

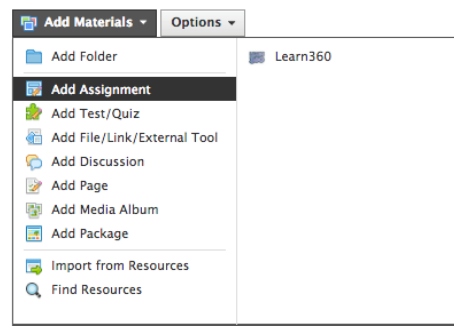
Using Google Docs with Schoology Assignments - Teachers

The **Google Drive Assignments App** enables instructors to assign Google Docs, Spreadsheets, Slideshows and Drawings directly within the Schoology platform. Once assigned, students can make their own copies of the content to work on and submit, and the instructor can then provide feedback and grade the assignment, all without leaving Schoology.

This document will cover the process of creating these types of assignments as well as the instructor and student experience.

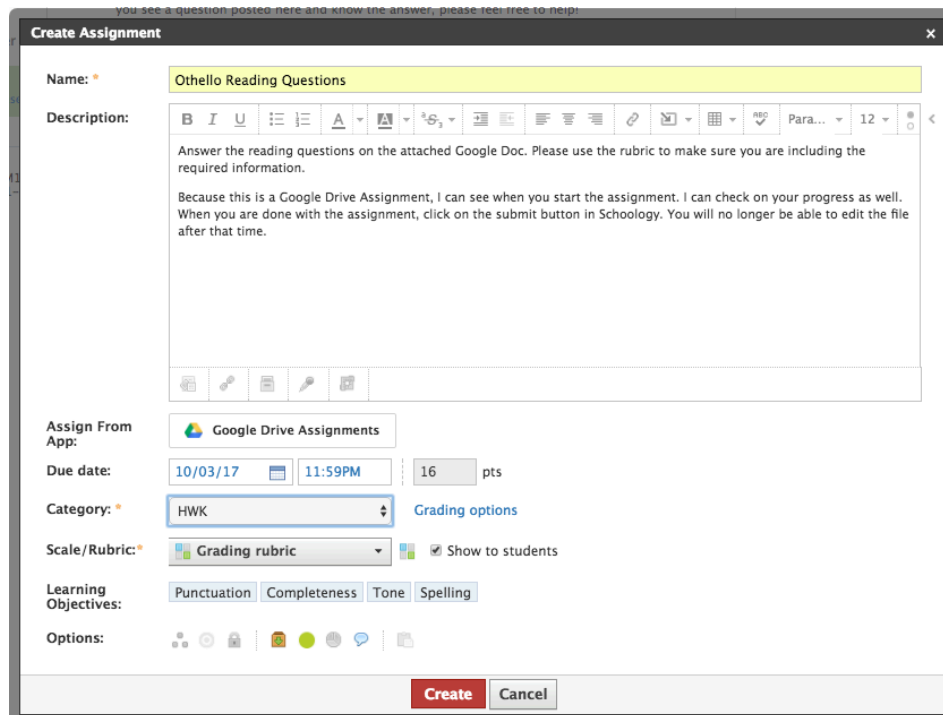
Creating an Assignment with the Google Drive Assignments App

1. Add an assignment to your course from the Materials menu.



2. Add assignment details as you normally would. You need to include a title, category and scale. It is *highly* recommended you add a description of the assignment. If you plan on syncing the assignment to eSchoolPLUS, you need to include a valid due date and points.

The assignment in the picture below is using a Rubric for grading purposes. You do not need to use a Rubric in order to use the Google Drive Assignment tool.



Create Assignment

Name: **Othello Reading Questions**

Description:
 Answer the reading questions on the attached Google Doc. Please use the rubric to make sure you are including the required information.
 Because this is a Google Drive Assignment, I can see when you start the assignment. I can check on your progress as well. When you are done with the assignment, click on the submit button in Schoology. You will no longer be able to edit the file after that time.

