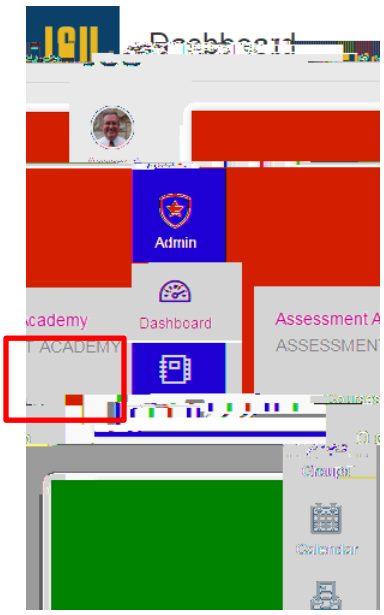
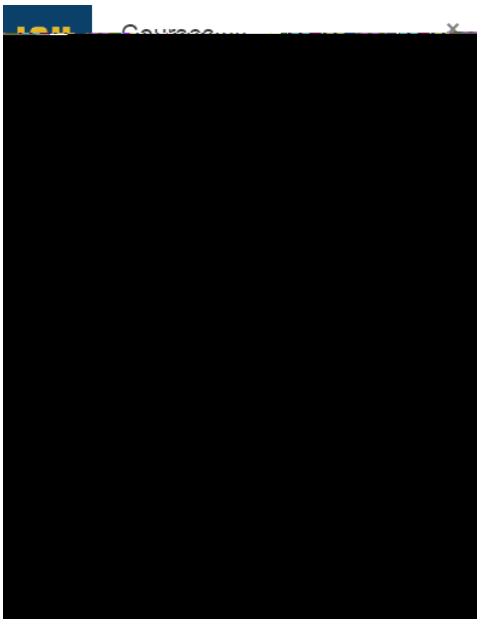
Part One:-

Canvas is located at http://canvas.jcu.edu and can also be foun

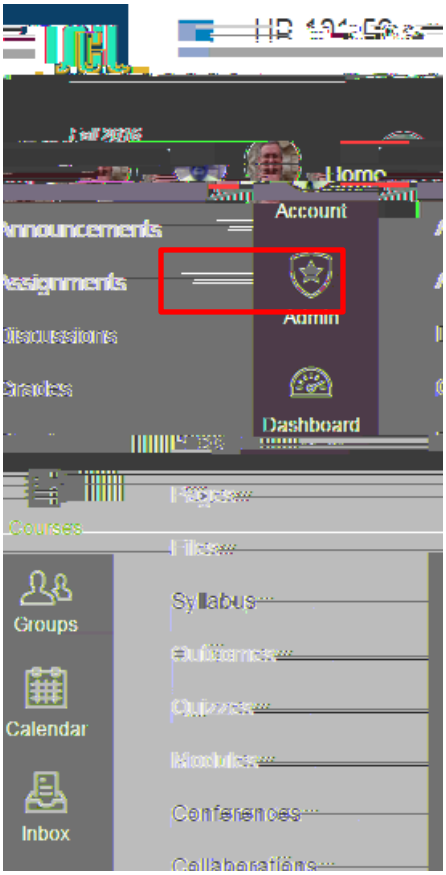


When you click on the word **Courses**, you'll see a list of your classes. Choose your class.



STEP THREE: Click on Assignments

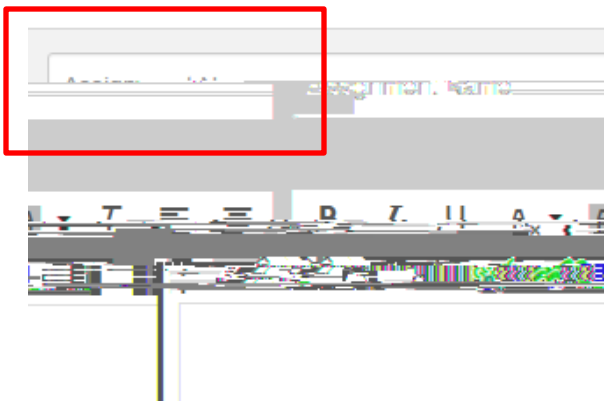
Just to the right of the left-most menu, there are a number of options. Click on **Assignments**.



