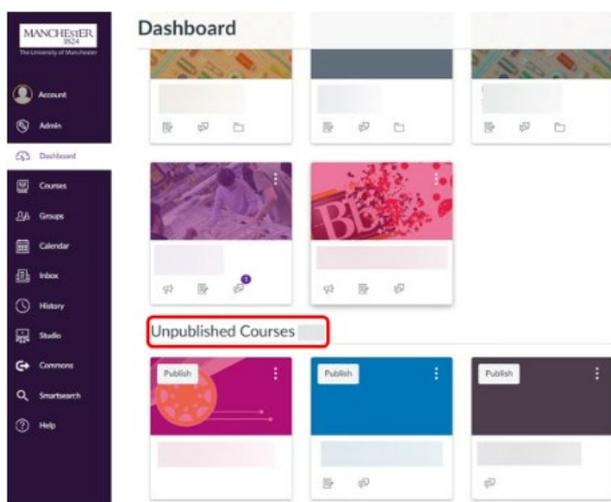


Activity 1:

Create a Canvas Assignment to allow individual students to submit digital files.

1. Go to canvas.manchester.ac.uk.
2. Enter your University username and password (if prompted).
3. Click either **Dashboard** or **Courses** in the **Global Navigation Menu** on the left hand side.
4. Locate your **Sandbox**, under Unpublished Courses.



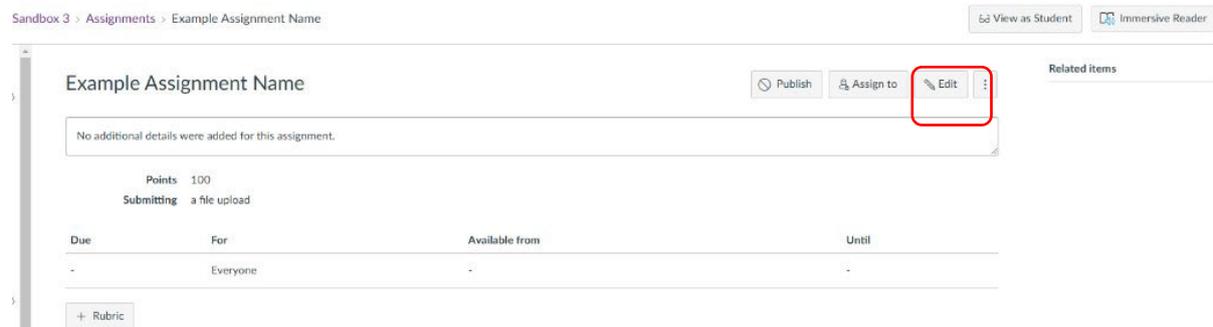
5. Click on the 'tile' to access your **Sandbox**.
6. If the **course menu** is not visible in your Sandbox, then click on the 3 line icon to

expand it  Rebecca's Sandbox

7. Click **Assignments** in the **course menu**.
8. Click **+ Assignment**.
9. Enter an **Assignment name**.
10. Configure the Assignment settings as follows.
 - **Points:** Enter 100
 - **Assignment group:** Assignments (leave as default)
 - **Display grade as:** Points (leave as default)
 - Do not count this assignment towards final grade (leave unticked)
 - **Submission type:** Online > File uploads
 - **Submission Attempts:** Unlimited (leave as default)
 - **Plagiarism Review:** None
11. **Group assignment:** leave unticked.
12. **Peer reviews:** leave unticked.
13. **Moderated grading:** leave unticked.
14. **Anonymous grading:** leave unticked.
15. **Assign Access: Assign to:** Everyone (leave as default).
(Optional) Enter a **Due Date** and dates to restrict access (**Available from, Until**).
16. Click **Save** (not Save & publish!).

