Assignments and grades

A CANVAS GUIDE FOR STUDENTS

This guide includes the following steps

- Finding the assignment
- Submitting a document
- Finding feedback and grade

Finding the assignment

You can find your assignment either by clicking your **course card**(**A**) or clicking the assignment name in the **To-do**-list to the right(**B**). By using the latter, you immediately head into the assignment page – in that case skip to the next heading (Submitting a document) in this document.
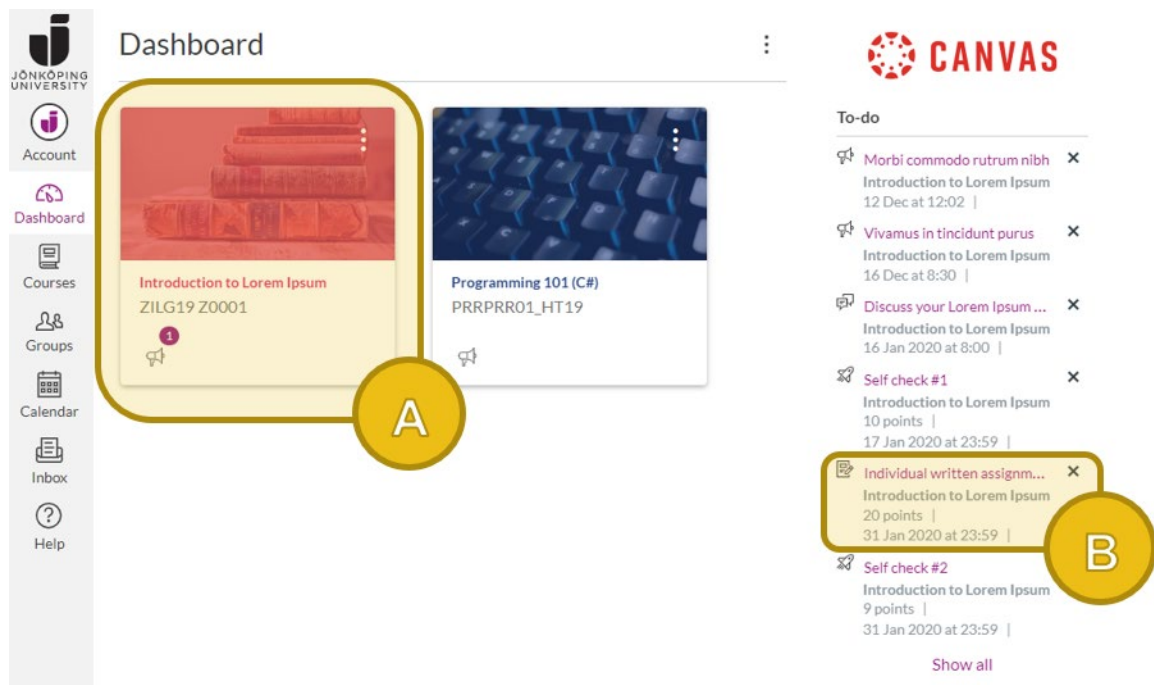

Figure 1: Canvas dashboard.

In the course room click either **Modules**(**C**) or **Assignments**(**D**), depending on how your teacher has setup your course.

Author   Martin Larsson (larmar)   2020-09-18
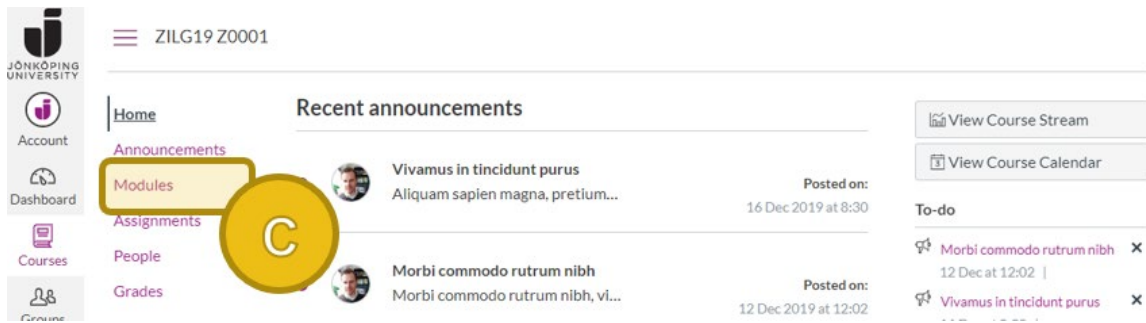
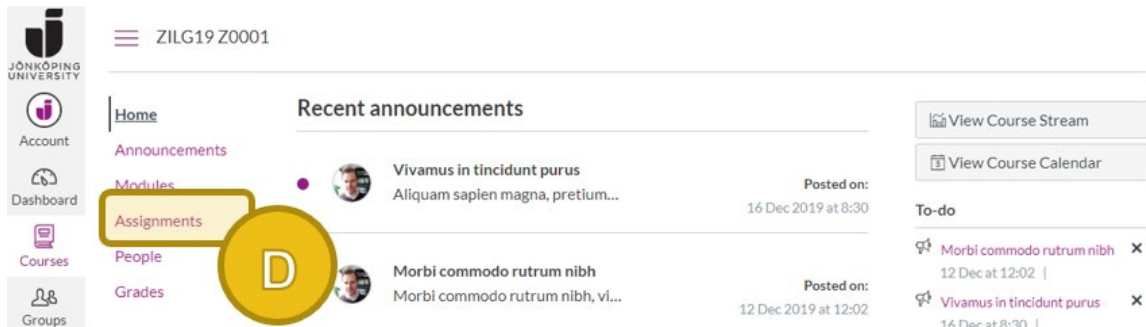**Figure 2: Click Modules in the course menu.**

