

# UBC Forestry

## Canvas: Assignment Groups in Canvas

### Table of Contents

**Table of Contents..... 1**

**A. Creating Assignment Groups in a Course .....1**

**B. How to Weight the Final Course Grade based on Assignment Groups.....3**

**C. How to Create an Assignment Shell in an Assignment Group .....5**

**D. How to Manage Assignment Groups .....6**

Setting up Assignment Groups allows to better organize the different types of assignments you use in your course. The groups you make in assignment groups, can help you manage the weighting of various assignment grades in the final grade.

### A. Creating Assignment Groups in a Course

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**1. Open Assignments**

In Course Navigation, click the **Assignments** link.

Media Gallery

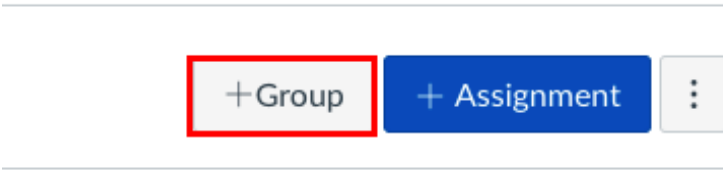
Modules

Discussions

**Assignments**

Quizzes

**2. Click the “Add Group” button**



**3. Enter the Assignment Group Name in the Group Name field**

If you want to weight the final grade for students using assignment groups, the percentage will appear in **% of total grade** field.

Add Assignment Group

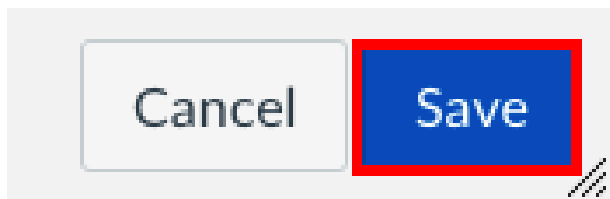


Group Name:

% of total grade

**4. Save Assignment Group**

Click 'Save' button.



## B. How to Weight the Final Course Grade based on Assignment Groups

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### 1. Open Assignments

In Course Navigation, click the **Assignments** link.

Media Gallery

Modules

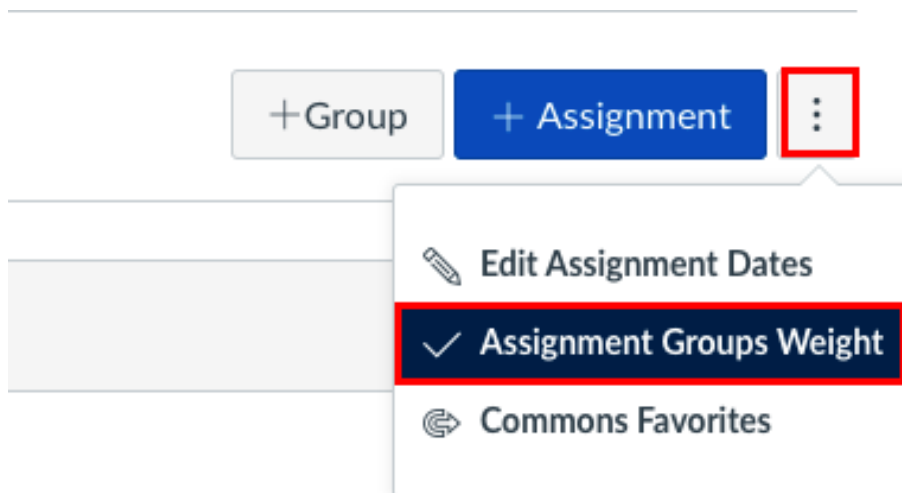
Discussions

**Assignments**

Quizzes

### 2. Click the Assignments Options icon

Then select the **Assignment Groups Weights** option.



3. **Click checkbox to indicate that you want to weight final grade based on assignment groups**

Enter the percentage weights for each assignment group you've created. The percentage weights you fill in here will determine how Canvas calculates the final grade for your course. These weights will show up in Gradebook for both students and instructors.

Assignment Groups Weight ×

Weight final grade based on assignment groups

EX.Test	0	%
Assignments	20	%
Online Discussions	20	%
Online Discussions	20	%
Quizzes	30	%

4. **Click Save**

## C. How to Create an Assignment Shell in an Assignment Group

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### 1. Open Assignments

In Course Navigation, click the **Assignments** link.

Media Gallery

Modules

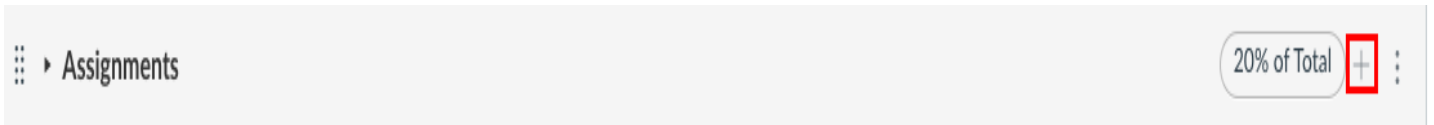
Discussions

**Assignments**

Quizzes

### 2. Click on the “Add” Icon

In an assignment group header, click the **“Add”** icon.



### 3. Enter Assignment Details

- 1) Set the assignment “Type” by clicking the drop-down menu.
- 2) Type in the “Name” of the assignment.
- 3) Click the calendar icon to set a due date.
- 4) Enter the number of points of the assignment.

Add Assignment to Assignments



Type:

Name:

Due:  

Points:

More Options

Cancel

Save & Publish

Save

#### 4. Save Assignment


To save the assignment to edit later click **“Save”**. To save and publish the assignment, click **“Save and Publish.”**

Add Assignment to Assignments ✕

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Type:

Name:

Due:  

Points:

## D. How to Manage Assignment Groups

### 1. Click the Options drop down menu

- 1) To edit the assignment group, click **“Edit”** link.
- 2) To delete the assignment group, click the **“Delete”** link.
- 3) To move all content from an assignment group into another group, click the **“Move Contents”** link.
- 4) To move or re-order an assignment group on the Assignment page, click the **“Move Groups”** link.

