Step 1.
Go to classroom.google.com. Select the class, then click on the Classwork tab.
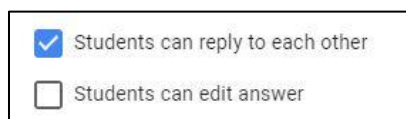
Step 2.
Click the "Create" icon, then select Question from the drop-down menu.

Step 3.
Type the question, then select the type of response desired (short answer or multiple choice). You can also add instructions if desired.
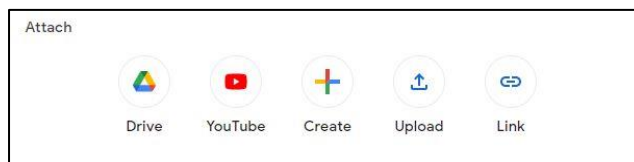

Note that with a short-answer question, students can edit their answer and/or reply to each other. You can set the permissions to include these options on the right side of the screen. Click to place a checkmark in front of the options you desire. To prevent students from seeing each other's answers, uncheck the box.

To create a multiple-choice type question, select "Multiple Choice" as the option. On the next screen, click "Option 1" and enter the first answer option. Click "Add Option" to add as many options as you desire. To delete an option, click the "X" at the end of the line containing the option you will delete. When students turn in a response to the question, they will see a class summary of answers. To disable this feature, uncheck the box on the far right that indicates "students can see class summary".
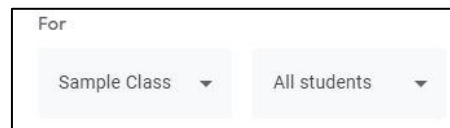
Step 4.
The question can include files to help students answer the question. Options include a file from your Google Drive, a YouTube video, a file on your hard drive or a link to a website.

Step 5 – Select one or more classes.
On the right edge of the page, select one (or more) classes to which the assignment applies. If only one class is selected, there is an option to select all students or individual students. To assign to specific individuals, click on down arrow next to "All Students", uncheck the box, then click in the box to select the desired students.

For	
Sample Class ▼	All students ▼

Step 6 – Establish grading criteria.
Identify the grade category (if created when the class was set up) and the points available with the question assignment. You can also select "ungraded" as an option.

Points
100 ▼

Step 7 – Define date due (deadline)
Under "Due", click the down arrow. Under the "Due Date & Time" header, click the down arrow once again. Click the date on the calendar to select. To set a due time, click Time and enter a time. Be sure to identify AM or PM. For example, the time might be 11:59 (space) PM, or 11:59 PM.

Due
No due date ▼

Step 8 – Select a Topic (optional)
You can identify a general topic in which the question assignment is placed. For example, a question related to the Revolutionary War can be placed in that topic. If the topics were not identified during the initial setup of the classroom, the topic can be created within the assignment. To create a topic, click on the down arrow next to "no topic" and click on "Create topic". Enter the desired topic name. It will appear on the "Classwork" stream after the assignment has been saved.

Step 9.
To save and post the question immediately, click "Ask" in the upper right corner. To schedule the question to be displayed at a later time, click on the down arrow next to "Ask" and from the options, select "Schedule". Select a time and date that the question should be published. One final option is to save the question as a "draft" and come back to finish at another time.