

HOW TO: Create an Assignment in Canvas

590 Faye Buckley August 3, 2017 [Assignments](#)

Creating an Assignment

1. Click **Assignments** in **Canvas Navigation**.
2. Click the **Add Assignment** button at the top of the window.
3. Enter a name for the assignment in the **Assignment Name** box.
4. Enter information about the assignment in the box or insert content from the **Insert Content into the Page** section.
5. Enter the amount of points the assignment is worth in the **Points** box.
6. Click the arrow on the **Assignment Group** box and select a group from the resulting menu.
7. Click the arrow on the **Display Grade as** box and select how you would like the grade to be displayed from the resulting menu.
8. Make additional selections for the assignment as desired. Click **Save & Publish** button to make the assignment live or click the **Save** button to save it as a draft.

Online URL: <https://hdkb.clemson.edu/phpkb/article.php?id=590>