

Assignments for Assessment at Geneseo

This guide describes how to create, share, and use assignments that have been created for assessment outcomes.

Create the Assignment

These instructions are for the faculty and/or assessment coordinator as they create an assignment that will be used by colleagues in their own Canvas course.

1. Create the assignment or quiz. ([How do I create an assignment?](#))
2. Add the Geneseo outcome(s) to your assignment. ([Using Geneseo Outcomes for Assessment](#))

Share the Assignment to the Canvas Commons

This portion of the guide describes how to share the assignment in the Canvas Commons for use by colleagues at Geneseo.

1. Click on the assignment or quiz that you wish to share
2. Click on the menu (3 dots) and select **Share to Commons**
3. Update the Sharing and License information to share this resource with *All of SUNY Geneseo (GEN)*
4. Add an image to the resource. Upload your own image or browse in Unsplash.
5. Click **Share**.
6. Provide your colleagues with the name of the assignment so they can easily find it in the Canvas Commons

Import the Assignment to your Course

This Canvas Guide has details on how to search the Canvas Commons: <https://community.canvaslms.com/t5/Commons/How-do-I-use-Commons/ta-p/1795>

1. In Canvas, click on **Commons**
2. In the search box, enter the name of the assignment
3. Click on the blue **Import/Download** button and check the course you wish to add the assignment to
4. Click **Import into Course**
5. Follow the grading directions in [Using Geneseo Outcomes for Assessment](#)

Related Self Help Guides

- [Using Geneseo Outcomes for Assessment](#) — This guide was created in collaboration with Melanie Blood, Interim Associate Provost for Assessment and Curriculum. For questions regarding the assessment process at Geneseo, please contact her office directly.
- [Assignments for Assessment at Geneseo](#) — This guide describes how to create, share, and use assignments that have been created for assessment outcomes.

More Help

For questions about Canvas, contact CIT via our [online service desk](#) or email canvas@geneseo.edu. Weekdays between 8am-4pm, you can also [contact us via our real-time chat portal](#).

For tips, tricks, and updates on learning technologies at Geneseo, visit our [Educational Technology Chat](#). To explore Canvas Guides (created by Instructure), visit <https://community.canvaslms.com/community/answers/guides/canvas-guide>