

# UBC Faculty of Forestry & Environmental Stewardship

## Canvas: Assignment Groups in Canvas

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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

Media Gallery

Modules

Discussions

**Assignments**

Quizzes

2. Click the “Add Group” button

+Group

+ Assignment

⋮

**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:

e.g., Essay Group 1

% of total grade

**4. Save Assignment Group**

Click 'Save' button.

Cancel

Save

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

**1. Open Assignments**

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

Media Gallery

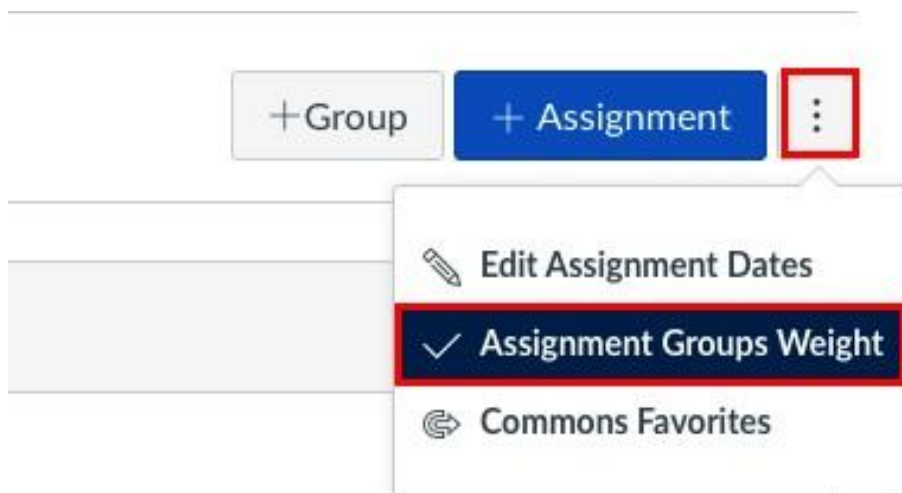
Modules

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**

Cancel

Save



Add Assignment to Assignments

Type: Assignment

Name:

Due:

Points: 0

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

Type:

Assignment

Name:

Due:

Points:

0

More Options

Cancel

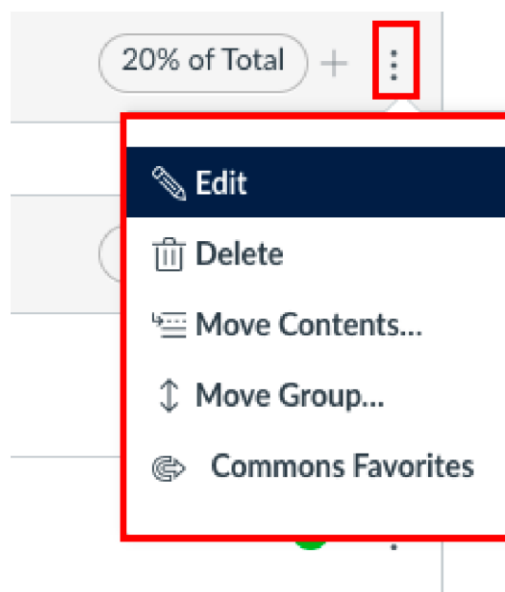
Save & Publish

Save

## 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.