

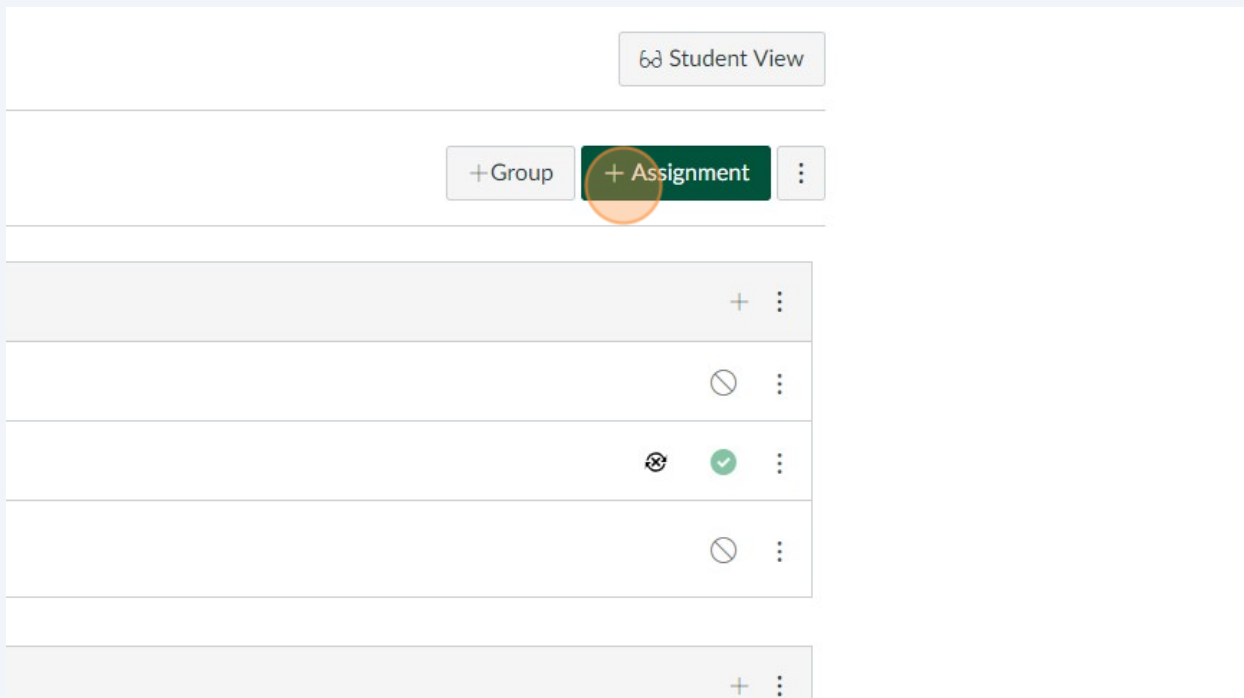
How to Publish a OneDrive Assignment on Scribe[®] Canvas

