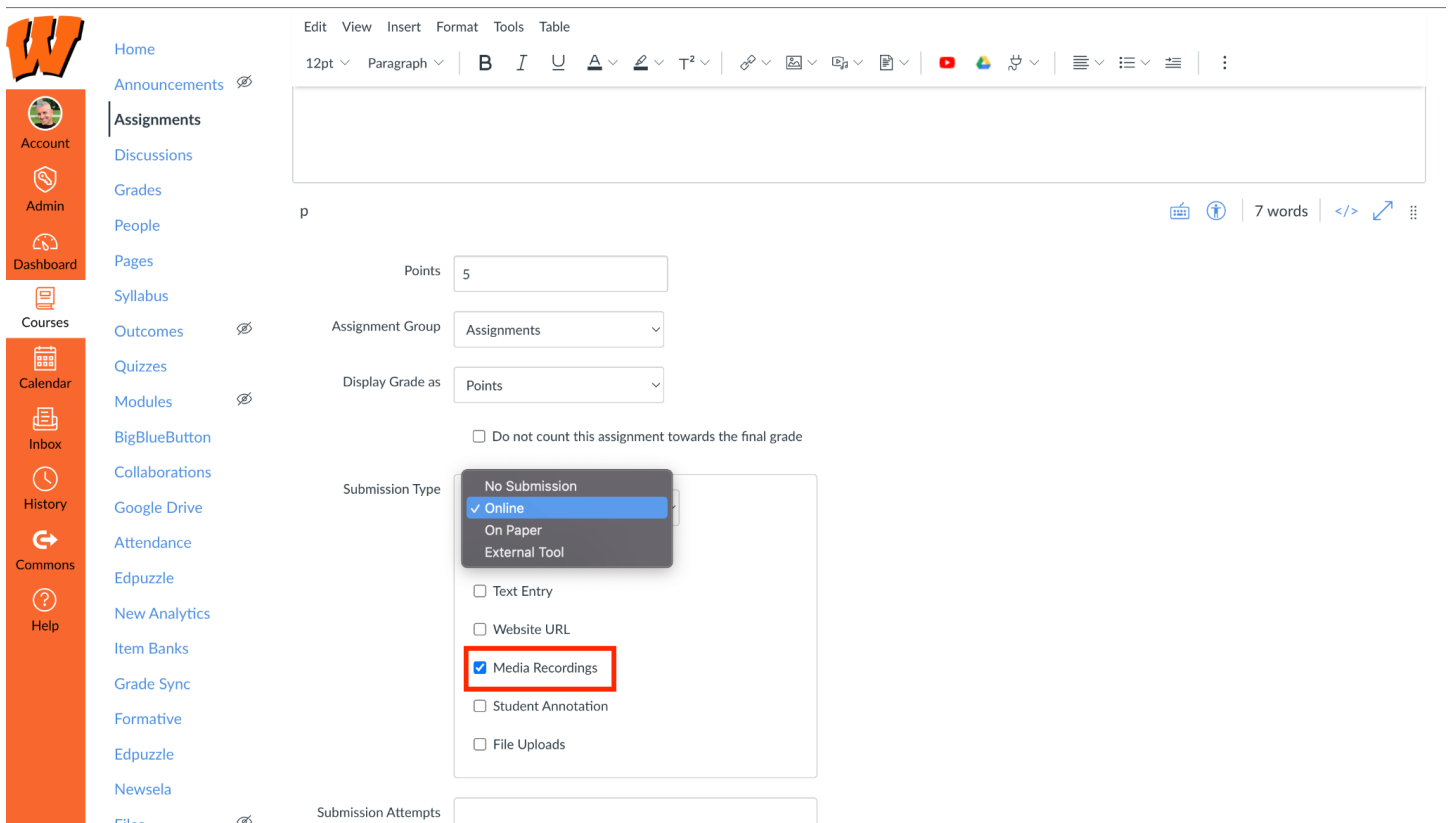# How to Make a File Submission Assignment in Canvas

PDF files, Image files (jpg/png), Video files (mp4/mov), and even Audio files (mp3)

