Creating an Assignment in Canvas with Multiple Due Dates by Class Section

NOTE: In this tutorial, we will create an assignment with two due dates; one due date for a particular class section, and one due date for everyone else in the class. Canvas also allows the option of creating a different due date for each section of the class.

1. After logging in to Canvas and selecting a course, click the “Assignments” link on the left side of the page

2. On the right side menu, click “Add Assignment.”

3. Title your assignment and give it a point value.

4. **DO NOT** set a due date at this point.

5. Click “More Options.”

6. Click “Show Advanced Options.”

7. Select the submission type, then click the dropdown under the “For” prompt

8. Select the section for which you wish to create a due date.
9. Now, select the due date for this section.

10. If you like, you can make the assignment available to students within a prescribed period of time by making use of the “Available From” and “Until” calendars, but that is not required.

11. To add a due date to another section, click the “+Due Date” button.

12. Select another group and make selections for the additional due date.

13. Now, select the due date for this section.

14. Follow directions 8-12 to repeat the process if necessary.

15. When finished, you will have an assignment with multiple due dates by class section.