1 Navigate to Canvas.

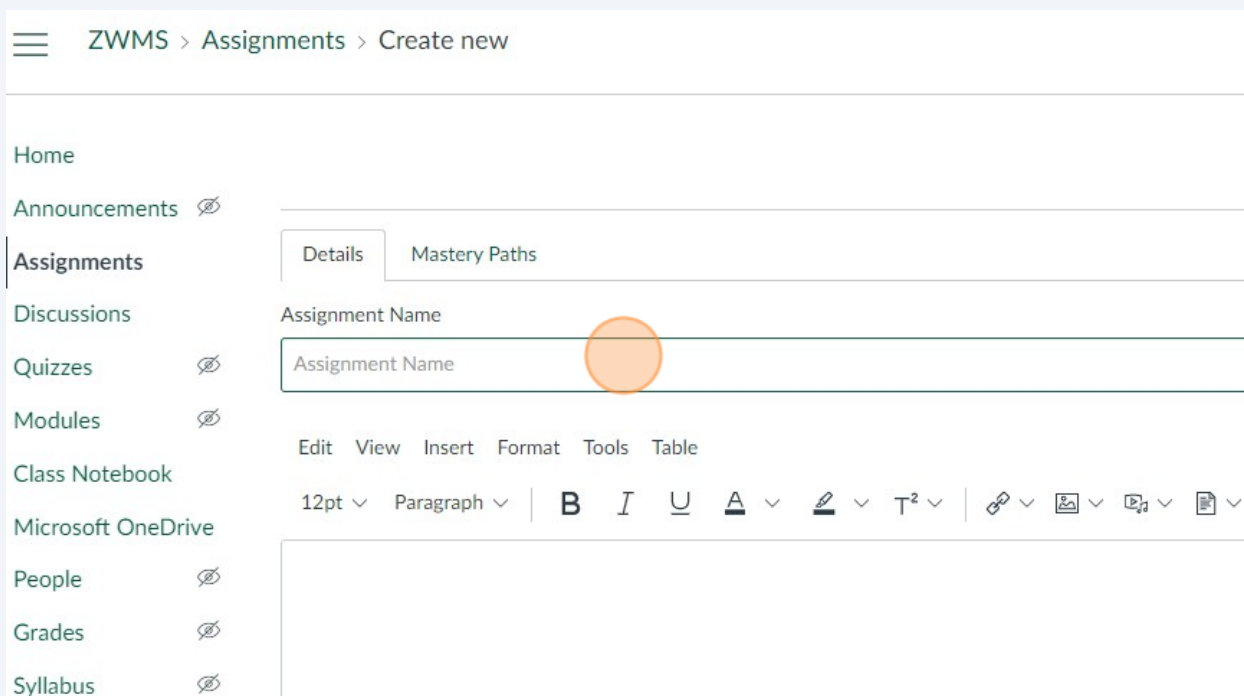
2 Click "Assignments"

The screenshot displays the Canvas LMS interface for Zionsville Community Schools. On the left, a dark green navigation sidebar contains icons for Account, Admin, Dashboard, Courses, Calendar, and Inbox. The 'Assignments' menu item is highlighted with an orange circle. The main content area features a header for 'ZWMS ZEEK Squad 2023-2024' and a large, colorful graphic of the words 'ZEEK SQUAD' in a stylized, circuit-like font. Below the graphic, a welcome message reads: 'Welcome to the "Zeek Squad!" Our goal is to develop leadership abilities with and out of the classroom. As a member of the Zeek Squad, students will assist trouble-shooting technology problems, as well as provide support to those in A'.

