

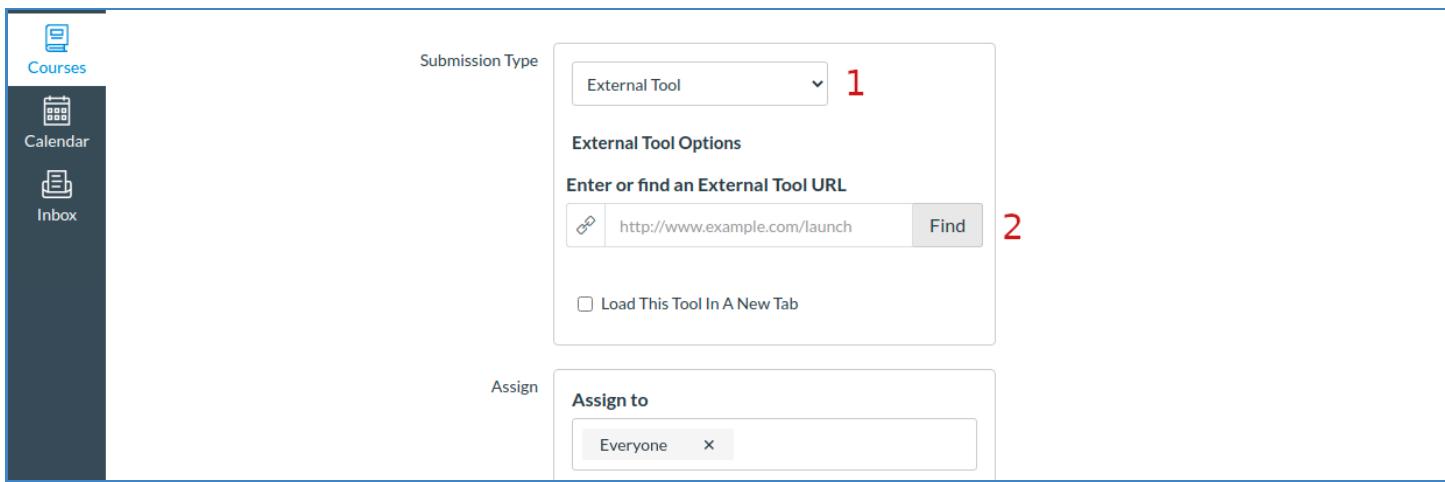


# CLICK SHEET

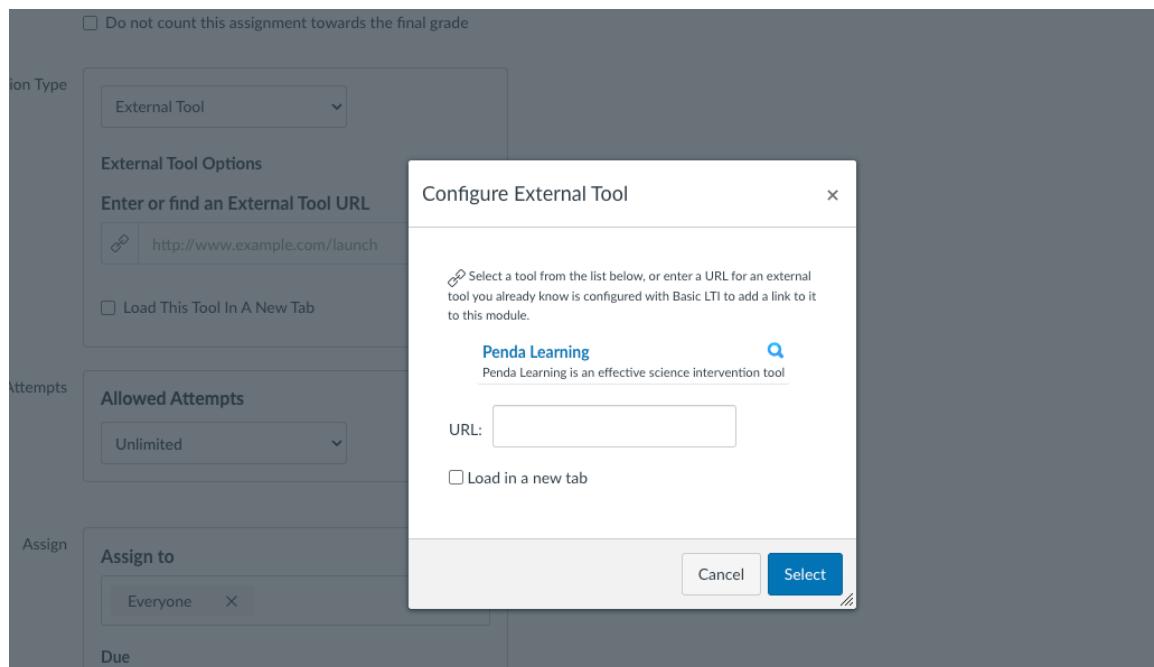
## How to Create a Canvas Assignment Containing Penda Activities