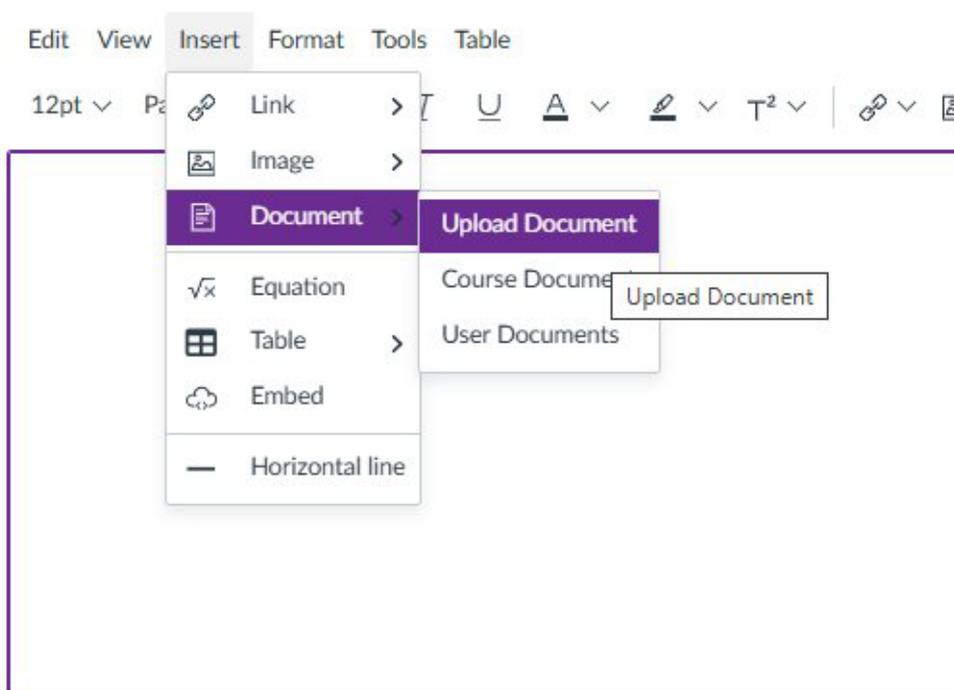
Activity 2: Edit an assignment

If you're following on from Activity 1 and have just created an assignment, you will see an **Edit** button on screen.



If you have navigated away from your assignment and cannot see the Edit button:

- Go to the course menu, click the **Assignments** menu.
 - Click the **Assignment** name to open assignment settings.
1. Use the **Edit button** on screen to Edit the following assignment settings.
 2. Change the **Assignment name**.
 3. Try using the **Rich Content Editor** to:
 - Add instructions to the textbox.
 - Insert a Document.
 - Insert a Link (External Link). (**Text** will be the name of the link which appears on screen, copy and paste a website URL into the **Link** field).



4. Locate the **Assign to** box in assignment settings, so you know where to this setting is. (In an actual course unit, you would be able to search for students by name to add them).

Assign Access

Assign to

Everyone X Start typing to search...

Due date **Time**

Clear

Available from **Time**

Clear

Until **Time**

Clear

5. Locate the **+ Create rubric** button, so you know where this setting is. Optional: Try clicking **+ Create rubric** to see what settings are available (you do not need to create or add a rubric).
6. Scroll down to the bottom of the screen and **Save** your changes. (Do not use Save and Publish – we'll be publishing the assignment in the next activity).

Activity 3: Publish your assignment and check student view

Students can see an assignment which is published in their Assignments area and can click on the assignment link to open details.

The activity below gives you an opportunity try publishing your assignment, then clicking  **View as Student** to see what information is visible to students. Finally, you can also practice **Unpublishing** your assignment, in case you need to hide your assignment from students.

If you're following on from Activity 2 and are still in the assignment settings screen, you will see the  **Publish** button.

Example Assignment Name

No additional details were added for this assignment.

Points 100
Submitting a file upload

Due	For	Available from	Until
-	Everyone	-	-

+ Rubric

Related items

If you have navigated away from your assignment and cannot see the Publish button:

- Go to the course menu, click the **Assignments menu**.
 - Click the **assignment name** to open assignment settings.
1. Publish the assignment you created in your Sandbox, by clicking the **Publish** button in the assignment settings screen.
 2. In assignment settings click the **View as Student** button at the top of the page to enter student view. (Once you've had a look at student view to exit this view click **Leave student view** at the bottom of the page)
 3. Try unpublishing the assignment (hover your mouse over the **Published button** till it changes to **Unpublish** then click Unpublish.

Unpublish

4. Try clicking **View as Student** again, you will see a "Not Yet Available" / Access Denied message, as students are not able to view unpublished Assessments.
5. Click **Leave Student View** when you are ready to return to the staff view.