

Google Assignments Student Guide

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Introduction

Google Assignments allows you to use Google Docs and Google Drive to create and submit assignments and receive feedback from your instructors within Moodle.

Step 1: Open the assignment and link your account

1. Log into your NC State Google account on your browser.
2. Navigate to Moodle course with the Google Assignment and click on the Google Assignments activity.
3. Link your NC State Google account to Google Assignments. Verify that your NC State account is displayed. If it isn't, click on **Switch account** to change the account.

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4. Click **Link** to give the tool permission to link to your Google Account.

Step 2: Prepare and submit your assignment

- 1) Once the activity is open note the total points and due date for your assignment, under the assignment name. Be sure to submit your assignment before the due date.
- 2) Click the blue “Open to attach and submit” button to be taken to a new browser tab with a “Submit your work” dialog box.
 - a) To attach a file that you have already created and save in your Drive or on your computer, click on “**Add files.**”
 - b) To create a new Google Doc, Sheet, Slide or Drawing, click on “**Create.**”
- 3) Click the **Submit** button, which will be bright blue once you have added or created a file. Once you submit your assignment, you will see a confirmation message, which includes the option to **Unsubmit** your assignment if you need to make changes *before the due date*.

Step 3: Review your graded assignment

Once your assignment is graded, open the assignment to see your grade and any feedback. The activity window will show when you submitted the assignment, your grade, any attached files, and any overall feedback from your instructor.

A note on how Google Assignments file sharing works

Once Google Assignments is linked to your NC State Google account, an Assignments folder and a subfolder with the name of the course will be created in your Google Drive, where all the submitted assignments will be collected. You will likely never need to interact with this folder; it is just where a record of your assignments is stored.

When you submit your assignment, the assignment will become uneditable by you until your instructor returns it or unless you un-submit it. You will be able to view the file.

When your instructor opens your submission for grading, a new copy of the file will be made on your Google Drive. Your original submitted file will remain in your Google Drive without modifications.

When your instructor returns the assignment to you, they will become a viewer of that file.

Learn more here: [How instructors and students share files in Google Assignments.](#)