

Instructions for Creating Assignments In Google Classroom

Create your Assignment in Google Documents **FIRST**

1. Sign into your Gmail account.
2. Click on the Google Apps icon (upper right hand corner of screen; it looks like 9x9 dots)
3. Find and click on the Google Documents icon.



4. Choose to Start a new document. Click on the “Blank” icon.






5. Work on your document as you would in Microsoft Word.
6. Name your document.
Click on the “Move” icon to move this document to your Classroom drive.

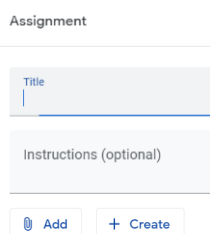


Make sure your Classroom drive folder is selected. Click the “Move” button.

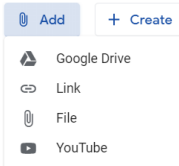


Post your Assignment **SECOND**

1. Go to your Google Classroom (click on the icon  from your Gmail).
2. Click on the word “Classwork.”
3. Click on  the “Create” button
4. Choose “Assignment”  Assignment
5. An Assignment page will pop up.

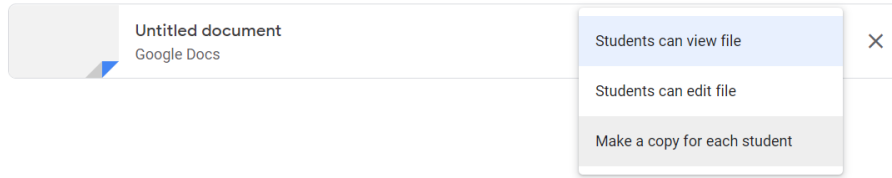
The image shows a screenshot of the “Assignment” creation form. It has a title field, an “Instructions (optional)” field, and two buttons at the bottom: “Add” and “+ Create”.

- a. Type in the name of your assignment.
- b. Add instructions (optional)
- c. Click on “Add”
- d. Click on “Google Drive”



- e. Navigate to your assignment (the one which you created and saved to Google Drive)
- f. Click “Insert”

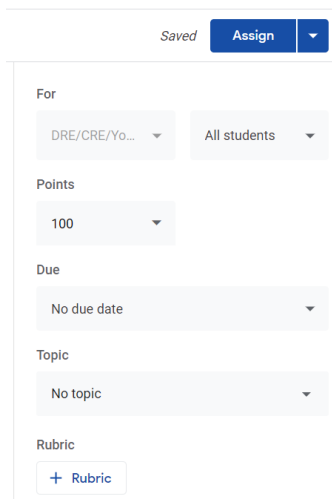
- g. Choose “Make a Copy for Each Student” so that each student can receive their own copy, turn it in individually to you, and you can grade it and return it to them individually.



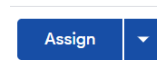
Note:

- **Student can view file:** Choose this option if you want all of your students to read the same file but not change it. This is good for reference materials only.
- **Student can edit file:** Choose this option if you want all of your students to make changes to the *same* file. This is good only if students are expected to collaborate on a single assignment.

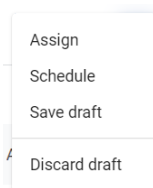
- h. Choose who you want to receive the assignments, point values, and due dates by clicking on the upside-down triangle. “Topic” means the folder in which the assignment will be saved. If you don’t have any “topics”, all your assignments will appear as one long list.



- i. Click on the upside-down triangle next to “Assign”



Choose “Assign” if you want the assignment posted immediately.
 Choose “Schedule” if you want the assignment to be posted at a later date.
 Choose “Save Draft” if you are not done creating and want to go back.
 Choose “Discard Draft” if you don’t want the assignment anymore.



- j. Your students will get an email that you have posted an assignment. Remember to “grade” them when they are submitted!

Thank you for helping your students get to KNOW Jesus!