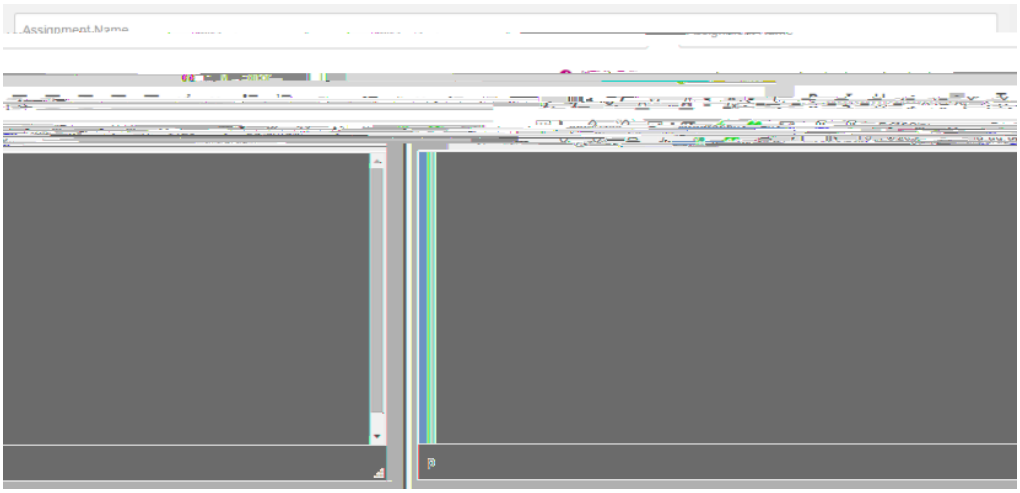
STEP FOUR: Actually Create the Assignment

Click the big blue **+ Assignments** button.

You must give the assignment a name, which goes in the first box.

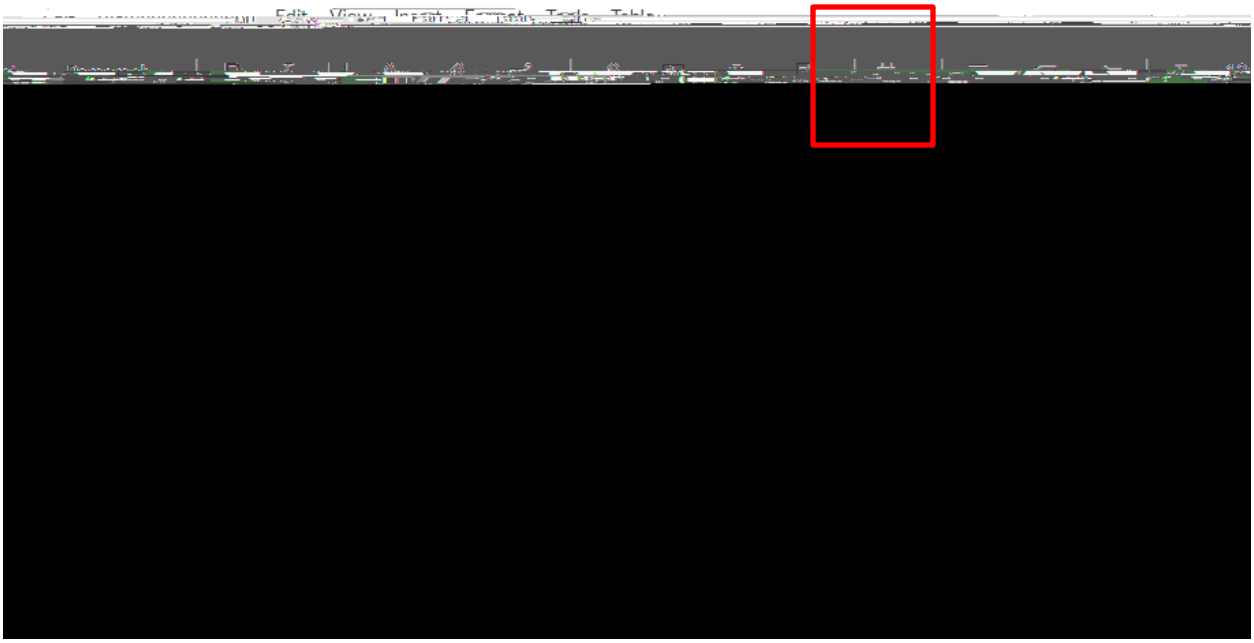


The big box (below the name box) is a place where you can type your assignment description or paste it in from another document. It has a decent selection of formatting options.