3 Click "Assignment"

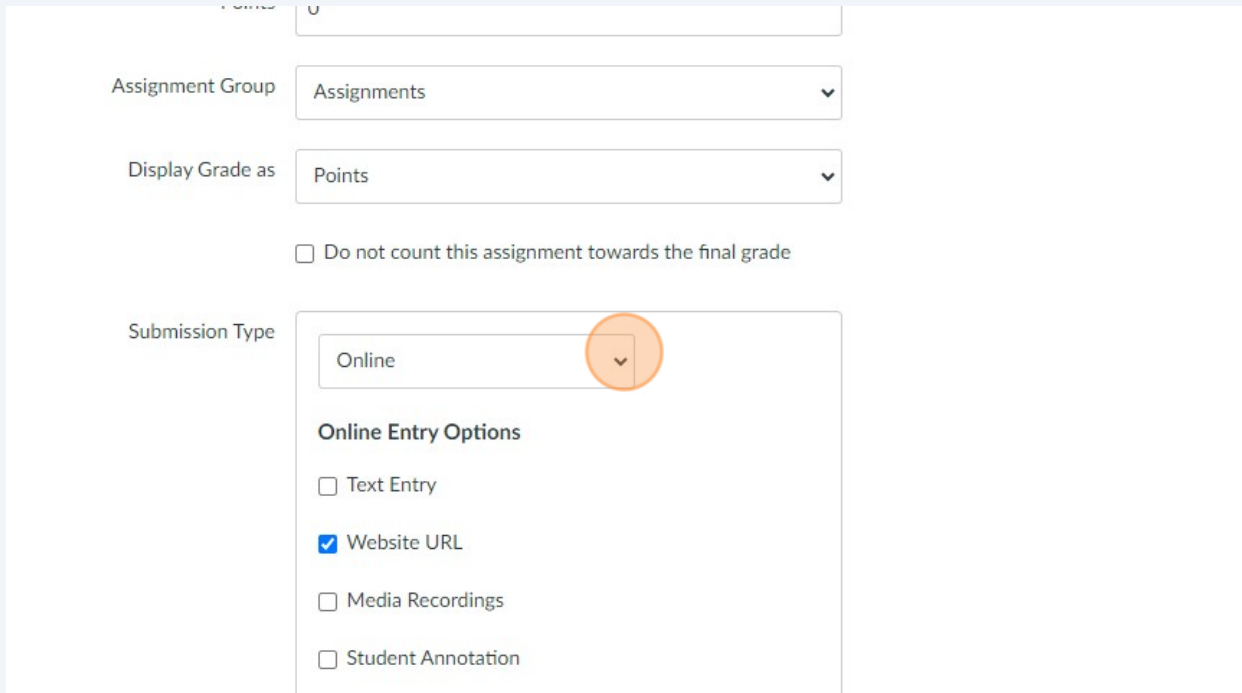


4 Click the "Assignment Name" field.



5 Type in the title of your assignment

6 Click on Submission Type then scroll to "External Tool"



The screenshot shows a form with several fields:

- Assignment Group:** A dropdown menu with "Assignments" selected.
- Display Grade as:** A dropdown menu with "Points" selected.
- Do not count this assignment towards the final grade
- Submission Type:** A dropdown menu with "Online" selected. An orange circle highlights the dropdown arrow. Below the dropdown is a section titled "Online Entry Options" with the following options:
 - Text Entry
 - Website URL
 - Media Recordings
 - Student Annotation

7 Click "Find"

Do not count this assignment towards the final grade

Assignment Type

External Tool

External Tool Options

Enter or find an External Tool URL

Find

Load This Tool In A New Tab

Attempts

Allowed Attempts

Unlimited

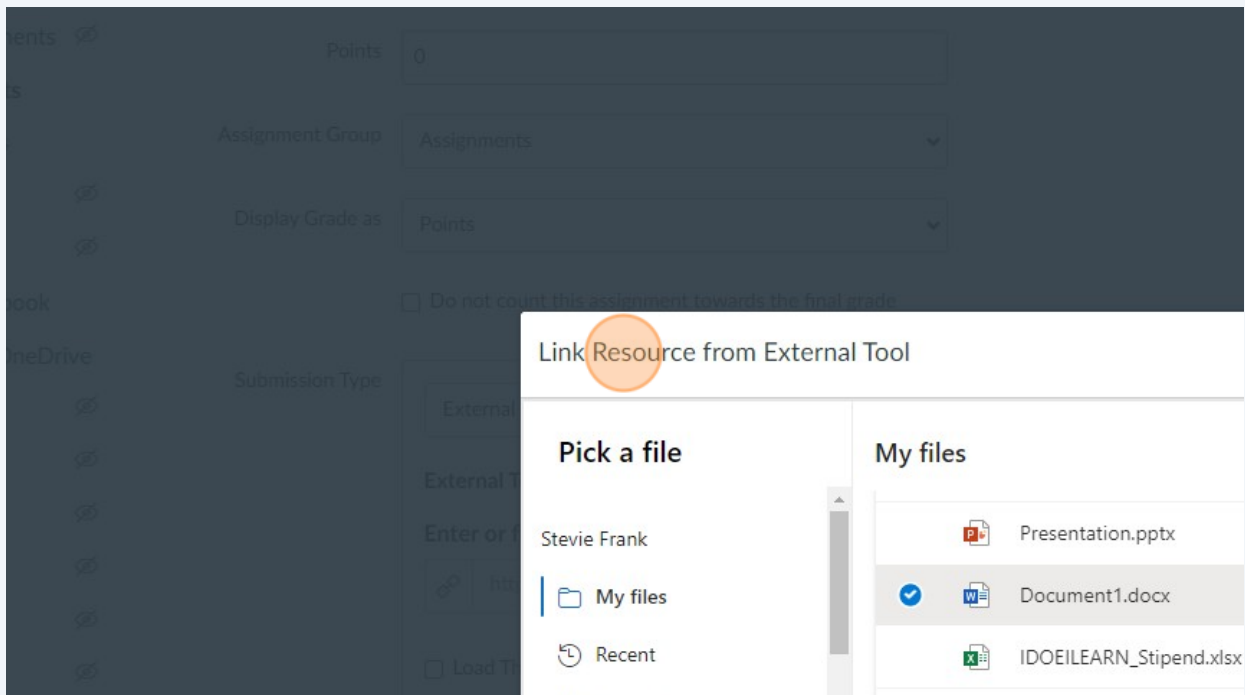
8 Click "Microsoft OneDrive"

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.

