



## 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 X

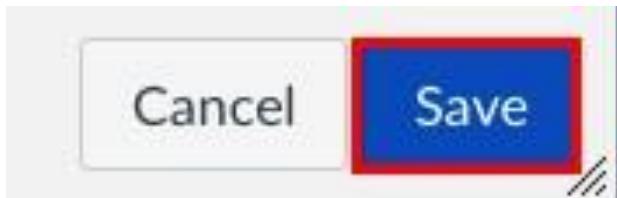
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Group Name:

% 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

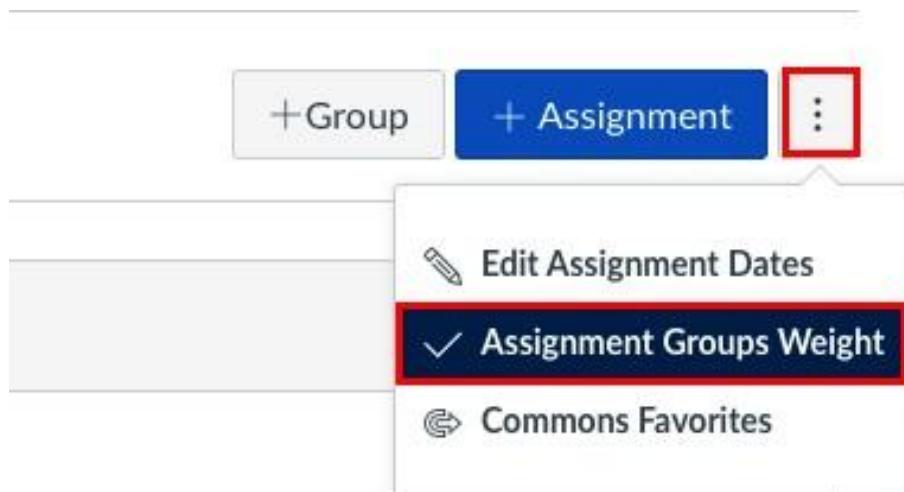
Discussions

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**

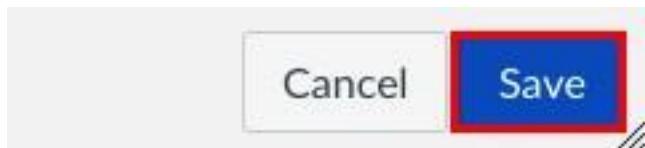
Enter the percentage weights for each assignment group you've created. The percentage weights you fill in here will determine how Canvas calculates the final grade for your course. These weights will show up in Gradebook for both students and instructors.

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

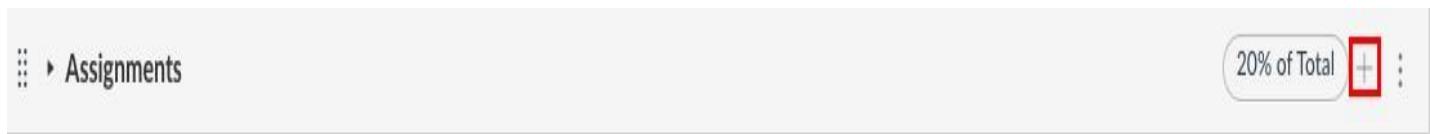
Discussions

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:  Calendar icon

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 X

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Type:  ▼

Name:

Due:  Calendar icon

Points:

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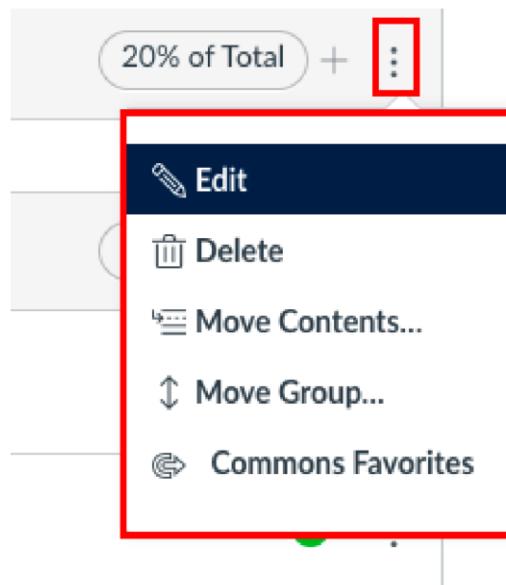
More Options Cancel Save & Publish Save

## D. How to Manage Assignment Groups

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### 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.