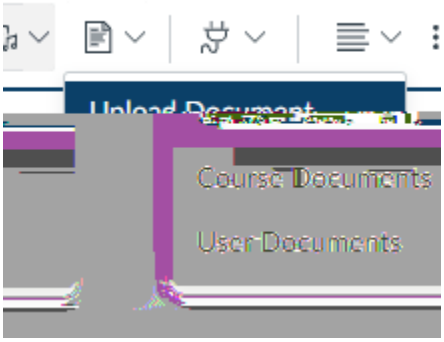


Those who actually assess student work from your course (core subcommittee members, for example) have requested a copy of the assignment students are given. Once the set-up is completed, I will be able to access the text you put in this box, so please include the assignment description here.

You can also use the Documents menu above the big box to insert a link to an uploaded document (a reading, or the assignment description, etc.).



You'll choose Upload Document if it's not already in your Canvas course or Course Documents if it is.

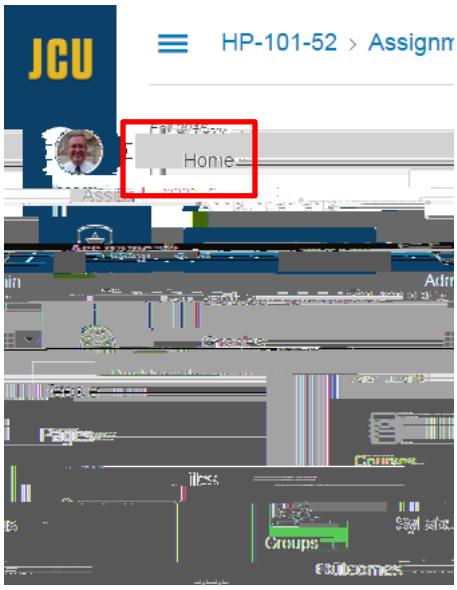


The name of the file will appear as a blue link in the assignment description box. Students will be able to download your file by clicking on it.

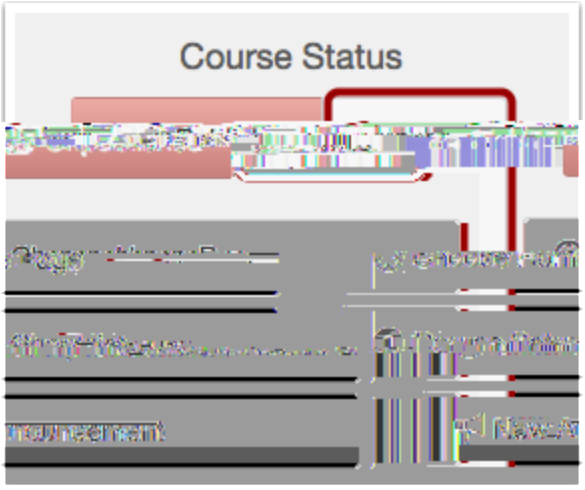
Once you've selected Online, you also must also tell it what type of online entry to allow. **File Upload** is the most likely. It allows students to upload a file. **Text Entry** gives them a box in which to type their answer with some limited formatting choices. **Website URL** allows them to provide a link to a website (for e-portfolios, for example). **Media Recordings** is for video or audio files.

