



# Assignments and Discussions

## Canvas Tip Sheet

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This webinar will demonstrate how to find, create and manage Assignments and Discussions in Canvas.

### Assignments

- Canvas uses the term "Assignment" in two different contexts. The [Assignment Index Page](#) houses all graded student activity options, including Assignments, Quizzes, and Discussions.
- Canvas supports multiple [submission types](#): No Submission, On Paper, Online, and External Tool. Use **No Submission** or **On Paper** to add items to the Gradebook that will be manually graded or submitted in class.
- **Online Submissions** are the most used by instructors and include five types: Text Entry, Website, URL, Student Annotation, Media Recording, and File Upload. Text Entry and File Uploads are the easiest to use.
- A [peer review assignment](#) enables students to provide feedback on another student's work. You can manually assign peer reviews or choose to have them automatically assigned. You can also choose to allow students to see other students' names in peer reviews or make them anonymous.

### Discussions

- Discussions have their own index page in Canvas located in the Course Navigation menu. All graded Discussions are also added to the Assignment Index.
- Discussions can be used for ungraded conversations (e.g. a Q&A forum) or for graded discussions. By default, Discussions are ungraded; to create a graded discussion, click the **Graded** checkbox in the Discussion Options section.
- To [require users to reply to the discussion](#) before they can see any other replies, click the **Users must post before seeing replies** checkbox.
- A [group discussion assignment](#) creates an identical discussion topic in each group category. When students reply to the discussion topic they do so within their group environment, which is linked to the course from which the assignment was created. You will need to create [group sets](#) and [groups](#) before setting up a group discussion assignment.
- A [peer review discussion](#) enables students to provide feedback on another student's reply to a class discussion and can only be added as part of a graded discussion. Unlike peer review assignments, discussions cannot be assigned anonymously.

### Things to Remember

- You can create Assignments and Discussions within a Module or from the Index in the Course Navigation Menu.

For further assistance, please contact the UMOonline IDs ([umonlineIDs@umontana.edu](mailto:umonlineIDs@umontana.edu))

- If you remove an activity from a Module, it will remain in its index. You will need to delete it from its index if you wish to permanently delete it.
- If you set due dates, these will automatically show up in the Syllabus, Calendar and on the "To-Do" list on the Home Page.
- Instructors can set due dates for Assignments and graded Discussions and can also specify a specific date range when students can submit work, called [availability dates](#). Availability dates can be set for both Graded and Ungraded Discussions; due dates can only be set for Graded Discussions.

## Learn More

- The [Canvas Instructor Guides](#) are an incredible resource, and we recommend consulting them to learn more about how to use Canvas.
- If you've already completed the on-demand [UM Canvas Essentials Course](#), you can still access the course to review content.
- You can [register for additional trainings on Griz Hub](#), including 30-minute webinars on specific topics like Assignments, Quizzes, Discussions, etc., as well as a 90-minute Canvas Essentials Webinar.