

Group Projects Using Google Assignments

Working on group assignments using Windows or Mac-based applications such as Microsoft Word typically involves multiple versions of documents that ultimately need to be combined into a final submission. It works, but leaves a lot to be desired.

Because Google Workspace tools allow multiple users to work on the same, “live” document, they work more efficiently for group projects. [Google Assignments](#) gives instructors a way to collect group projects created in Google Workspace.

Unfortunately, groups created in EduCat do not carry over into Google Workspace. It would be great if the members of the “Group A” you create in EduCat all had automatic access to Group A project documents in Google Workspace, but that isn’t the case (at least not yet--we can always hope for the future). However, by following a simple workflow, you can facilitate group assignments using Google Workspace.

Group Workflow for Google Assignments

1. Designate a member of the group to be the group leader. The group leader will be the document owner and will be responsible for submitting the group’s assignment. You may want to list the group leader in the description for the group.
2. The group leader creates the Google Workspace file (Docs, Sheets, or Slides), then shares it with the other group members for editing.
3. When the project is complete, the group leader submits it via Google Assignments. Once submitted, the document is locked and cannot be edited by anyone except you, the instructor.
4. After you finish grading the assignment and return it, the group leader will once again have editing privileges to the original document. A copy of the graded version will be made to your Google drive.

5. If revisions are needed that require work from other group members, the group leader will need to change their permissions from “view only” back to “edit.” When revisions are complete, the group leader will again submit the assignment.
6. When a final grade is assigned, you will also need to manually enter the grade in the EduCat gradebook for the other members of the group.