There are several types of files you can have students submit and they break into 2 categories. Media files, which include video and audio files and Other files that include PDF, jpg, png, etc. Let's start with Media files.
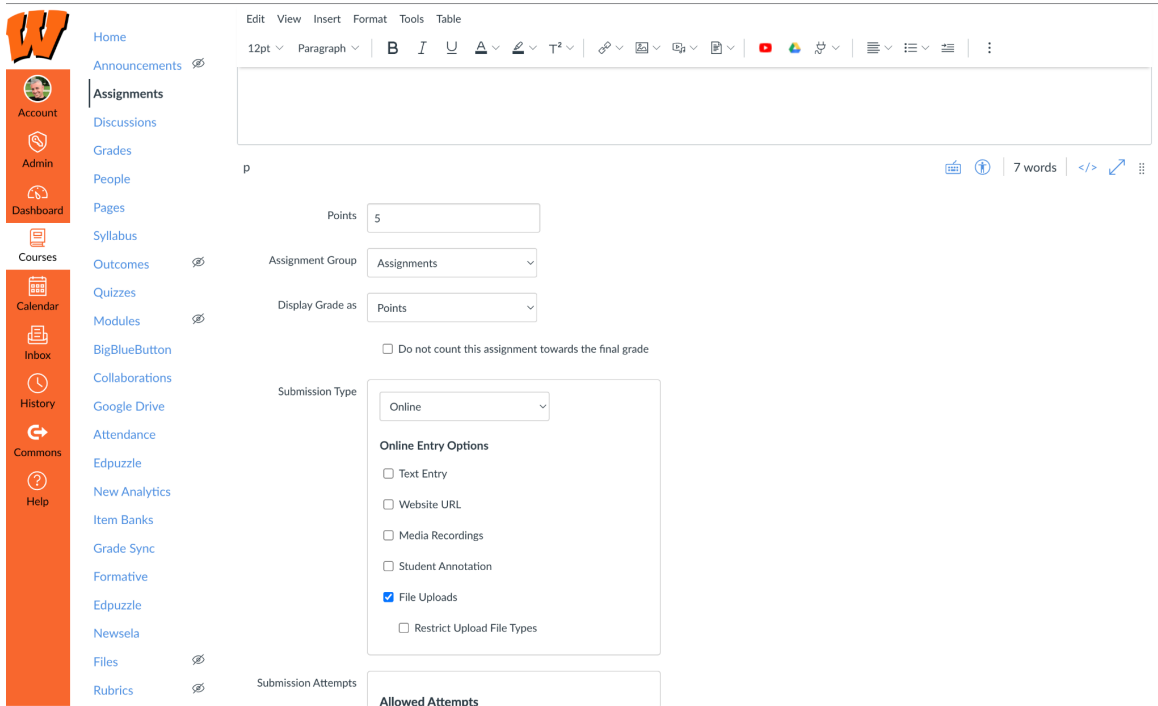
The MOST CRITICAL part of having students **submit video or audio files** is selecting the right type of submission. Select "Online" and check the box for Media Recordings. If you select "File Uploads" it will appear that students can submit a video file, but it will never send. There are a few other things you should consider when you want students to upload videos:

- Be aware of file size. Videos are the largest file type so you might want to limit the length of the video so students don't try to submit a monster file.
- If students are using iMovie to create the video, THEY NEED TO EXPORT THE VIDEO from iMovie. If they try to submit right from iMove, it will submit a .imovie file that is for editing - not a completed video.
- If you use video submissions often, remind students they will need to delete old videos or move them to iCloud (every student has 200GB), so the iPad doesn't fill up. iPads only have 64GB of space.
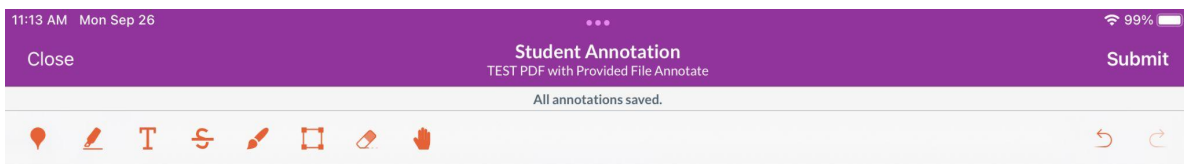
Submitting other files like PDF or JPG screenshots is usually very seamless, but I have heard from a couple teachers that some student PDF submissions never complete - they just spin and appear to be uploading. The assignment setup is simple, just choose "Online" and check "File Upload".

Something to consider is if you are providing a PDF for students to markup or if you are asking them to create a PDF file with Notability. If you want students to markup a PDF, you should have them use the Canvas Student App - it has a built-in PDF editor (browser version does not). An assignment like this *could* have a submission type of Online>File Upload, but Online>Student Annotation would be even better. It opens the PDF you assign right into the App PDF editor and students get the options below to write, type, highlight, add comments, add shapes and other annotations. They also get a "Submit" button in the top right corner. It will even save their work if they hit "Close" and come back to it later.

How to Make a Google Doc Assignment in Canvas

There are 2 options to create assignments in Canvas where students submit a Google Document. Both methods start with creating an assignment in Canvas. Name the assignment and provide instructions in the description box. Both methods use "External Tool" as the Submission Type. Click the Find button (red box).