Figure 3: Click Assignments in the course menu.

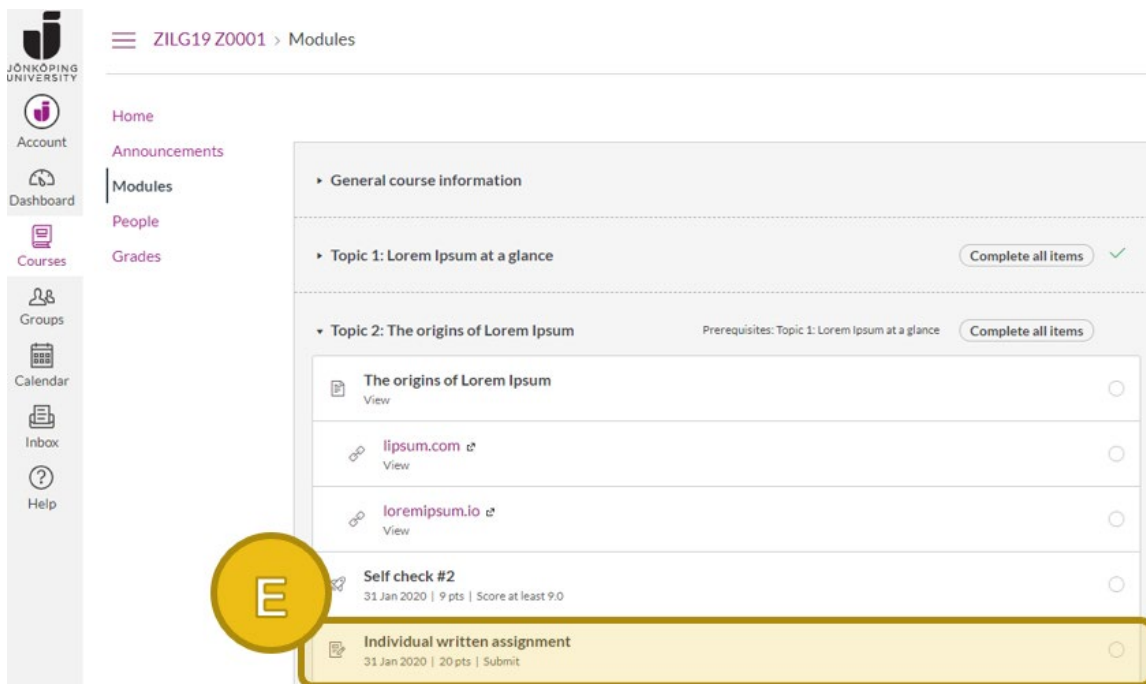Find the assignment you would like to submit in the list of module items or assignments and click **the title(E)**.

Figure 4: Click the assignment name.

Submitting a document

When you have found the assignment, you can click **Submit Assignment** at the top right(**F**). If this button is not visible for you your teacher has most likely forgot to allow submissions in the assignment settings. Contact him/her.

Figure 5: Assignment page showing the description and a rubric. The Submit button can be found at the top right.

