Assignments and Grading
Introduction

Ideally, in Canvas, we would create our Assignment Groups before we create our Assignments. Think of Assignment Groups as Grade Items, because you will designate the weighting percentages by creating Assignment Groups. Further, each Assignment needs to be placed in its corresponding group to be weighted accordingly.

If you already created your Assignments before you had the chance to create your Assignment Groups, no worries! This guide will show how to create Assignment Groups, specify Assignment settings, and associate Assignments with their respective groups. Then, we will briefly cover the Gradebook, and then the fun part - using SpeedGrader on the new Teacher app!

Preferred Browsers

Try to use Firefox or Chrome when working on creating your assignment groups and weights Canvas, especially when creating an assignment using TurnItIn.

Sample Grade Items/Assignments and Assignment Groups

For example, let us say the organized list below contains our Grade Items to be placed in Groups, and the Groups’ weights. Here, we see seven Assignments/Grade Items and five Groups. All of the Groups’ weights add up to 100%.

**Papers Group**: Papers, 1, 2, and 3 collectively = 10%
**Discussions Group**: Discussions = 5%
**Research Paper Group**: Research Paper = 30%
**Oral Presentation Group**: Oral Presentation = 30%
**Final Exam Group**: Final Exam = 25%
How to Create Assignment Groups

We will begin by creating the Assignment Group. Click the Assignments tab on the course navigation panel.

Home

Modules

Syllabus

Announcements

**Assignments**

Discussions

Quizzes

Grades

Then, from the Assignments page, click the +Group button on the upper right of the screen.

Click the +Group button.
Enter the **Group Name** and **% of total grade**. In this case, we will name it *Papers*, and weight it at **10%**, and press **Save**.

Now that we know how to add a Group and designate the weight, fast forward to completing all five Groups on our list. Make sure all of the Groups’ weights add up to a **100%** total. Notice below, our Groups on the left and their weights on the right?
How to Create an Assignment

Now that our Groups are in order, let us create our Assignments. A best practice is to create Assignments from their respective Modules/Topics. Click the Modules tab in your course navigation menu. Here, we see our Modules, in collapsed view.

Let us open the second module/topic, Media Messages, to add the first paper. To add an Assignment to a module, press the + button to the far right of the module’s title.
Choose **Assignment** from the drop-down list, click **New Assignment**, enter the **Assignment Name**, and press **Add Item**.

The **Assignment** will appear at the bottom of the Module’s Items.
To edit the assignment, click directly on it. The Paper 1 assignment page opens, but we need to click the Edit button to add instructions and specifications.

The Rich Content Editor opens. Enter your instructions into this field. If your students are submitting a paper, a best practice is to request that they submit the paper as a PDF in the instructions.
Assignment Specifications

Just under the Rich Content Editor is the field for Points. No matter the assignment, be sure to assign everything 100 points. This is because students understand 88 out of 100, for example.

Just under Points is Assignment Group and its drop-down list.

Because we already created our groups, we will select Papers from the drop-down list.
From the **Display Grade as**, choose **Points** or **Percentage**, for graded assignments.

**Turnitin**

From the **Submission Type** drop-down menu, be sure to use **Online** when using **Turnitin** and make sure that File Uploads is selected.
From the **Plagiarism Review** drop-down menu, select **Turnitin**. Once selected, Turnitin settings will expand and should populate with the following settings. Please double-check to ensure the settings are checked.
Other Assignment Submission Types

If you would like your students to submit PowerPoints or Excel sheets, make sure the Submission Type is: Online -> File Uploads.

Note: If your students are submitting a video using the Arc video platform, be sure the Submission Type is: Online, with both Text Entry and File Uploads checked. For more information, please review the faculty and student guides located on the CII site, under the Academics tab on myLynn.edu.
For every assignment, make sure **Sync to SIS is checked**, so the grades are reported to Jenzabar.

In the **Assign to** window, assign to **Everyone** unless you have designated class groups for projects. Students will see but not be able to submit until the date you make the assignment available. **+ Add** is for special cases, to help student/s with late submissions.

**Note:** 7 days after due date, we must grade. Also, we have 7 days after the date of a late submission to grade. Students need instant feedback. With SpeedGrader, you will enjoy how convenient grading can be, in Canvas.