Near the bottom of the page, there is a **Due Date** box. Filling in this field will make the assignment show up on students' Canvas calendar and will automatically mark their work late if it is submitted after the due d

If you didn't **Save & Publish**



On the far right, you'll see this:

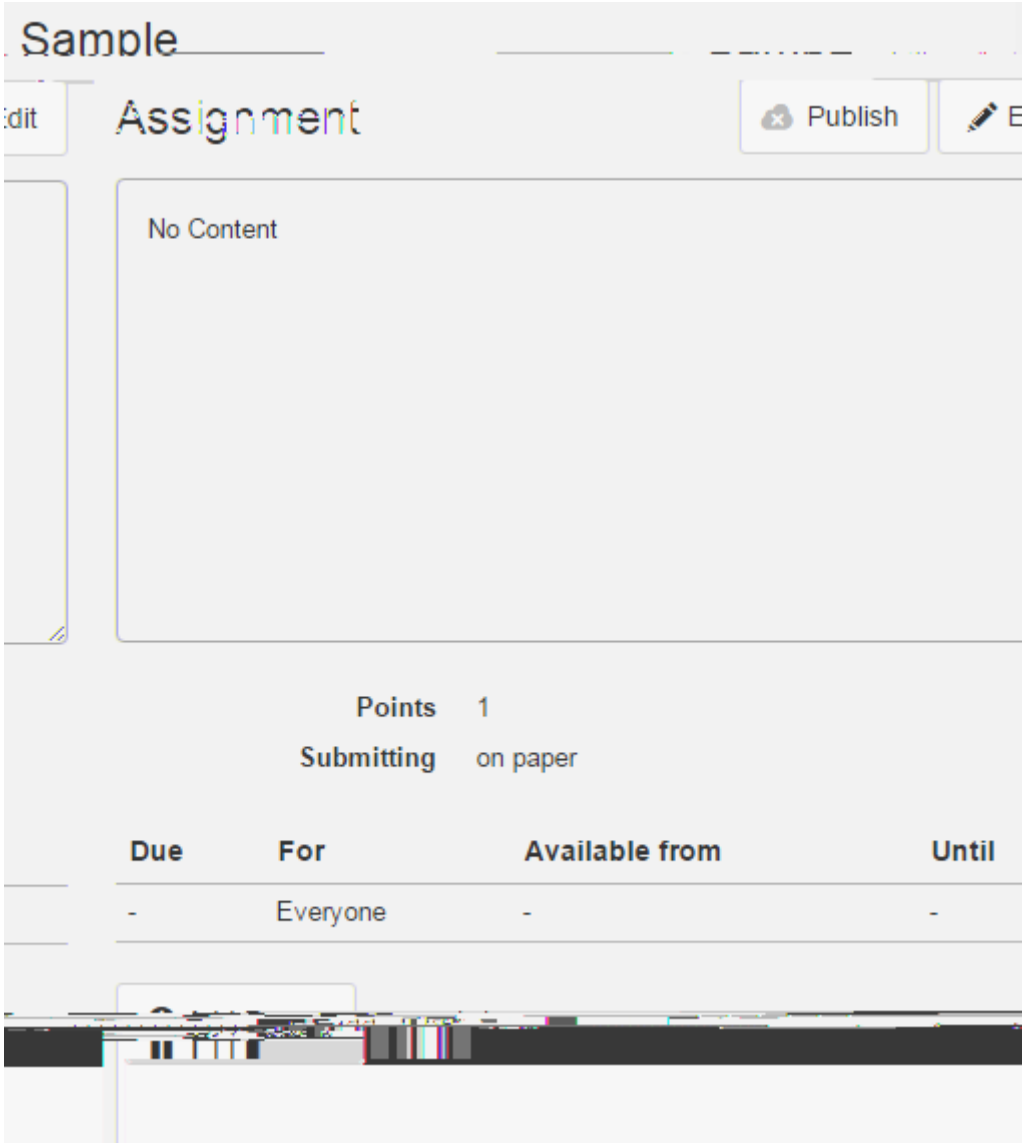


Click **Publish**!