Once you have clicked this button a submit window is shown (Figure 6) just below the description (and just before the rubric in the case above). The tabs available depends on how your teacher setup the assignment. In the example below both File Upload and Text entry (typing directly into the Canvas content editor) are available. Whenever File Upload is allowed the options to use Office 365 and/or Google Docs are automatically available (they are simply options to upload from these services instead of from your computer).
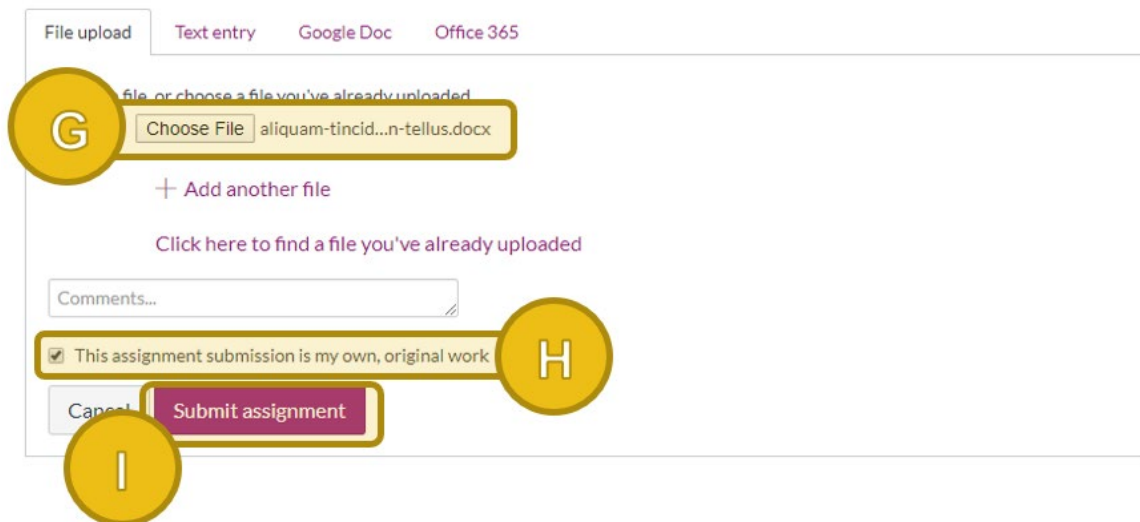
Figure 6: Choose your file, confirm originality and click Submit.

Choose your file or files(**G**), **check the box** confirming the originality of your submission(**H**) (this must be done when the assignment is analyzed by Urkund) and finally click the **Submit assignment** button(**I**).

Once you have submitted you will get a **confirmation(J)** on the assignment page.
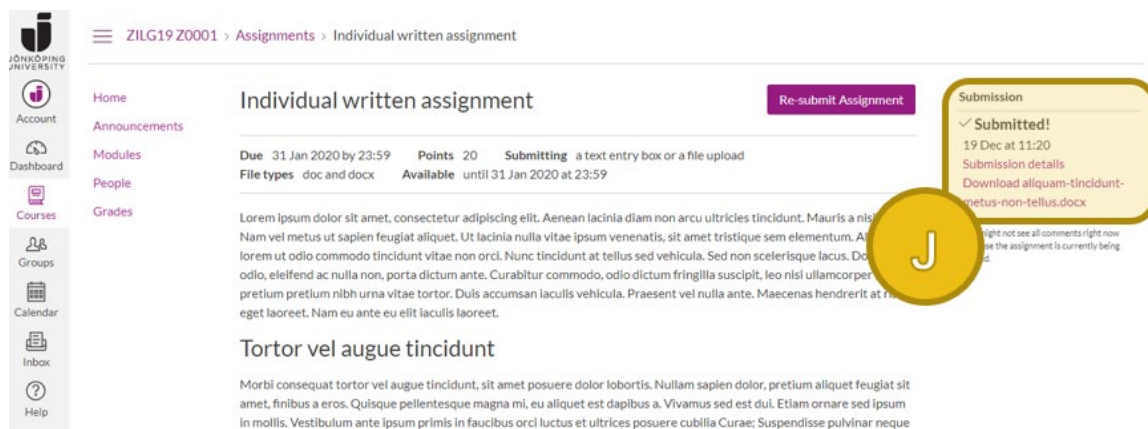

Figure 7: Submission confirmation.

Note that you can re-submit your assignment (an updated version for example) until the date specified for "Available until" has passed. Just click the **Re-submit Assignment** button at the top right.