Assign From App: **Google Drive Assignments**

Due date: **10/03/17** **11:59PM** **16** pts

Category: **HWK** [Grading options](#)

Scale/Rubric: **Grading rubric** ☒ Show to students

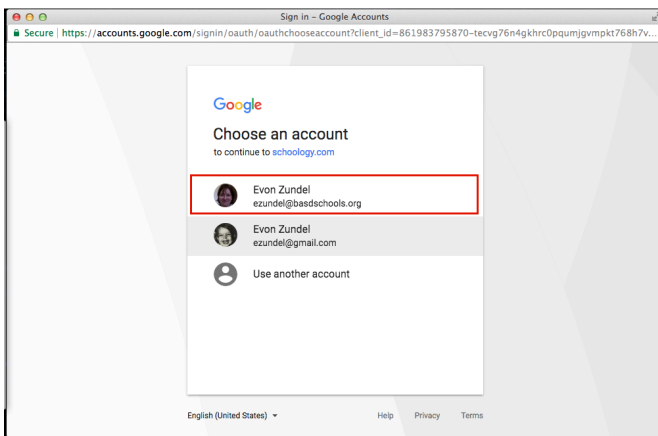
Learning Objectives: **Punctuation** **Completeness** **Tone** **Spelling**

Options: ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Create **Cancel**

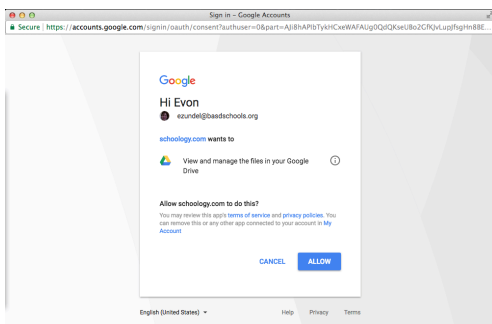
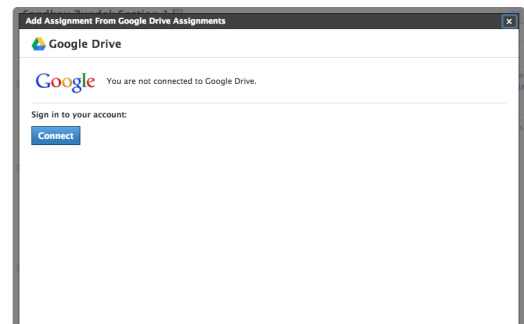
- To provide a Google Doc/Sheet/Slide or Drawing document to each student for the assignment, click on the **Assign From App: Google Drive Assignments** button as outlined in the picture to the right.

TIP: It's a good idea to have a folder for your master Google documents organized in Google Drive. You may want to add the name [Template] to the name of the document to inform you that you have used it in a Schoology Google Drive Assignment.



- The *first time* you use the Google Drive Assignment tool, you may be prompted to configure your connection to your Google Drive. First, choose the Google Account you would like to utilize. **Choose your basdschools.org account.**

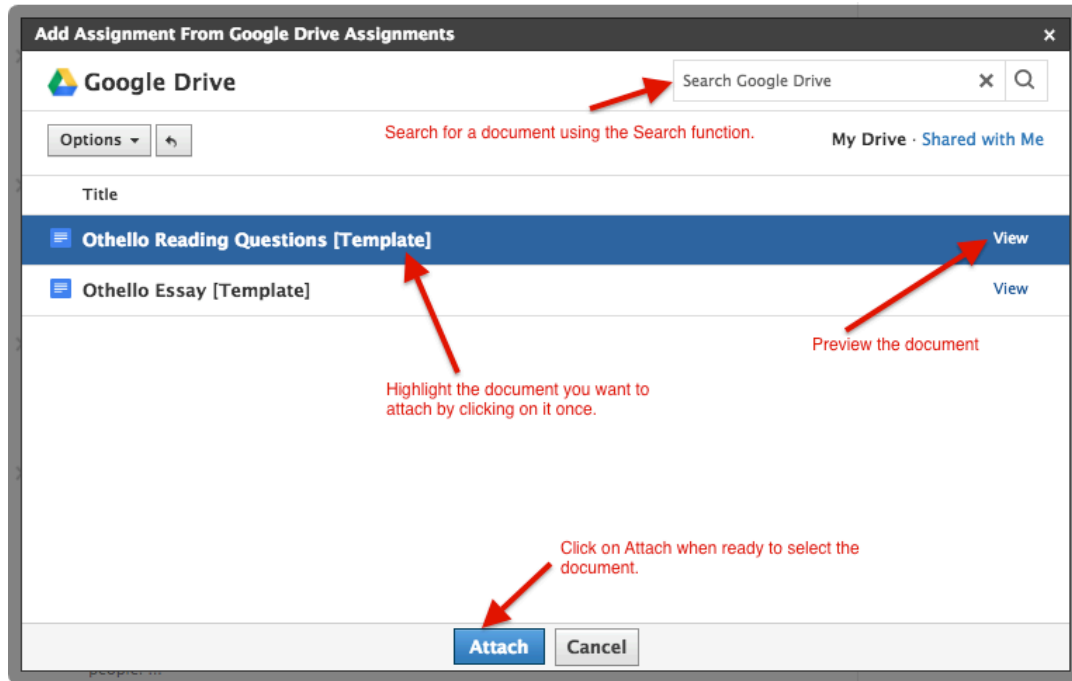
- Sign into your Google account using your basdschools.org username and password. Click on the **Connect** button to start the process.