[redacted] a Rubric

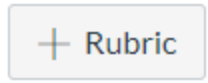
STEP TWO: Click on the Assignment

Find the Assignment you want to link a rubric to and click on it. Your screen should look something like this:



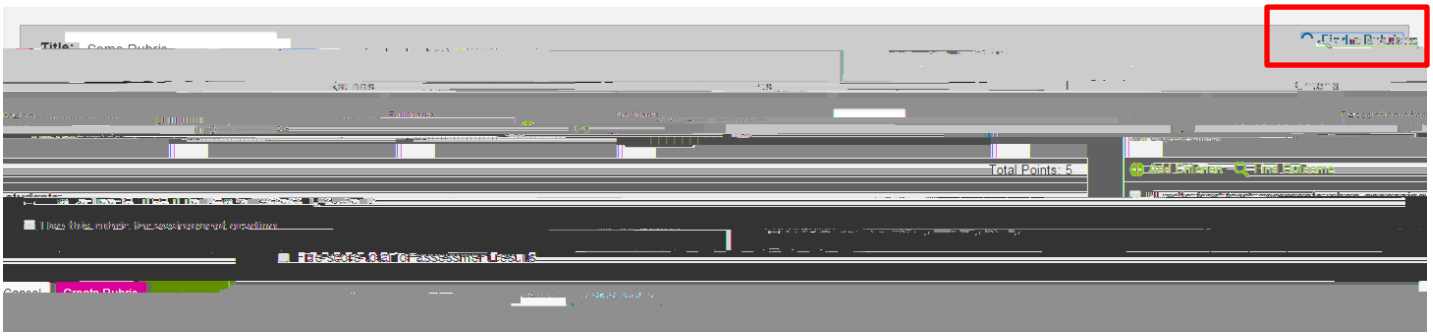
STEP THREE: Click on Add Rubric

The button looks like this.

