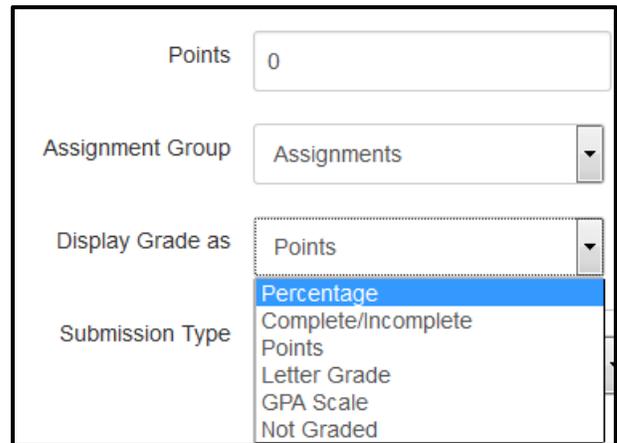


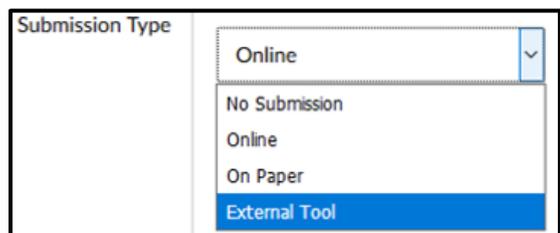
## Creating a Cloud Assignment with Office 365

Teachers can create an online assignment that embeds a document directly from their Microsoft Office 365 OneDrive. Accepted assignment types are Microsoft Word, PowerPoint, and Excel. When students open the assignment, Office 365 will create a copy of the file as the student's submission. Students can open the document and make changes per the assignment instructions, then return to the Canvas assignment page and submit the assignment. Each student's document copy is can be graded in SpeedGrader. Each student will have their own copy of the assignment. If you want the students to work together on an assignment, use collaborations instead. Prior to beginning the steps below, make sure to save the assignment to your OneDrive.

- Log in to Canvas and select the desired course.
- From the menu on the left, click **Assignments**.
- Click **+Assignment** to add an assignment.
- Enter the name of the assignment.
- Enter the assignment directions in the rich content editor.
- Enter the number of points the assignment is worth.
- Click the Assignment Group dropdown to select an assignment group other than the default "Assignment."
- Click the Display Grade dropdown to choose how the assignment will be graded:
  - Percentage
  - Complete-incomplete
  - Points
  - Letter Grade
  - Ungraded
- Click the Submission Type drop-down arrow and select **External Tool**.

A screenshot of the Canvas assignment configuration form. It includes the following fields:

- Points:** A text input field containing the number '0'.
- Assignment Group:** A dropdown menu with 'Assignments' selected.
- Display Grade as:** A dropdown menu with 'Points' selected.
- Submission Type:** A dropdown menu with a list of options: 'Percentage' (highlighted in blue), 'Complete/Incomplete', 'Points', 'Letter Grade', 'GPA Scale', and 'Not Graded'.

A screenshot of the Canvas Submission Type dropdown menu. The menu is open, showing the following options:

- Online
- No Submission
- Online
- On Paper
- External Tool (highlighted in blue)

NOTE: if the assignment includes a rubric, you must add the rubric before choosing the External Tool submission type.

- Click **Find**.

External Tool Options

Enter or find an External Tool URL

<http://www.example.com/launch> **Find**

- Select **Office 365 Cloud Assignment** in the Configure External Tool window.

Configure External Tool

Select a tool from the list below, or enter a URL for an external tool you already know is configured with Basic LTI to add a link to it to this module.

Build and embed rich interactive graphs into course content

LearnZillion

Search for and embed LearnZillion content

**Office 365 Cloud Assignment**

Allows you to pull in documents from Office 365 to Canvas

Office Mix

- Log in to your Office 365 account if necessary.

- Locate and select the assignment.

Link Resource from External Tool

OneDrive

<input type="checkbox"/> Word Forms.docx	28 Feb 14:15	155.7KB
<input checked="" type="checkbox"/> World History review.docx	19 Jun 16:08	18.6KB

**Attach File**

- To link a file to the assignment, select the file and click **Attach File**.

- To select a different file, click **Office 365 Cloud Assignment** again.

- To open the assignment in a new window, click **Load in a new tab**.

- Click **Select**.

Configure External Tool

LearnZillion

Search for and embed LearnZillion content

**Office 365 Cloud Assignment**

Allows you to pull in documents from Office 365 to Canvas

Office Mix

OneNote Class Notebook

CNC

URL:

Load in a new tab

Cancel **Select**

- Make any changes to the **Assign to** field, due date, or availability fields.

The screenshot shows a form titled "Assign to" with the following fields:

- Assign to:** A dropdown menu currently set to "Everyone" with a close button (X).
- Due:** A date input field with a calendar icon.
- Available from:** A date input field with a calendar icon.
- Until:** A date input field with a calendar icon.

- Click **Save & Publish** to publish the assignment or **Save** to create a draft of the assignment to publish later.

The screenshot shows two buttons side-by-side:

- Save & Publish:** A light blue button with dark text.
- Save:** A dark blue button with light text.