When creating an assignment, scroll down to the section labeled **Submission Type** and choose the value **External Tool** (1) from the dropdown list. The section will be reloaded and the External Tool Options will be displayed. Click the **Find** (2) button to select Penda Learning.



Select **Penda Learning** in the pop-up window. You will be logged into Penda Learning.



**LEARN MORE!** Watch this self-help “How to” video: <https://vimeo.com/880541310/17a47dbfae>



Step 1: Input **Assignment Name**, select **Start** and **Due Dates** and click **Continue**.

Add Materials

**CREATE NEW ASSIGNMENT**

1 Name 2 Students 3 Activities 4 Confirmation

**Name**  
Please create a title for your assignment. This title should be meaningful to both you and your students - it will appear in your student's assignment list, and in your assignment reports.

Assignment Name

**Set Date**  
Please set the start date for the assignment. The default due date is 2 weeks after the start date.

Schedule Now

Start Date: Oct 31, 2023 1:08pm Due Date: Nov 14, 2023 1:08pm

CANCEL BACK CONTINUE

**Important:** The **Due Dates** set on Penda are not synchronized with **Canvas**. You must manually set the due date on Penda and Canvas to the same dates to avoid issues.

Step 2: Select **Class / Classes** that the assignment should be assigned to and click **Continue**.