Finding feedback and grade

When your teacher has finished grading and published grades you will get the following notifications on the course page in Canvas. A purple number label next to the **Grades** menu item(**K**) and an item in the list of **Recent feedback(L)**. Depending on your personal notification settings you might also get a notification to your e-mail and/or mobile application.
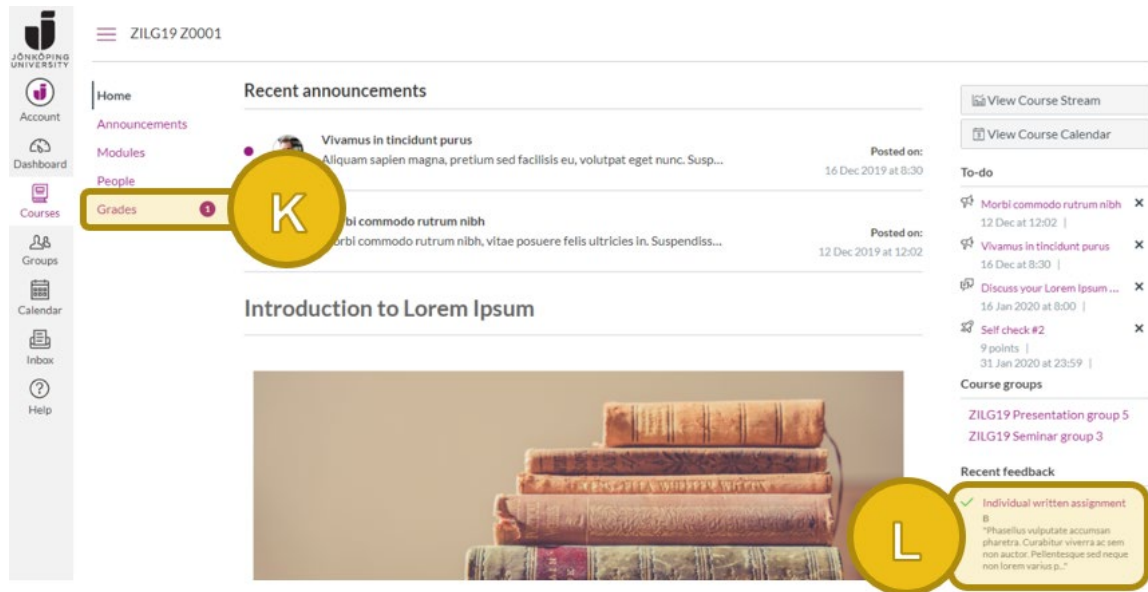

Figure 8: Notifications for feedback/grades.

If you click the Grades menu item, you will get a summary of all the assignment grades in the current course. **NOTE! Grades are not final until they have been entered in Ladok**. Apart from the score and the grade(**M**) you can also see comments and rubrics from here by clicking the icons (see Figure 10).
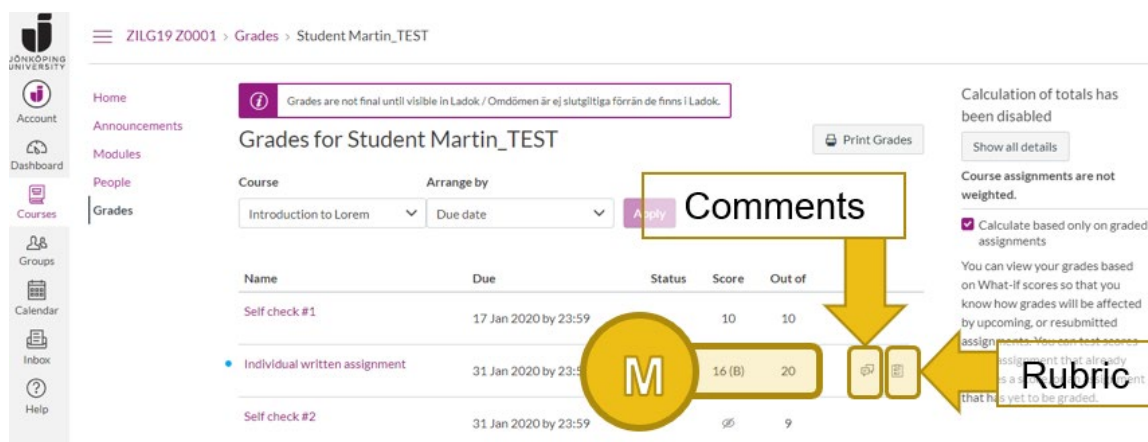
Figure 9: Score and grade for each assignment. Click the icons to the right to see comments and rubrics.

Figure 10: Comments and rubric expanded.

To see feedback details that have been written directly into your submitted document you must click the **assignment name** in the **Grades** view (or from the **Recent feedback** list on the course start page). Then you click **View feedback** and you can see your teacher's annotations. You can also download the annotated document as a PDF by clicking the download button to the left(**N**).

Figure 11: Your submitted document with annotations.