

# How do I assign an assignment to an individual student?

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 [community.canvaslms.com/docs/DOC-9973-4152101242](https://community.canvaslms.com/docs/DOC-9973-4152101242)

When creating or editing an assignment, you can assign an assignment to individual students. You can also set different due and availability dates for a student within an assignment that is assigned to the rest of the class. Availability date functionality is still available for each assignment.

Only the student(s) specified in the assignment details can view the assignment.

When using differentiated assignments with the Gradebook, the assignment appears as a column for all students, but grade cells are grayed out for students who have not been included in the assignment. Grades cannot be assigned for students who have not been included in the assignment, and assignments that are not assigned to a student are not factored into overall grades.

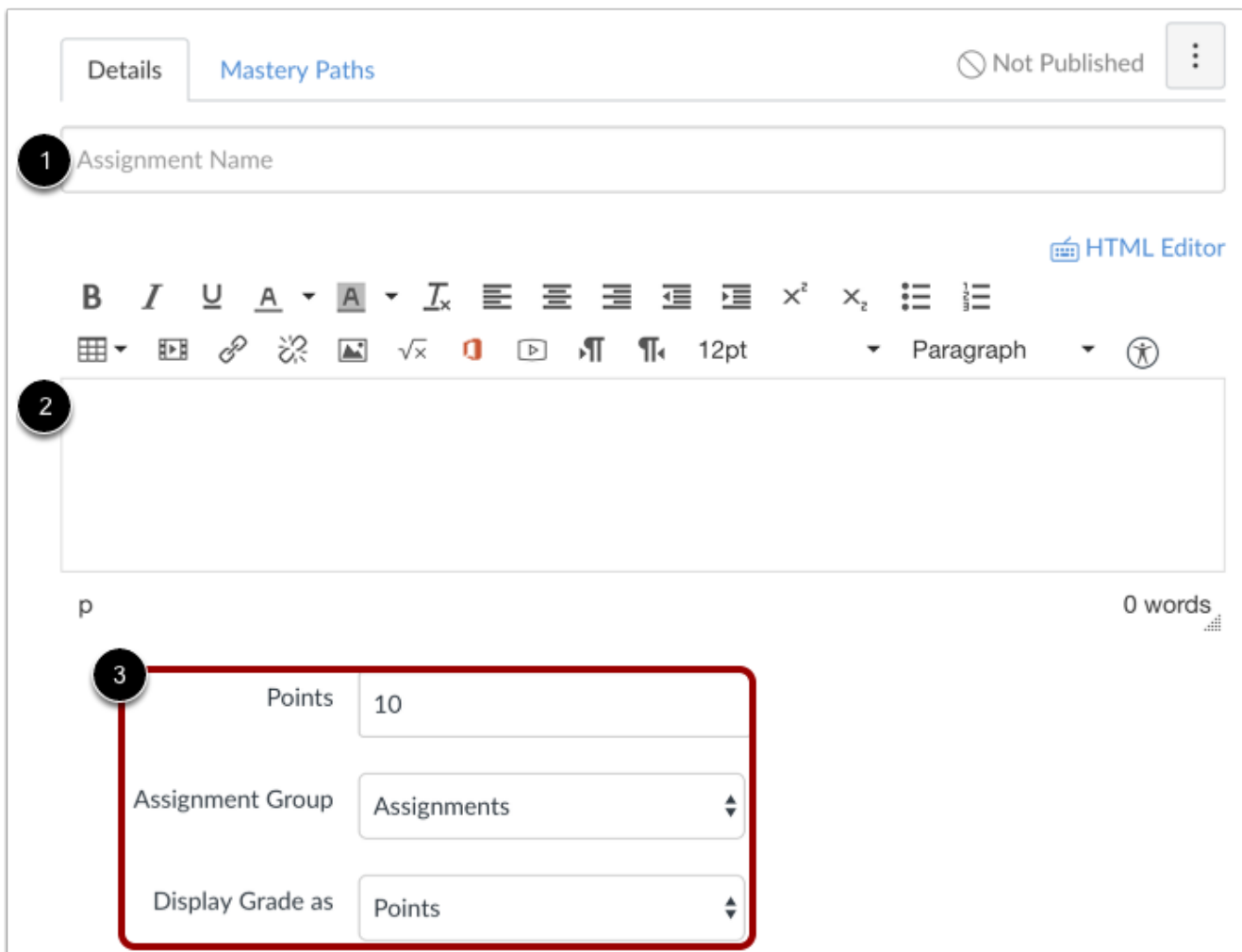
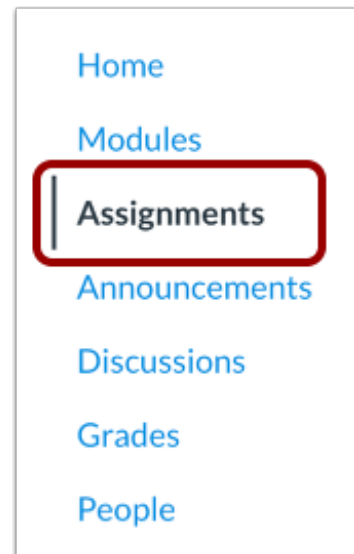
When Multiple Grading Periods are enabled in a course, assignments are also respected against closed grading periods.