Link Resource from External Tool

**PENDA**

**CREATE NEW ASSIGNMENT**

1 Name 2 Students 3 Activities 4 Confirmation

**ADD STUDENTS**

**CLASSES**

1\_6\_1A Custom Red School VT New - 1  
 VT Science 1 6003 3(A) - 3 - 3

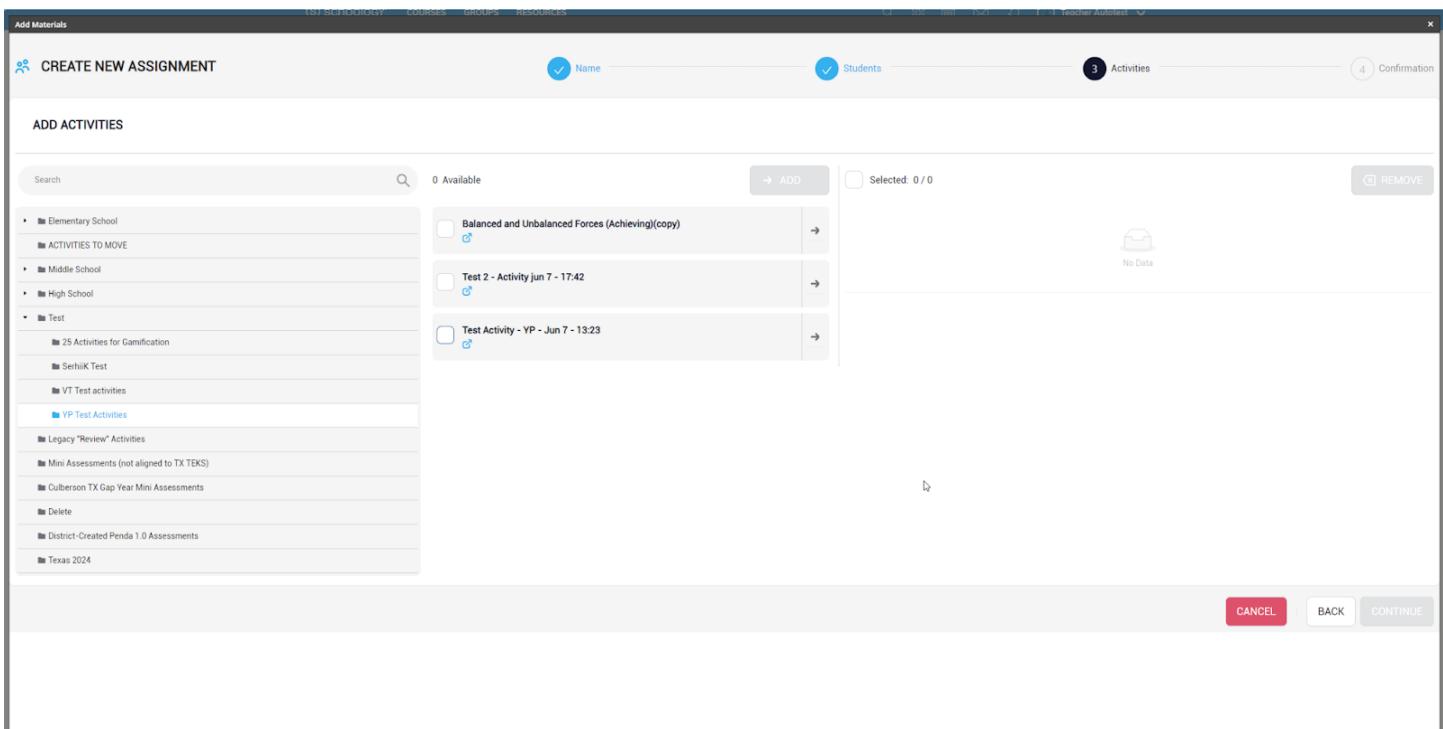
Selected: 2 / 2

CANCEL BACK CONTINUE

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Step 3: Add **activities** that will be included in the assignment and click **Continue**.