Continue creating your assignments, until completion.
Graded Discussions

Note: If you would like your Discussion to show on the Assignments page, make sure to check **Graded** in the list of **Options**.

**Attachment**
- [ ] Browse...
- [ ] No file selected.

**Options**
- [x] Allow threaded replies
- [ ] Users must post before seeing replies
- [ ] Enable podcast feed
- [x] Graded
- [x] Allow liking
  - [ ] Only graders can like
  - [ ] Sort by likes

**Group Discussion**
- [ ] This is a Group Discussion

**Points Possible**
- 100

**Display Grade as**
- Points

**Sync to SIS**
- [x] Include this assignment's grades when syncing to your school's Student Information System
What if I created my Assignments before I created my Assignment Groups?

If you created your Assignments before your created your Assignment groups, have no fear or worries. Just create your Groups as we showed above. Then, from the Assignments page, click the Gear icon located in the upper right corner of the screen.

Select Assignment Groups Weight from the drop-down menu.

Then, simply input your weights into their corresponding Assignment Groups, as shown below.
Then, from the Assignments page, conveniently drag and drop your assignments into their respective groups! Neat!

Or, you could specify the Assignment Group while editing an assignment.

Note: If your assignment is unpublished on the Assignments page, it will also not show in the Gradebook or from the students’ view, and vice-versa.
How to use Gradebook

Gradebook shows all Assignments and Groups. The grades will be calculated based on the grades of each assignment so no need to do any math. You can complete your grading within each of the assignments using Speedgrader to input your grades, or manually input the grades into their respective columns here in the Gradebook.

How to Grade Using SpeedGrader (from a browser)

Choose the Assignment you need to grade. For this example, we will choose Paper 1.

The Assignment Inbox page opens. Click SpeedGrader located on the extreme right of the page.
The student submissions automatically load, starting with your 1st student.

The student submissions automatically load, starting with your 1st student.

The tool ribbon at the top right of the screen offers you ways of leaving feedback, such as typing comments and writing with the iPad pencil.

On the upper left of SpeedGrader ribbon, click Gearbox to hide student names, or the Bell icon to mute your feedback until you have finished grading all of your students' submissions for this assignment.

Remember to unmute when finished grading.
Type in the Grade, and it automatically populates and calculates in the Canvas Gradebook. You can fill out (1) Assignment Comments, (2) include an attachment, or (3) record a video of your feedback, and press Submit.
How to Use SpeedGrader from the Canvas Teacher App

Downloaded the Canvas teacher app to your iPad.

From the Canvas teacher app, you will see your Course Cards on your Dashboard. Select the course for which you would like to start grading assignments.
Within your course, tap the **Assignments** tab.

You will see all of the course assignments.
Select the Assignment you wish to grade. Three circles will show the numbers of graded submissions, those that need grading, and the number of those not submitted.

Use your Apple Pencil to make grading faster and easier. Type in your comments, as well.

What does Paris have to offer? Talk about the good things that bring people there.

What brings people from all over the world to Paris as a travel destination? Is it the art of Monet, Van Gogh, and Remar, its history and chic vibe? Perhaps you’re a writer who admires Hemingway and wishes to walk the same streets as he made his name and gained his fame. Perhaps you studied film and appreciate French Film History, the unique period of the Avant Garde and its Dada artists of the time such as Man Ray, Marcel Duchamp, and Salvatore Dali. Maybe you’re a music lover who has a dream to see a specific opera at the luminous and lustrously ornate Opera House adorned with golden busts of the world’s finest classical composers such as Mozart and Bach. Don’t forget, the Phantom lives under the Opera House by an underground canal and cavern. Does a quote by Voltaire call you? Coco Chanel defined chic and reached legendary status starting with her boutique in Paris. Paris’ grim history rings a
Tap Grade in the upper right corner to Customize Grade or Excuse Student.

See the TurnItIn Similarity Score at a glance by tapping on the percentage (in blue) for further inspection of originality reports.

Happy Grading with SpeedGrader! 😊

Please contact the Instructional Design team with any questions or concerns.
(561) 237-7980
InstructionalDesigners@Lynn.edu