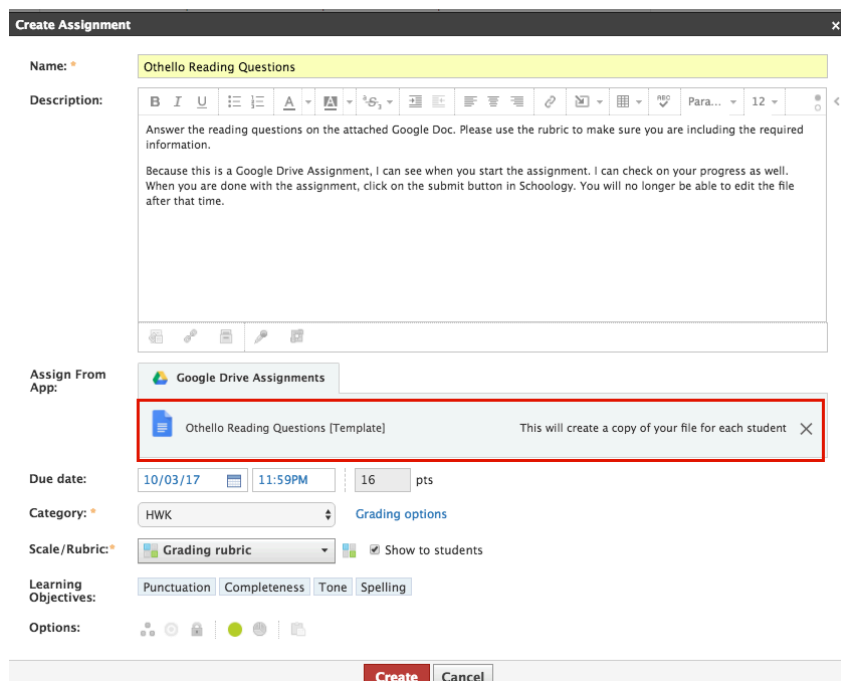
- Click on the blue **Allow** button to give Schoology access to your Google account.

- Choose the document from your Google Drive that you wish to distribute to the students from the Google Drive window that appears (see below). To choose the document, **click on it once** to highlight it. It will be highlighted blue in the list. Then click on the **Attach** button at the bottom of the window.

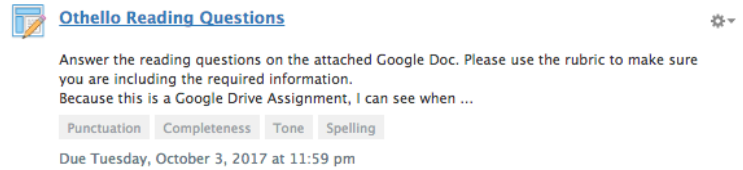
NOTE: The word **[Template]** was in the name of the document when I created it. It was *not* added by Schoology.



