	FEAT-S		-

×



FEAT-S Student A

>

Coursework 1

 SpeedGrader
 Submit for Student

>

Post-assessment administration

A brief look at what happens once an assignment has been created.

Gradebook and posting grades

Grades in Canvas are stored in the **Gradebook**.

- When an assignment is set up, a column is automatically created in the Gradebook.
- Access the Gradebook via course menu > Grades.
- Canvas uses **grade posting policies** to manage grade visibility for students.

Gradebook Settings ×

Late Policies Grade Posting Policy Advanced View Options

Automatically Post Grades
 Assignment grades will be visible to students as soon as they are entered. Grades that have already been hidden will remain hidden.

Manually Post Grades
 Grades will be hidden by default. Any grades that have already posted will remain visible. Choose when to post grades for each assignment on each column in the gradebook.

Gradebook ▾

Student Names

Student name	Assignment Submission Out of 100	Example Assignment Nam UNPUBLISHED
FEAT-S Student A FEAT Lec and Sandbox 3	-	
FEAT-S Student B FEAT Lec and Sandbox 3	-	

Further Support

ILO: Access further Canvas support.

Canvas Support

- **Online Guidance: Getting Started with Canvas**
Information and guides to help you get started with Canvas.
- **Drop-In Clinics: Canvas Clinic Schedule**
Drop in anytime between 10am and 3pm to get Canvas help – bring your laptop.
- **1-to-1 Virtual Consultations: Book a Consultation**
Attend a 30-minute Canvas help session with FSE eLearning via MS Teams.
- **Raise a ticket via Connect**
Use the Blackboard, Turnitin & eLearning form in Connect to raise a request or flag an issue.

Summary

ILO: Reinforce key takeaways and information from today's session.

Intended Learning Outcomes

1. Set up and modify Individual Assignments in Canvas.

[How to set up a Canvas Assignment](#)

[How to add or edit details in an assignment](#)

2. Manage Assignment Visibility in Canvas.

[How to publish or unpublish an assignment](#)

[Understanding assignment due dates and availability dates](#)

3. Preview courses as a student.

[How to preview a course as a student](#)

4. Upload an assignment on behalf of a student.

[How to submit an assignment on behalf of a student](#)

Key Takeaways

- **Simplified setup.**
 - All assignment types set up as a Canvas Assignment and managed through settings.
 - Click on assignment name to edit.
- Submission types include **On Paper** and **No Submission**.
- **Rubrics** are visible to students as soon as the assignment is published.
- The **Available from** date controls when students can start submitting work.
- Set **bespoke deadlines** for individual students via the **Assign to** feature.
- Some settings become locked once work is submitted or marking begins.
- Due dates **automatically sync with course calendar**.

Tip: Check your assignment settings carefully before publishing!

Feedback

Please take a few minutes to complete our feedback survey.

Thank you for your support!

Survey link:

tinyurl.com/tlsetrainingfeedback

