

## Canvas : Editing, Duplicating, or Deleting an Assignment

Article Number: 771 | Last Updated: Tue, Sep 24, 2019 at 9:54 AM

How to edit, duplicate, or delete a Canvas Assignment

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### EDITING AN ASSIGNMENT

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

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### DUPLICATING AN ASSIGNMENT

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

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### DELETING AN ASSIGNMENT

**Caution: Deleting a graded assignment also removes the assignment from Grades.Â**  
**If an assignment has student submissions, this will remove student submissions and any comments.Â**

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

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Posted - Tue, Sep 10, 2019 at 2:23 PM.

Online URL: <https://hdkb.clemson.edu/phpkb/article.php?id=771>