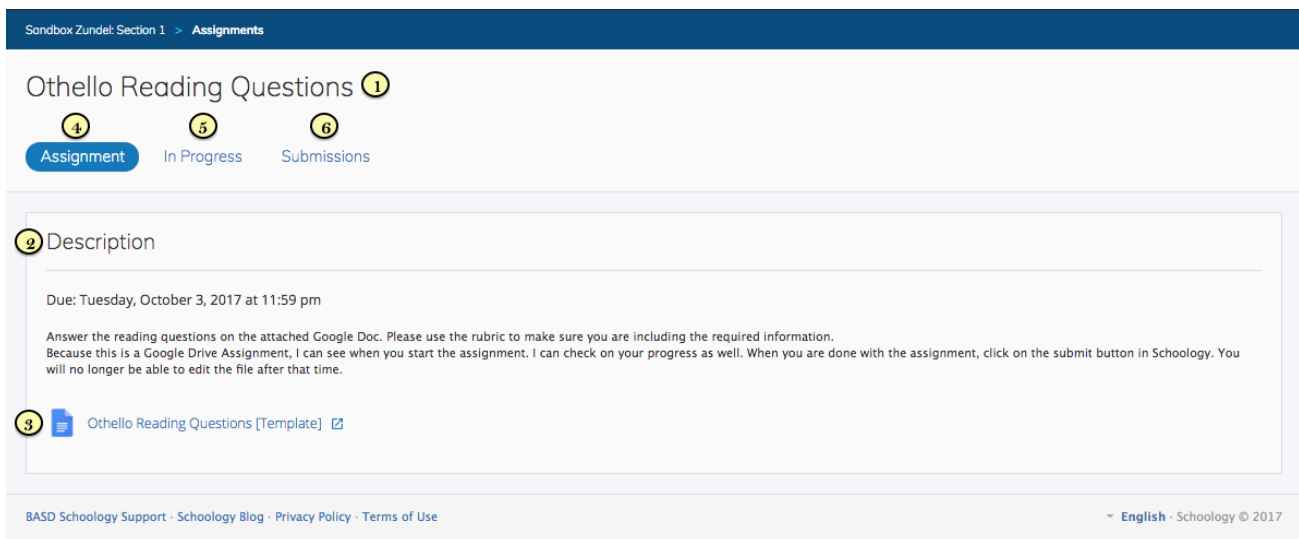
- The Google document you attached should be listed underneath the Google Drive Assignments button. It should say **This will create a copy of your file for each student** next to the title of the document. Click on the red **Create** button to create the assignment in Schoology.



9. The assignment will appear like other assignments in Schoology. Click the assignment title (Othello Reading Questions in this example) to see the Google Assignment features.



10. When **teachers** click into a Google Drive Assignment in their course, they will see the following components:
1. Title of Assignment
 2. Description
 3. Google Drive document attached to the assignment (click document title to preview document)
 4. Assignment Tab (click to see info about the assignment)
 5. In Progress Tab (click to see students who have clicked on the document and have started to complete the assignment)



6. Submissions (click to see students who have submitted the Google Doc to the assignment)

The Student Experience

When students click into an assignment made with the Google drive assignment attached, they will see the following:

