

Step 1: Teacher creates assignment in Canvas

1. Log into Canvas.

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2. Choose **COURSES**.

Go to the course in which you want to add PLUS assignment.

3. Choose ASSIGNMENTS.



4. Choose ASSIGNMENTS.

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5. Fill in assignment details



6. You must add a point value if you wish for the assignment to to scored. Use whatever grading scale you are accustomed to, for most this will be 100.



7. To access your Lone Star Learning Library, choose **EXTERNAL TOOL** under **SUBMISSION TYPE**.

Click on **FIND** and scroll to Lone Star Learning Plus.





9. Find the content you wish to assign. Select **CHOOSE** to assign or **VIEW** to preview content.



10. You must click on **SELECT** to complete the assigning process

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11. Choose SAVE & PUBLISH.



Step 2: Student receives the assignment. Students will be notified in Canvas and will also receive an email notification that they have a new assignment.



1. Student logs into Canvas.



2. Choose Course.



3. Student chooses the assignment, completes the work, and submits work to the teacher.



4. Student completes the work, and submits the work to the teacher.

Submit

TIP



Hints are included with most questions. Encourage students to take advantage of these simple reminders so they can be successful on their own.



Step 3: Teacher reviews work and gives feedback

1. Log into Canvas.



2. Go to your course.







4. Click on the assignment to see overall performance. Click on student name to see individual work.



5. View overall summary. (Work requiring teacher feedback will record as 0/1 until graded

view of only





6. Missed questions display red. Ungraded questions display yellow. Click in the box •

to add or change the score.



7. Review work, adjust score and leave feedback.



8. Click the arrow to return feedback to student.



9. Go to GRADES to view all.



10. View grades in Gradebook.



Step 4: Student receives feedback

1. Log into Canvas.



2. Student selects course.



3. Student will see feedback updates on the right.

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4. Student selects the assignment.



5. Student reviews scores and feedback.