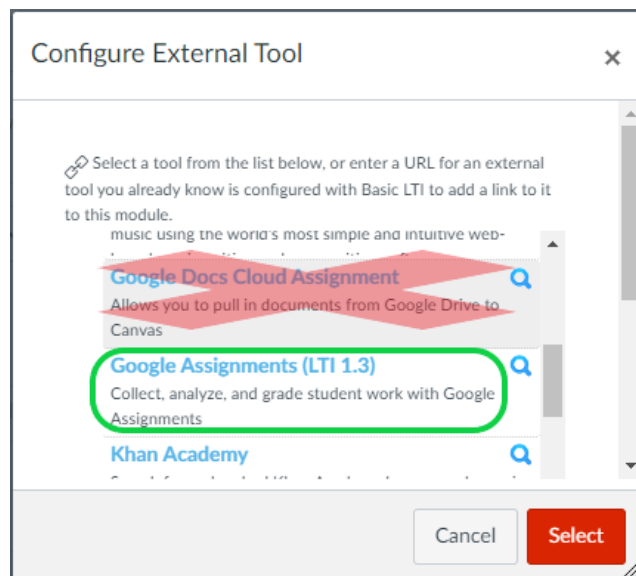


When you want students to do a Google based assignment or give them access to view a Google file in Canvas, there are different ways you can achieve these things. Listed below are the pros and cons of each to help you decide which way to use to create consistency and visibility to all.

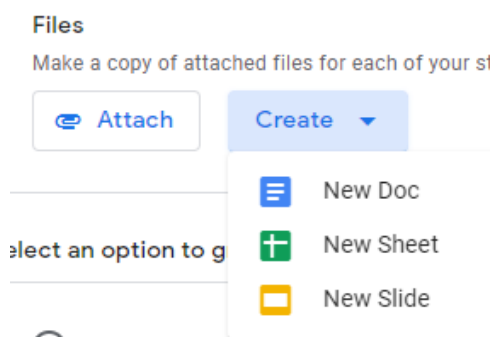
### For assignments:

#### Option 1: Google Assignments (LTI 1.3)

- This option is the most streamlined. But, it does create a situation where if you only make the assignment, observers/parents will not be able to view the document you're assigning. But, an easy way to solve this is to include a link to the document in the instructions for the assignment. Instructions for how to do that so anyone can see it are at the end of this section.
- To create a Google assignment, create your assignment and choose External Tool from the drop-down for Submission Type.
- Scroll down and choose Google Assignments (LTI 1.3), NOT Google Cloud Assignment.



- Assuming your Arrowhead Google id is the only one that comes up on the next screen, click continue. If more than one profile pops up, choose your Arrowhead ID.
- In the next screen you will first see the option to turn on plagiarism detection. Then, you will see your options for distributing the Google file to students.



- If you want students to use a copy of a doc/sheet/presentation you have already created, click on Attach and select the template file. This will create a copy of that file for each student.
- If you want each student to have a fresh doc/sheet/presentation, click on Create and you'll see a dropdown to pick which type of document you want created for each kid.
  - Why would you do this rather than just have kids create their own document and submit a URL? Basically it will give you the ability to view their documents immediately, rather than waiting for them to submit, and they won't have to mess around with sharing rights.
- You will also choose here whether you want to use the Google Assignments interface for grading or the Canvas Speedgrader interface.
  - Google Assignment interface:
    - You can add a rubric to this if you choose to.
    - Submitted files are graded as original, live Google Docs, Sheets, Slides, etc. (This will allow you to see revision history.)
    - You give feedback using the comments available in Google and you can suggest edits on the original files. Students will see them as comments in their actual doc.
    - To give grades and feedback, you click on the assignment (not Speedgrader) and click on the button to open it in a new window. Again choose your Arrowhead Google ID and you'll be sent to a screen where you can go through submissions, adding comments and the grade.
    - When you have finished grading a student, you click "Return" in the upper right corner. Students will then be able to see their score and comments.
    - Grades DO sync back to Canvas gradebook. So you will be able to sync them to Skyward from there as usual.
  - Skyward interface:
    - Submitted files are uploaded in Canvas SpeedGrader as converted view-only files. You will not be able to see revision history.
    - You can annotate files and give video, audio, or text comments using Canvas Speedgrader.
    - If revision history availability is not important to the assignment, the familiarity of Speedgrader may be beneficial to you.
- The best way to include the doc in your instructions so observers can preview it is:
  - Go to the original doc/sheet/presentation

- Go into the sharing settings and make sure it is set to Anyone with the link can view.
- Copy the share link there.
- Back in Canvas, include something like “Click here to preview this assignment document.”
- Hyperlink the link you just copied from the original, but change the ending (edit?usp=sharing) to preview. (Refer to the [9/26/23 tech tip](#) for more info.)
- This way observers can see the doc without being forced through the Authentication process that creates issues for those without Arrowhead emails.

#### Option 2: Force a copy

- This option allows you to use the Canvas speedgrader and potentially be able to see revision history. BUT, it creates many more steps for students as far as sharing and submitting the doc. This works, but it is not the most streamlined for students.
- To use this option, create an assignment in Canvas, and then open the doc you want them to have, go into sharing settings, and set to Anyone at Arrowhead can view. Copy the link.
- In Canvas, link the doc in the instructions, but when you paste that link, take everything from edit through to the end of the address and change it to copy.
  - For example,  
[https://docs.google.com/document/d/17WEHRYT7yGDCCxxx43MGZ\\_0yPynTX2W6VKZynGMBlaM/edit?usp=sharing](https://docs.google.com/document/d/17WEHRYT7yGDCCxxx43MGZ_0yPynTX2W6VKZynGMBlaM/edit?usp=sharing) would become  
[https://docs.google.com/document/d/17WEHRYT7yGDCCxxx43MGZ\\_0yPynTX2W6VKZynGMBlaM/copy](https://docs.google.com/document/d/17WEHRYT7yGDCCxxx43MGZ_0yPynTX2W6VKZynGMBlaM/copy)
- You can also create a Template Preview, which is essentially the same as “Force a Copy” but students will be able to see a preview of the document instead of making a copy blind.
  - Open the doc you want them to have, go into sharing settings, and set to Anyone at Arrowhead can view. Copy the link.
  - In Canvas, link the doc, but when you paste that link, take everything from edit through to the end of the address and change it to template/preview.
  - For example,  
[https://docs.google.com/document/d/17WEHRYT7yGDCCxxx43MGZ\\_0yPynTX2W6VKZynGMBlaM/edit?usp=sharing](https://docs.google.com/document/d/17WEHRYT7yGDCCxxx43MGZ_0yPynTX2W6VKZynGMBlaM/edit?usp=sharing) would become  
[https://docs.google.com/document/d/17WEHRYT7yGDCCxxx43MGZ\\_0yPynTX2W6VKZynGMBlaM/template/preview](https://docs.google.com/document/d/17WEHRYT7yGDCCxxx43MGZ_0yPynTX2W6VKZynGMBlaM/template/preview)
- Set the assignment type as Online/Website URL. This will give them the option of submitting their share link (remind them to give you editing rights!) or to submit through Google Drive.

- Keep in mind that if students have to share the URL for the doc, they need to set the link to give you editing rights. Otherwise you will not be able to see the revision history.