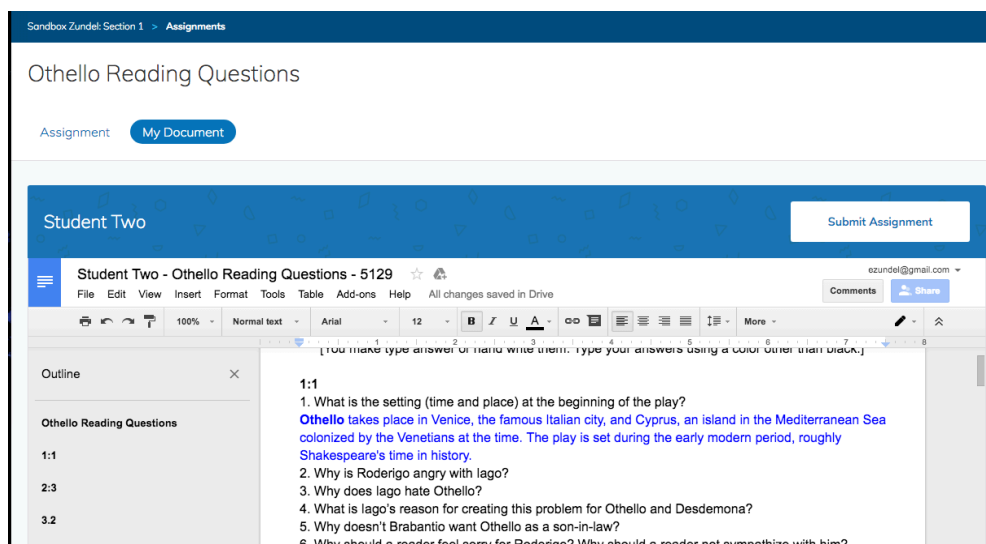
1. Title of the Assignment
2. Description
3. Assignment Tab (click to see info about the assignment)
4. My Document Tab (Students click this to create their copy of the Google Document you provided)



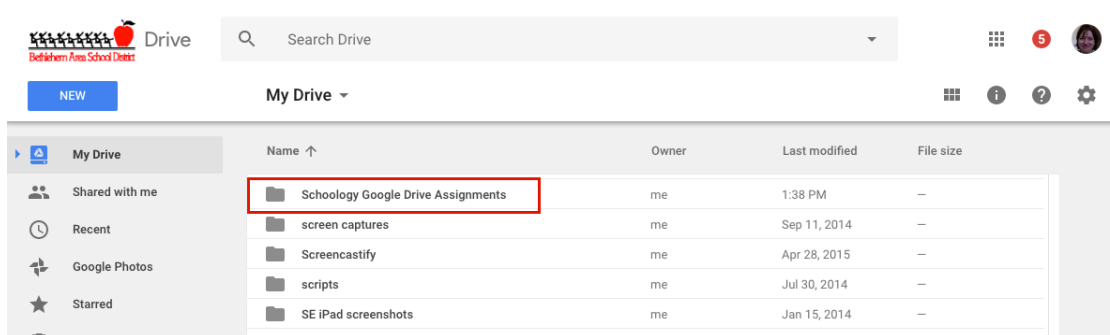
1. When the student clicks on the **My Document** tab, a copy of the Google document is created for the student. **The document is created in the Teacher's Google Drive and it is SHARED with the student.** It is automatically named **Student Name - Assignment Name - Random Code for Assignment.**

Students may work on the Google Document directly in this window without leaving Schoology!

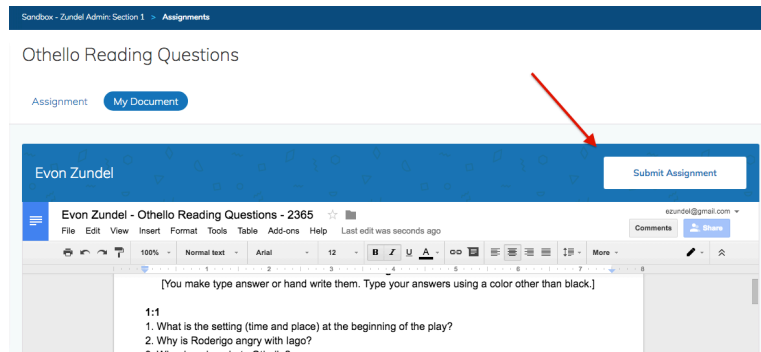
IMPORTANT: At this point in the assignment, the Google document is owned by the **teacher**. The student has editing privileges to the document.



