

CANVAS: How to set multiple due dates on an assignment

Certain types of student assignments occur in stages, i.e. they have multiple Due dates that students need to be aware of. Common examples are:

1. Term Papers that are submitted in stages (abstract, first draft, final draft).
2. Weekly reports
3. Group discussions with one due date for 1st post and a later due date for posting replies.

It is helpful for students to receive a notification for each separate Due date in the course Activity Stream, To- Do list, Calendar, and through their alerts (if set).

EXAMPLE 1: Papers and Reports

If each stage of an on-going activity is submitted and graded separately, then the solution is to create a separate Canvas assignment for each stage. This solution works well for work such as Term Papers that can be divided into distinct gradable (or simply reviewable) parts, such as abstract, first draft, and final paper submission. It also works well if students are submitting a series of weekly reports, or work logs, such as Report 1, Report 2, and so forth.

Notes:

- It is important to create separate places to upload the first draft and final draft of the paper even though a student can submit more than one time to the same assignment. Though Canvas allows students to resubmit to the same assignment dropbox, students will only ever see their last submission while the instructor sees all submissions made by that student. The student loses access to any feedback on their rough draft if they subsequently submitted the final paper to the same activity. Only one grade can be stored for each assignment and ungraded submissions cause student course grade inconsistencies.
- It is not necessary for every assignment stage to be worth a score. If appropriate, the rough draft assignment settings could be set to have a value of 0 points (i.e., will still have column in grade book), or the “Do not count this assignment towards the final grade” setting can be checked (i.e., there will be no column in gradebook for the assignment).

EXAMPLE 2: Discussions with separate Post-by and Reply-by due dates

A discussion activity may require students to make their first post by a certain date (first deadline) and then allow a period for replies before the activity ends (second deadline). The discussion therefore has two distinct deadlines but the activity settings allow for only one final due date to be specified. It is possible to create a Due date alert notification for the first deadline as follows:

Option 1: Make a course Calendar entry for the first deadline

Option 2: Make an no-submission Assignment that has the “Do not count this assignment towards the final grade” box checked” and which uses the first Due Date. Non-graded Assignments still appear on the Assignments and Syllabus pages but they will not appear in the Gradebook.