## Notes:

- To allow a student access to an assignment past the assignment's initial **Until** date, you must set a different **Until** date for the individual student.
- If your course is using MasteryPaths, you do not have to manually assign assignments to individual students. Learn how to assign an assignment using MasteryPaths.
- If multiple due dates apply to a student, Canvas will assign the latest due date to the student. For example, if a student's individual due date is November 18 and the group due date is November 20, the student will be assigned a due date of November 20.

In Course Navigation, click the **Assignments** link.

Click the **Add Assignment** button.



The form is titled 'Details' and 'Mastery Paths'. It includes a 'Not Published' status indicator and a three-dot menu. The form contains the following elements:

- 1** Assignment Name: A text input field.
- 2** HTML Editor: A rich text editor with a toolbar containing icons for bold, italic, underline, text color, background color, strikethrough, bulleted list, numbered list, link, unlink, image, link, unlink, and a font size dropdown set to 12pt. The editor is currently empty.
- 3** Points: A text input field containing '10'.
- Assignment Group: A dropdown menu with 'Assignments' selected.
- Display Grade as: A dropdown menu with 'Points' selected.

At the bottom right of the editor area, it shows '0 words'.

Enter a name [1] and description [2] for your assignment, as well as any other assignment details [3].

The image shows two screenshots of an assignment creation interface. The first screenshot shows the 'Assign to' field with a red box around the '+ Add' button, labeled with a '1'. The second screenshot shows the 'Assign to' field with a blue box around the dropdown menu, labeled with a '2'. The dropdown menu lists various options including 'Mastery Paths', 'Course Section', and 'Student' with a list of names.