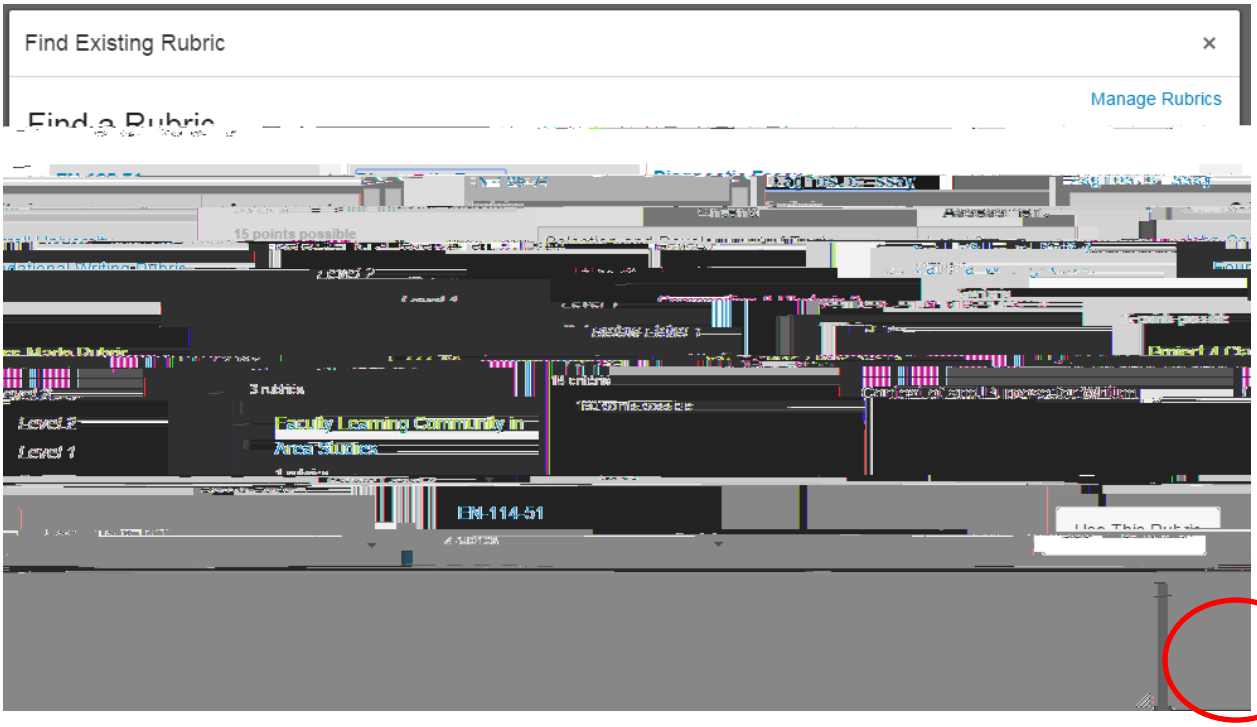


STEP FOUR: Click on Find a Rubric

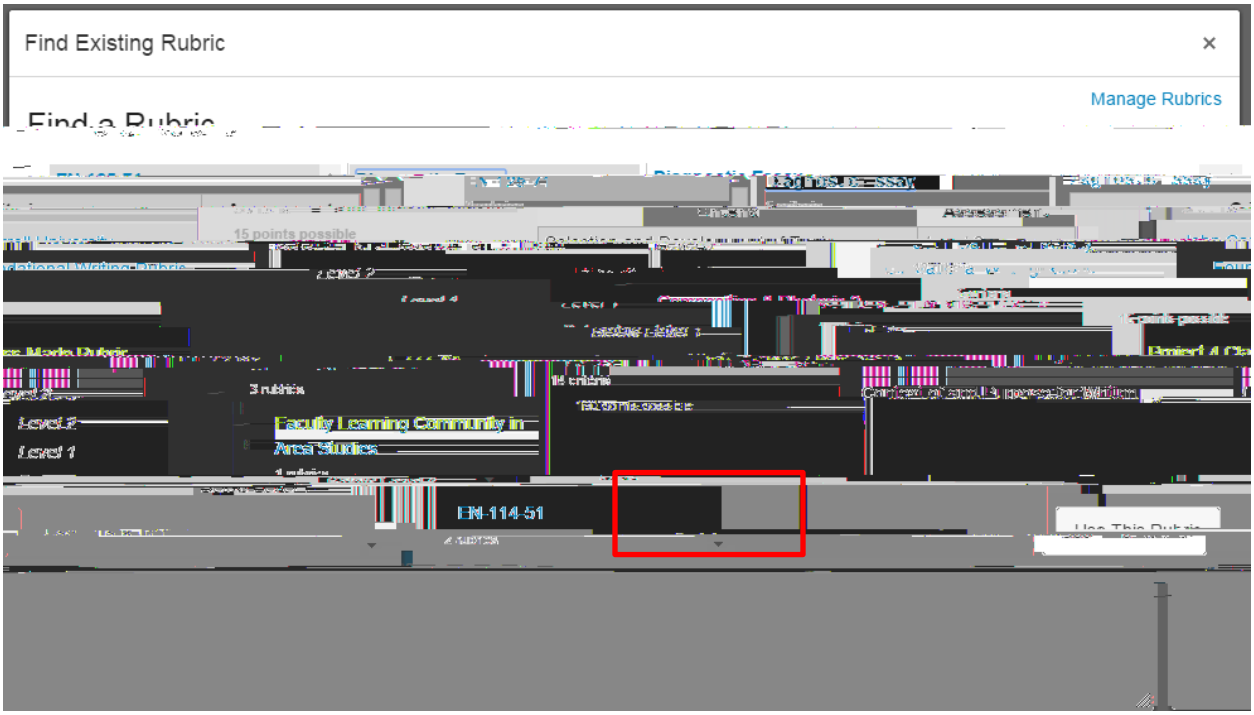
The system automatically gives you a starter rubric. In the upper right hand corner, click on the **Find a Rubric** link beside the magnifying class icon.



Clicking the link brings up the **Find Existing Rubric** menu. You should drag on the bottom right-hand corner to make it bigger (at least until you can see the Use This Rubric button on the right.



This window has three parts. The left-hand section tells you where the various rubrics live in Canvas (Canvas calls these Accounts). In the example window, I can choose rubrics from four of my courses (EN-125-71, EN-111-68, EN 114-51, and Composition & Rhetoric 2), from a faculty course (Faculty Learning Community in Area Studies), or from "John Carroll University." You will only be able to see your own courses, the department offering the course, and "John Carroll University." Since this is from an English class, if there were English departmental rubrics in Canvas, I would see

The middle section will list the rubrics available in that particular Account. There are three here. The highlighted one is previewed in the right-hand section.

Once you've selected the rubric you want, click **Use This Rubric**.