

Creating Placeholder Assignments



[Back to
Fac. Toolbox](#)



If you'd like to add Face to Face grades to your Canvas course, you can create assignment placeholders to enter grades in the Gradebook.

Once you create the assignment placeholders, you'll see additional columns added to the gradebook. Students will not have to submit anything for these assignments.

Adding Assignment Placeholders

1. Click on the “[Assignments](#)” tab
2. Do this for each item you need to add to your gradebook
3. Name the assignment accordingly
4. Add the point Value
5. Set the submission type to “[No Submission](#)”
6. Then Save and publish your assignment*
7. When done, go to the [Gradebook](#) to enter the grades
8. You will need to hand enter grades in the corresponding column. The grades should auto save as you move to the next box

*If you do not **Save & Publish** the assignment, you will NOT be able to enter grades for that assignment.

Student Name	Assignment 1 Out of 15
Sel	V
Test Student	-

If you have any questions about this, please reach out to

DE Support

(661) 763-7894 or (661) 763-7917



Distance Education

Going the Distance for our students!