**Assign**

**Assign to**

**Due**

**Available from** **Until**

1 + Add

**Assign**

2

**Assign to**

*Continue typing to find additional sections or students.*

**Mastery Paths**

**Course Section**

Everyone

Biology 101 - A

Biology 101 - B

**Student**

Nora Sanderson

Jane Smith

Bruce Jones

Joe Rogers

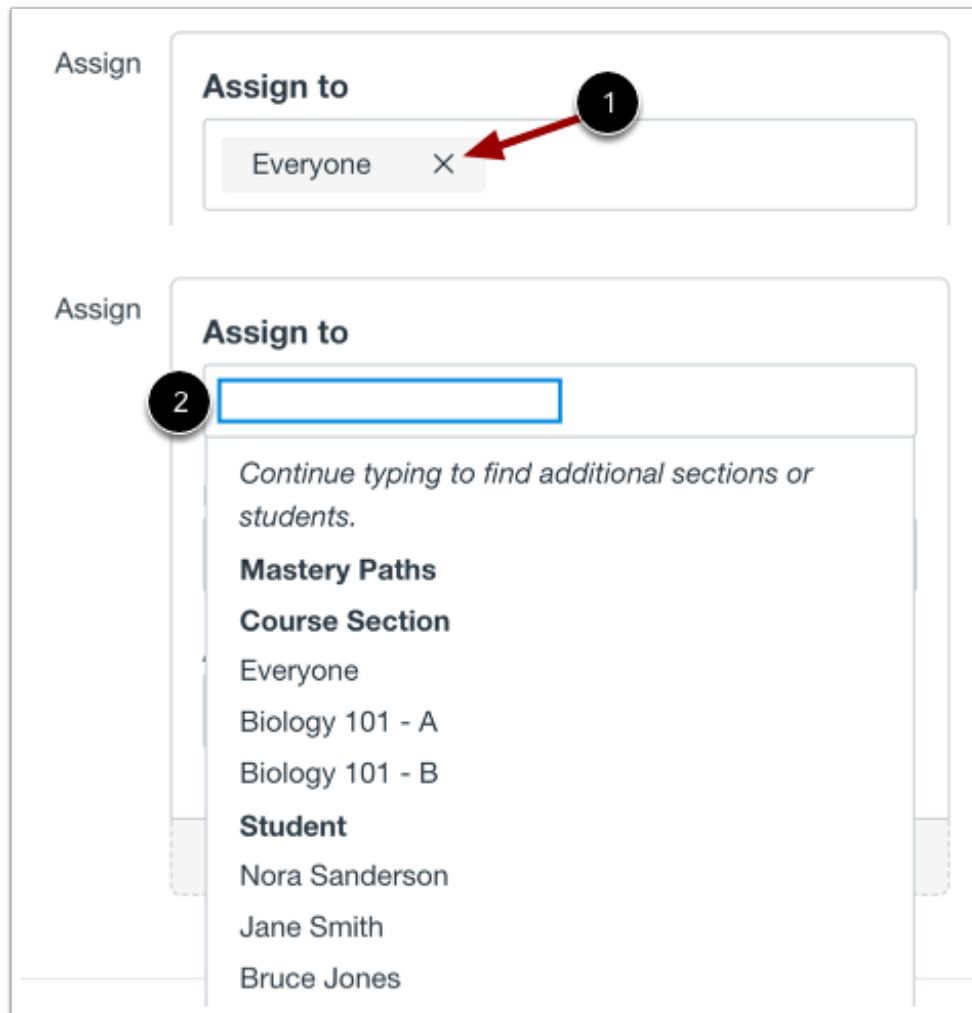
Max Johnson

Jessica Doe

Emily Boone

that this con

By default, Canvas will assign your assignment for everyone in your course. To assign a different due date to an individual student, click the **Add** button [1]. Type the name of the student in the Assign to field [2]. Search fields are dynamic, and you can search for students by first or last name. When the full name appears, click the name. *Lists are not scrollable.*



To create an assignment that is assigned only to a specific student, click the **Remove** icon next to the Everyone label [1], then start to type the name of a student in the **Assign to** field [2]. Search fields are dynamic, and you can search for students by first or last name. When the full name appears, click the name. *Lists are not scrollable.*

You can include more than one student in the To field as long as the students are to be assigned the same due and availability dates.

Assign ×

**Assign to**

Nora Sanderson ×

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**Due**

Mar 19 11:59pm 📅

Thu Mar 19, 2020 11:59pm

**Available from** 📅 **Until** 📅

Mar 16 12am 📅 Mar 21 11:59pm 📅

Mon Mar 16, 2020 Sat Mar 21, 2020 11:59pm

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**Assign to** ×

Everyone Else ×

**1 Due**

Mar 18 11:59pm 📅

Wed Mar 18, 2020 11:59pm

**2 Available from** 📅 **3 Until** 📅

Mar 17 12am 📅 Mar 20 11:59pm 📅

Tue Mar 17, 2020 Fri Mar 20, 2020 11:59pm

+ Add

In the date fields, add your preferred date(s) with the following options:

- **Due** [1]: Set the date and time that the assignment is due. The due date will already be populated for you if you created an assignment shell, but you can change it if necessary.
- **Available From** [2]: Set the date and time when the assignment will become available.
- **Until** [3]: Set the date and time when the assignment will no longer be available.

