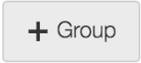


## Canvas: Managing Assignments for Grades

All of the following will be managed in the **Assignments section** of your Canvas course. Click on the **Assignments** link on the left navigation panel.

### Adding Assignment Groups

1. Click the  button in upper right
2. **Write a name** for your group (e.g. Reading, Homework, Discussions, Projects).
3. Optional: Add a weighted percentage

*Note: Weighted percentages will only be allowed if weighted grades are enabled. See Weighted Grades below*

### Adding Assignments

1. Next to any of the assignment groups, click the  button
2. Choose the type of assignment you wish to create, Give it a name, Due date, and Points
3. Click Save to save the assignment

**Save:** saves without exposing the assignment to students

**Save and Publish:** saves and exposes the assignment to students

**More Options:** Takes you to the assignment profile where you can manage additional settings for the assignment. You can always get to these settings later when you edit an assignment.

### Editing Assignments Details

1. Under any of your assignment groups, **click on the assignment name**

2. Click the  button in the upper right.

Here you can edit the title and text description. Below the description you can control the assignment properties (e.g. submission type, who its assigned to, duration of assignment)

3. After making your changes, click **Save**

## Canvas: Managing Assignments for Grades

### Weighted Grades

By default, assignments are configured where assignment points hold the same weight regardless of assignment group. By changing to weighted grades, each group will hold a percentage against on the final grade, regardless of how many points are in each category.

1. In the upper right, **click on the**  **button** (next to + Assignment )
2. **Check the checkbox** that reads “Weight final grade based on assignment groups”
3. **Add percentages** to each Assignment Group

*Note: all percentages should add up to 100% for the most predictable results*

4. Click **Save**