

Canvas : Editing, Duplicating, or Deleting an Assignment

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How to edit, duplicate, or delete a Canvas Assignment

EDITING AN ASSIGNMENT

1. In **Course Navigation**, click the **Assignments** link.
2. Click the **Assignment name** and choose the **Edit** button.
3. Make changes to the assignment and click the **Save & Publish** button or **Save** button depending on your preference.

DUPLICATING AN ASSIGNMENT

1. In **Course Navigation**, click the **Assignments** link.
2. Click the **Settings** button of the assignment you wish to duplicate.
3. Select **Duplicate**.

DELETING AN ASSIGNMENT

Caution: Deleting a graded assignment also removes the assignment from Grades.

If an assignment has student submissions, this will remove student submissions and any comments.

1. In **Course Navigation**, click the **Assignments** link.
2. Locate the assignment you want to delete and click the **Options** icon.
3. Click the **Delete** link.

If you have more questions, email ITHELP@clemsnson.edu or call 864-656-3494.

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