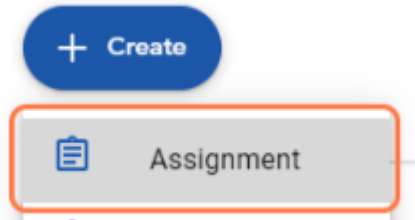




Create an Assignment

Step 1.

Go to classroom.google.com and open the class. From the tabs shown at the top, click on Classwork. Click on Create, then select Assignment from the drop-down menu.

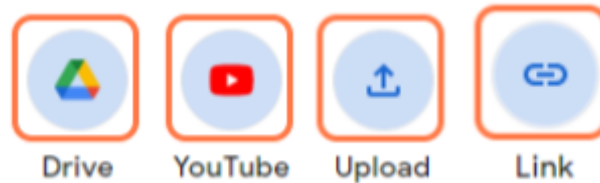


Step 2.

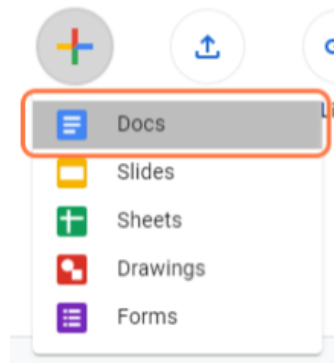
Enter a title for the assignment. Add any instructions relevant to the assignment.

Step 3.

There are several options with the assignment. You can attach a file from Google Drive, link a YouTube video, upload a file from your computer hard drive, or link to a website.

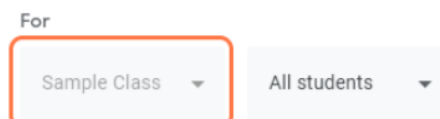


If you have not yet created the file, click Create. The options include Google Docs, Slides, Sheets, Drawings and Forms.



Step 4.

The next steps are completed using the taskbar on the right side of the screen. Under “For”, click the drop-down arrow and select all of the classes that should receive the assignment. Unless you’re selecting multiple classes, you can select individual students. You can’t select more than 100 students at a time. Leave the choice as “All Students” or click in the box preceding the student to select the individual.



Step 5.

Enter the maximum points possible on the assignment (or select “Ungraded” from the drop down menu).

Step 6.

Under “Due”, click the drop down arrow twice and select the date the assignment will be due (or leave the default “No due date”).

Step 7.

(Optional) Select a “topic” for the assignment (if you have set up “topics” as an option). See the “Create A Topic List” tutorial.

Step 8.

(Optional) You can create a rubric for grading an assignment. See the tutorial titled, “Use A Rubric”.

Step 9.

When finished, click “Assign” in the upper right corner. If you click on the arrow to the right of “assign”, you have additional options – assign (now), schedule (for a later date), Save Draft and Discard Draft.