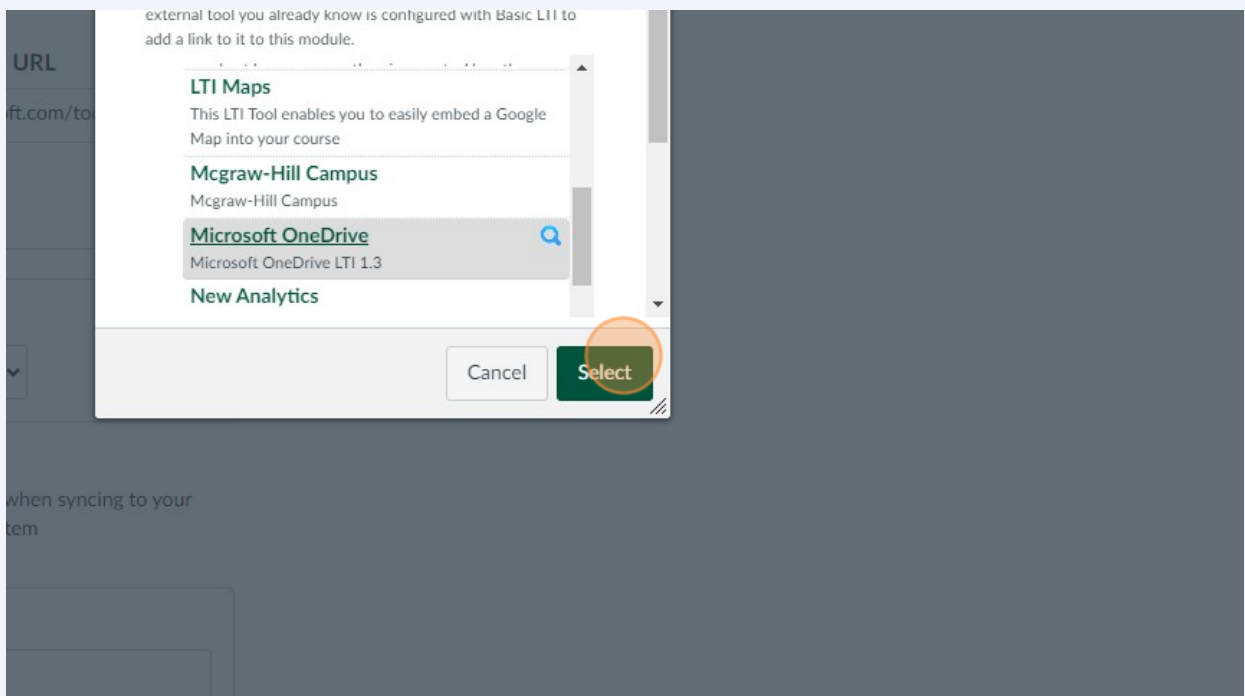
- LTI Maps**
This LTI Tool enables you to easily embed a Google Map into your course
- Mcgraw-Hill Campus**
Mcgraw-Hill Campus
- Microsoft OneDrive**
Microsoft OneDrive LTI 1.3
- New Analytics**

Cancel Select

9 Find The File from your OneDrive



10 Click "Select"



11

Pro Tip: Click the "Include this assignment's grades when syncing to your school's Student Information System" field. This will make it so you don't have to have a Due Date!

Modules

Class Notebook

Microsoft OneDrive

Submission Attempts

People

Grades

Syllabus

Files

Pages

Rubrics

Outcomes

Collaborations

BigBlueButton

Settings

Load This Tool In A New Tab

Allowed Attempts

Unlimited

Sync to PowerSchool Include this assignment's grades when syncing to your school's Student Information System

Assign

Assign to

Everyone

Due

Please add a due date

12

Click "Save & Publish"

Cancel Save & Publish Save