CREATE NEW ASSIGNMENT

ADD ACTIVITIES

Search  0 Available

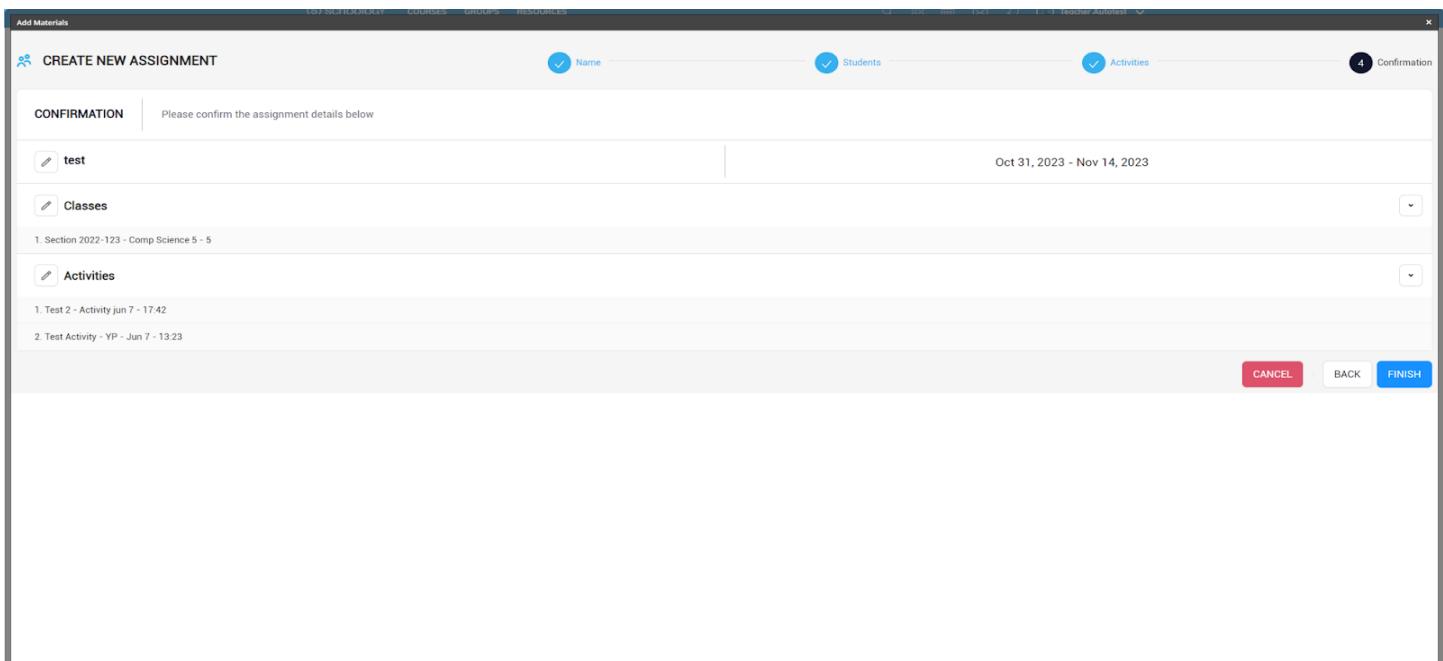
Selected: 0 / 0

[Balanced and Unbalanced Forces \(Achieving\)\(copy\)](#)

[Test 2 - Activity jun 7 - 17:42](#)

[Test Activity - YP - Jun 7 - 13:23](#)

Final Step: Review your choices and click the **Finish** button.



CREATE NEW ASSIGNMENT

CONFIRMATION Please confirm the assignment details below

test  Oct 31, 2023 - Nov 14, 2023

Classes

1. Section 2022-123 - Comp Science 5 - 5

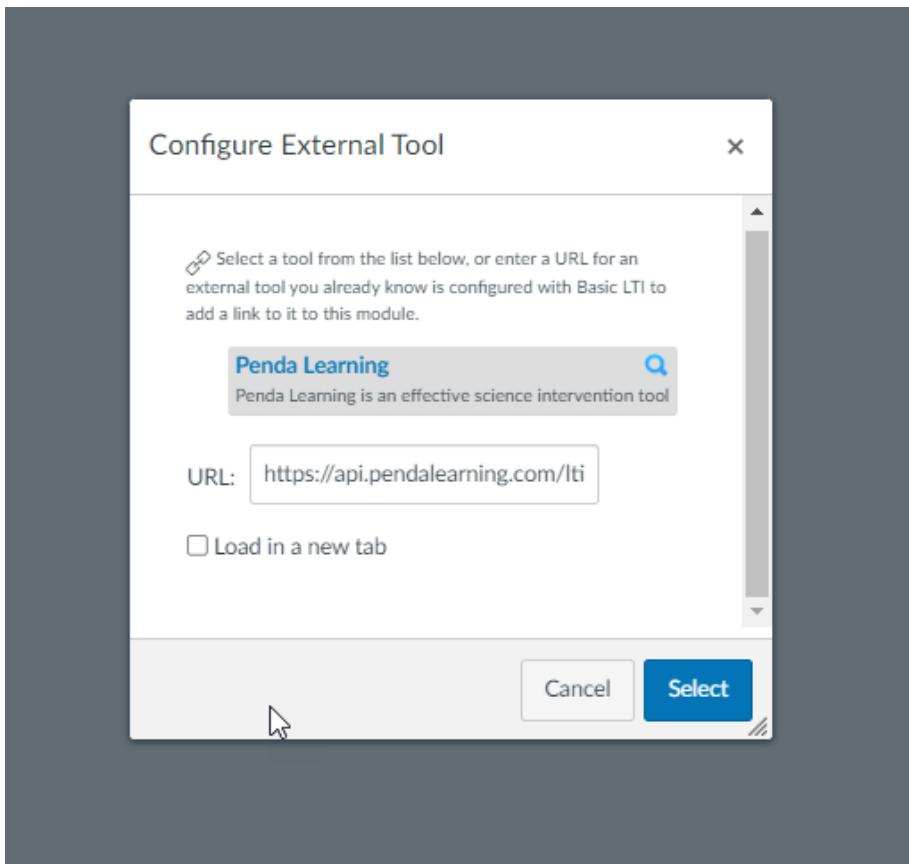
Activities

1. Test 2 - Activity jun 7 - 17:42  
2. Test Activity - YP - Jun 7 - 13:23

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The link between Penda and Canvas has been created with a custom link set in the URL field. Do not edit this URL. Please click the **Select** button.



**Important!** Before saving an assignment ensure that you set the **Points** (1) to 100 (maximum) and set the **Available From** and **Until** dates (3). Otherwise, the assignment would not be graded.

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