

**Canvas Assignments and Activities**

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**Assignments and Activities** [1\) How do I create an assignment in Canvas?](#) To create a new assignment, navigate to Assignments on the course menu. Click +Assignment at the top of the page. For more information on creating and editing assignments in Canvas, visit [https://community.canvaslms.com/docs/DOC-4131#jive\\_content\\_id\\_Assignments](https://community.canvaslms.com/docs/DOC-4131#jive_content_id_Assignments).

[2\) How do I create a quiz or exam in Canvas?](#) Quizzes and exams are both created using the Quizzes feature. To create an exam or quiz, navigate to Quizzes on the course menu. Then, click on +Quiz at the top of the page on the right-hand side. For more details on creating quizzes, modifying quiz settings, and grading quizzes, visit [https://community.canvaslms.com/docs/DOC-4131#jive\\_content\\_id\\_Quizzes](https://community.canvaslms.com/docs/DOC-4131#jive_content_id_Quizzes). If you plan on re-using questions (such as in a quiz and then again as a later assessment), you may wish to consider using Question Banks. This feature is also useful if you want to randomly pull a set of questions from a larger group. For more information on Question Banks, visit <https://guides.instructure.com/m/4152/l/50747-how-do-i-create-a-question-bank-in-my-course>. Once you create a Question Bank, you'll need to create a quiz that pulls questions from the Question Bank. For more information on this step, visit <https://guides.instructure.com/m/4152/l/98626-how-do-i-create-a-quiz-with-a-question-group-linked-to-a-question-bank>.

[3\) How do I create a discussion in Canvas?](#) To create a discussion, navigate to the Discussions link in the course menu on the left-hand side of your screen. Next, click on +Discussions at the top of the page. If you would like more information on how to create discussions, go to <https://community.canvaslms.com/docs/DOC-1977>.

[4\) How do I reorder discussions in Canvas?](#) You can pin discussions so students will see those specific discussions at the top of the Discussions index page. To pin a Discussion, click on Discussions in the course menu. Then, drag and drop the discussion up to the box labeled "pinned discussions." This link describes how to pin discussions: <https://community.canvaslms.com/docs/DOC-2717>.

[5\) How can I subscribe or unsubscribe from Canvas discussions?](#) You will be automatically subscribed to the discussion threads that you create in your course as an instructor, and you'll be notified when new comments are posted. To unsubscribe or subscribe to a discussion, click on Discussions in the course menu. Then, navigate to a specific discussion title and click Subscribe. Go to this link to view the specific steps you can take to subscribe or unsubscribe from a discussion: <https://community.canvaslms.com/docs/DOC-2799>. Canvas gives users a lot of control over how they are notified of course updates, including discussion comments. You can adjust where and how frequently you receive notifications. For more information, visit <https://community.canvaslms.com/docs/DOC-1286>.

[6\) How do I create group assignments in Canvas?](#) Groups in Canvas are a collaborative tool where students can work together on group projects and assignments. To create a group assignment, navigate to Assignments in the course menu. Click on +Assignment, then under the section "Group Assignment," check the box next to "This is a group assignment." This link provides more details on creating group assignments: <https://community.canvaslms.com/docs/DOC-2652>, and this link will specifically show you how to create groups within Canvas: <https://community.canvaslms.com/docs/DOC-1946>.

[7\) How does peer review work in Canvas?](#) Peer Review assignments give students the opportunity to provide feedback on other students' work. Visit this link for general information on how Peer Review assignments work: <https://community.canvaslms.com/docs/DOC-2656>. This link explains how to create a Peer Review assignment: <https://community.canvaslms.com/docs/DOC-2663>.

[8\) Can I assign grades for Peer Review in Canvas?](#) Yes, but you will need to create a "No Submission" assignment in your Gradebook and assign points to the Peer Review assignment manually. Visit this link and read the subsection "Peer Review Grades" for more details on how to assign grades for Peer Review assignments: <https://community.canvaslms.com/docs/DOC-2656>.

[9\) What are Collaborations in Canvas?](#) Canvas features a Google Docs integration that allows up to 50 users to work together on the same document at the same time. Collaborative documents are saved in real-time, and changes made by users are immediately visible to everyone. (Important: before using this feature, students will need to link their Clemson Google account to Canvas from their user settings.) To begin a new Collaboration, click on Collaborations in the course navigation menu, then follow the on-screen prompts to set up the document and add users. For more information on using Collaborations in your course, visit <https://community.canvaslms.com/docs/DOC-2627>.

[10\) How do I create a Turnitin assignment in Canvas?](#) To create a Turnitin assignment, click on Assignments in the course menu. Then, click on +Assignment (at the top of the page). In the Submission Type drop-down menu, choose External Tool. Type Turnitin in the search field and click Find. For more information on creating Turnitin assignments in Canvas, visit <https://community.canvaslms.com/docs/DOC-1799>. For information on grading Turnitin assignments in Canvas, visit <https://community.canvaslms.com/docs/DOC-1799>.

<https://community.canvaslms.com/docs/DOC-2860>.

### **11) How can I create a VoiceThread assignment in Canvas?**

To create a VoiceThread assignment, click on Assignments in the course menu. Then, click on +Assignment (at the top of the page). In the Submission Type drop-down menu, choose External Tool. Type VoiceThread in the search field and click on Find.

### **12) How do I use Respondus Lockdown Browser?**

To set up a Respondus Lockdown Browser assignment, click on Quizzes in the course menu. Then, click on +Quiz (at the top of the page). In the Quiz settings under Quiz Restrictions you will see an option "Require Respondus LockDown Browser." You can also require Lockdown Browser to be used to view quiz results. Students will need to download and install Respondus Lockdown Browser on their computers before they complete the assignment. For more information on Respondus (including download links), visit [https://www.clemson.edu/ccit/learning\\_tech/ccit\\_training/ott/respondus\\_ldb/](https://www.clemson.edu/ccit/learning_tech/ccit_training/ott/respondus_ldb/). For more information on how to create a quiz in Respondus, visit [https://www.clemson.edu/ccit/learning\\_tech/ccit\\_training/ott/respondus/](https://www.clemson.edu/ccit/learning_tech/ccit_training/ott/respondus/). We are in the process of developing Clemson-specific resources for Respondus Lockdown browser. This FAQ will be updated as soon as they are available.

### **13) How do I record attendance in Canvas?**

To record attendance, navigate to Attendance in the course menu. This will open the Roll Call Attendance Tool in Canvas. This link provides answers to common questions regarding the use of the Attendance Roll Call Tool and shows you how to use the tool:

[https://community.canvaslms.com/docs/DOC-4131#jive\\_content\\_id\\_Attendance\\_Roll\\_Call](https://community.canvaslms.com/docs/DOC-4131#jive_content_id_Attendance_Roll_Call).

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