**Notes:**

- To allow a student access to an assignment past the assignment's initial **Until** date, you must set a different **Until** date for the individual student.
- Beneath the Due Date and Availability Date fields, Canvas will display the time zone date and time according to context. If you manage courses in a time zone other than your local time zone and create or edit a due date for an assignment, the course and local times are displayed for reference.

The screenshot shows the 'Assign' interface in Canvas. It features a form with the following sections:

- Assign to:** A text input field containing the name 'Nora Sanderson' and a small 'X' icon to the right.
- Due:** A date and time selector showing 'Mar 19 11:59pm' with a calendar icon. Below it, the text 'Thu Mar 19, 2020 11:59pm' is displayed.
- Available from:** A date and time selector showing 'Mar 16 12am' with a calendar icon. Below it, the text 'Mon Mar 16, 2020' is displayed.
- Until:** A date and time selector showing 'Mar 21 11:59pm' with a calendar icon. Below it, the text 'Sat Mar 21, 2020 11:59pm' is displayed.
- + Add:** A large button with a plus sign and the text '+ Add', which is highlighted with a red border.

To add another student with a different due date and availability dates, click the **Add** button.

Assign ×

**Assign to**


Nora Sanderson ×

**Due**

Mar 19 11:59pm 📅  
Thu Mar 19, 2020 11:59pm

**Available from** 📅 **Until** 📅

Mar 16 12am 📅 Mar 21 11:59pm 📅  
Mon Mar 16, 2020 Sat Mar 21, 2020 11:59pm

 ×

**Assign to**

Everyone Else ×

**Due**

Mar 18 11:59pm 📅  
Wed Mar 18, 2020 11:59pm

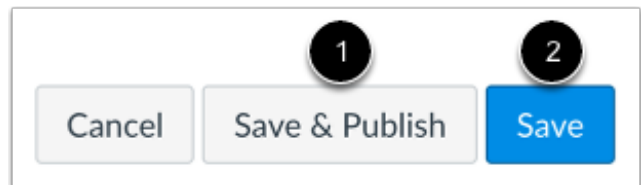
**Available from** 📅 **Until** 📅

Mar 17 12am 📅 Mar 20 11:59pm 📅  
Tue Mar 17, 2020 Fri Mar 20, 2020 11:59pm

+ Add

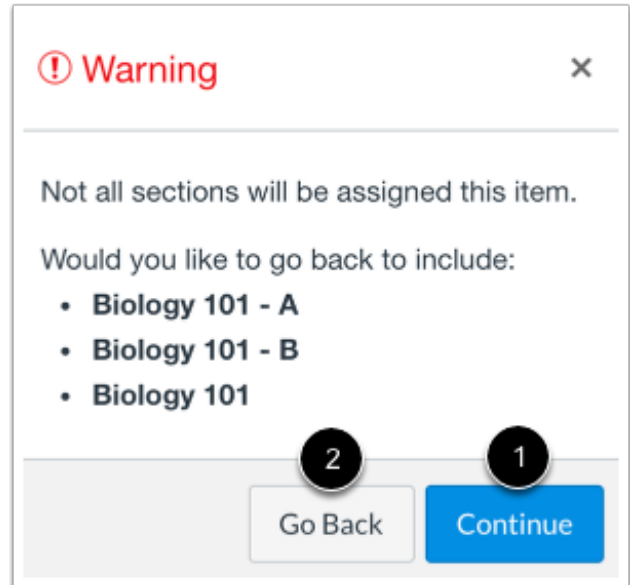
You can also delete additional dates by clicking the remove icon next to the appropriate date.

If you are ready to publish your assignment, click the **Save & Publish** button [1]. If you want to create a draft of your assignment and publish it later, click the **Save** button [2].