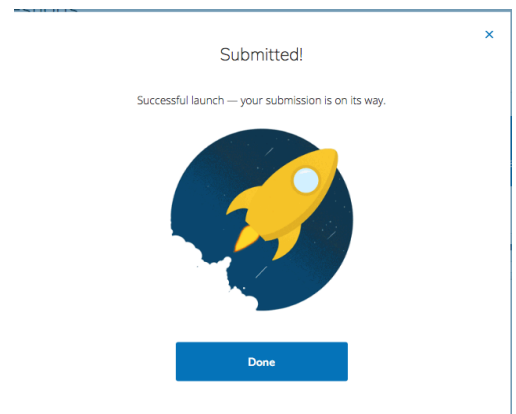
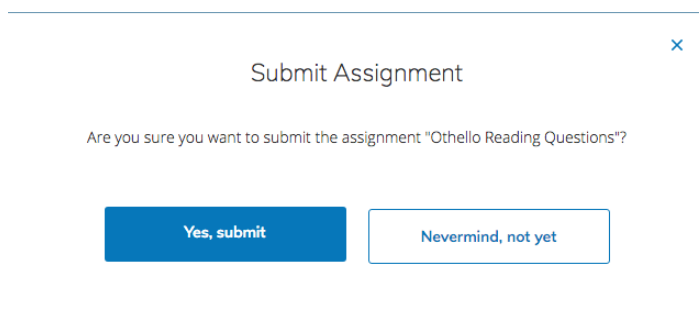
IMPORTANT: The first time a student clicks to create their document, Schoology creates a **folder** in the *teacher's* Google Drive called **Schoology Google Drive Assignments**. Inside, folders are created for each Course where you have used the Google Assignment tool in Schoology. Inside that, folders are created for each assignment. This folder is not created for students. They can access documents created by this Schoology Google Drive tool in their **Shared with me** area in Google Drive or through Schoology.



2. To submit the assignment, students click on the Submit button in the upper right hand side in Schoology.



3. Students will see a pop up window asking them to confirm their submission to Schoology. They click on **Yes, submit** to continue submitting the assignment. They will see a confirmation window when it was submitted.



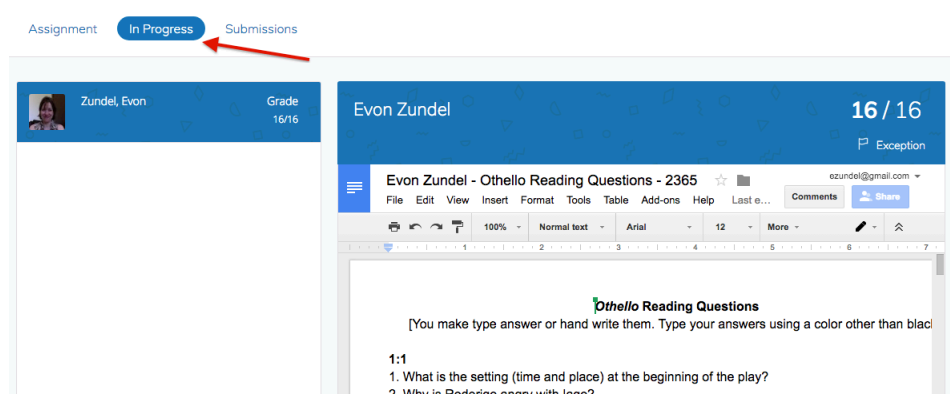
After they submit, they will no longer be able to make changes to the Google document.