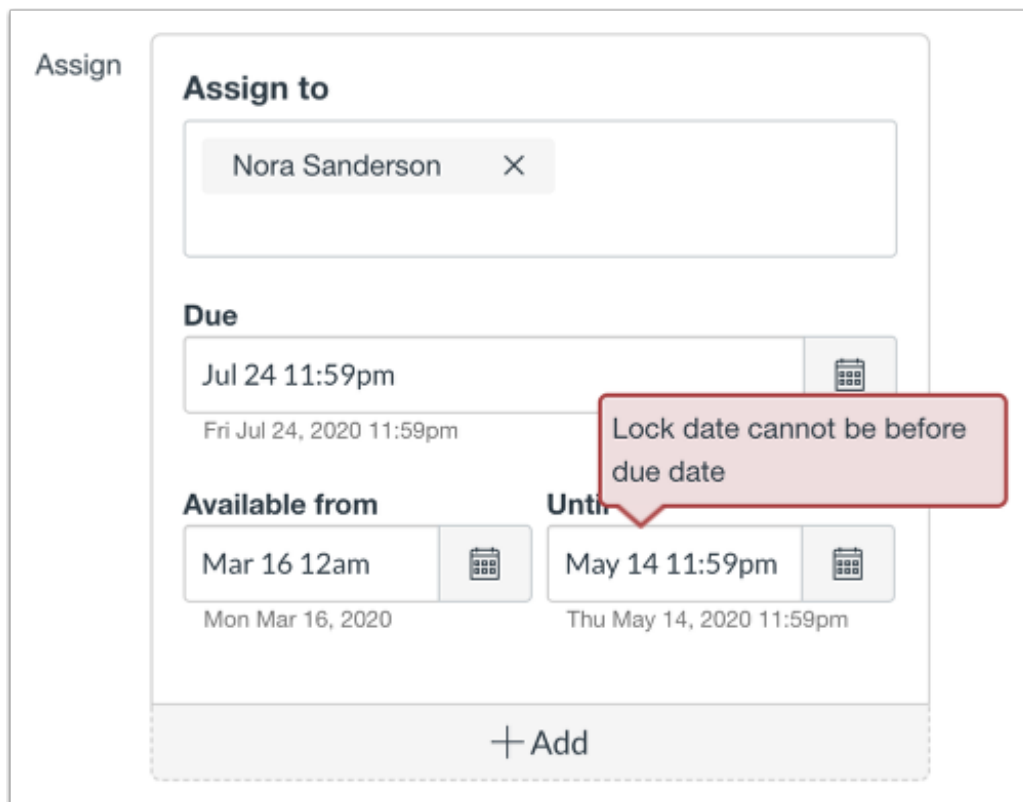


If you do not add course sections to the assignment, you will see a warning message asking you if you want to add those sections.

You can click the **Continue** button [1] if you don't want to add any sections to the assignment, or click the **Go Back** button [2] to go back and add additional sections.



**Note:** This warning message will not appear if everyone or all course sections are assigned to the assignment.



If you submit an invalid string of due dates and try to save the assignment, Canvas generates an error notification. Such invalid entries include not unlocking the assignment before it is due, not placing the due date inside the range of availability dates, or assigning a



date that is outside the course or term dates.

Correct the date and then update the assignment again.

**Notes:**

- If the course does not include specified course start and end dates, Canvas validates the assignment against the term date set for the course.
- If your course is using Multiple Grading Periods, the Assign field validates the due date against the closed grading period and requires the assignment date to be past the date of the closed grading period.

## Plant Genetics Paper

Published Edit ⋮

This paper should outline the requirements found on page 32 of your workbooks.

**Points** 60  
**Submitting** a text entry box or a file upload  
**File Types** pdf, doc, docx, and txt

Due	For	Available from	Until
Mar 18	Everyone else	Mar 16 at 12am	Mar 20 at 11:59pm
Mar 19	1 student	Mar 16 at 12am	Mar 21 at 11:59pm

View the dates and users assigned to the assignment.

Assignments 30% of Total 2 Rules + ⋮

Reading Assignment Not available until Mar 11 | Due Mar 19 at 11:59pm | 20 pts  
Everyone else Mar 18  
1 student Mar 19

Plant Genetics Paper Available Multiple Dates | Due Multiple Dates 60 pts

On the Assignments Index Page, the assignment shows there are multiple users and dates assigned to the assignment. Hover over the text to view date availability.