4. Students may unsubmit the assignment by clicking on **Unsubmit**.



Accessing Documents in Progress

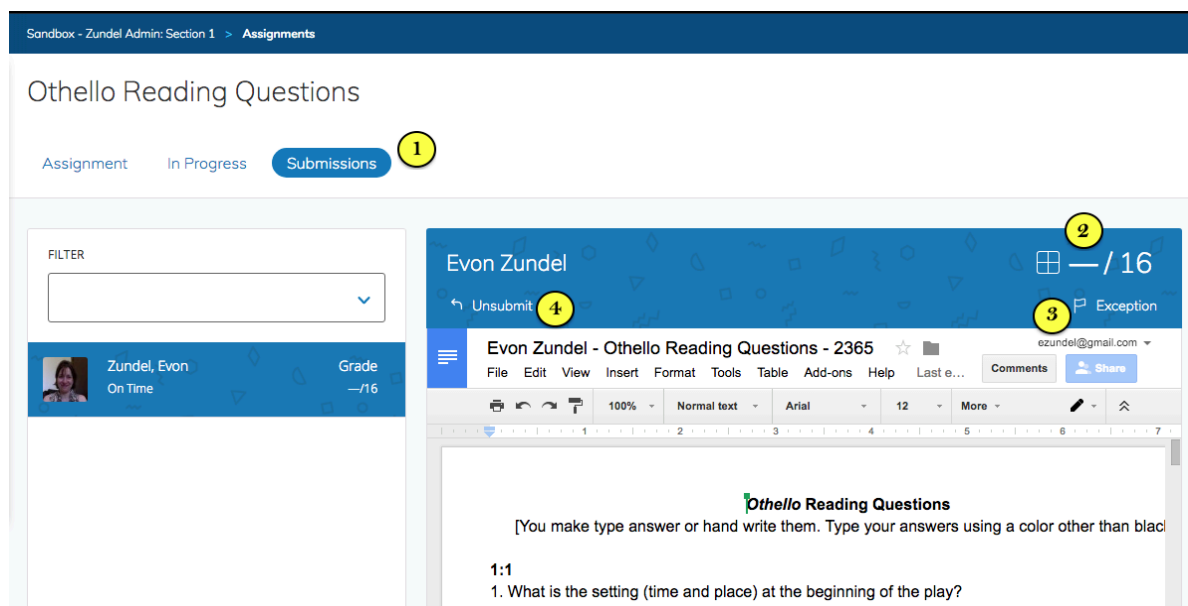
1. Teachers can access a student's Google Document in progress by going to the assignment in Schoology and clicking on the **In Progress** link.



2. Teachers can make comments on the document while it is in progress (Insert > Comments, Writing in a different color on the document, Make suggestions, etc).

Grading Submitted Documents

1. Click on the Submissions tab to access submitted assignments.
2. You can grade the submission at the top of the assignment by giving it a score or using a rubric.
3. You can also make an exception for the assignment by clicking on the Exception link.



4. You may unsubmit the assignment for the student so they can make changes and resubmit it.

IMPORTANT NOTES

Copying Google Assignments to Other Courses in Schoology

We have observed that when you copy an assignment with an attached Google doc (using Google Drive button), the Google Doc *will not be attached to the copied assignment*. You will need to reattach the Google Doc by editing the assignment, clicking on the Google Drive button (as shown on page 3) and reattaching the file. We are investigating on how to allow copying assignments.

Coteacher usage

If there are two teachers in a Schoology course, the teacher who creates the assignment (creator) with the Google doc will be able to access the assignment appropriately. The other teacher may *not* be able to access the template document since it resides in the *creator's* Google Drive. The creator teacher can share the Google document through the Google interface to give the second teacher access.

Refresh Is Your Friend

If you make changes in Schoology (including this tool) and do not see the changes reflected right away, press the refresh button in your browser to access the new changes.

Student Access to Google Drive Assignments Docs

If students wish to have editing access to the documents they have submitted in Google Drive Assignments, they can make a copy (File > Make a Copy) and edit the copy afterward. They should do this before their course ends and is Archived.

Use Schoology Interface As Much As Possible

While one can access the Google docs in Google Drive, it may be easier to direct students to use the Schoology interface when working on documents associated with Schoology assignments.

Troubleshooting Tips

Q: Error Message: We're sorry but we are unable to load your document. or No login information was received

A: These messages indicate that your browser is blocking 3rd party cookies. To enable 3rd party cookies in different browsers:

In Google Chrome

1. Navigate to: <chrome://settings/content/cookies>
2. Turn off Block 3rd party cookies.

In Firefox

1. Navigate to: <about:preferences#privacy>
2. Under History select Use custom settings for history.
3. Select Accept cookies from sites and set it to Always.

Q: Can I attach multiple documents to an assignment?

A: You can only attach one item from Google Drive to each assignment.

Q: Can the instructor make changes within the Google doc after attaching it to an assignment?

A: Yes, as long as students have not generated their copy yet by clicking My Document in the assignment. Once a student opens their copy of the document, any changes the instructor makes to the original are not reflected in copies created prior to the edits. Edits to the master file only affect subsequent student copies.

Q: Can I create assignments using the Google Submission App in Resources?

A: No, the Google Drive Assignment App is only available in courses.

A General Troubleshooting Tip

If at any time you encounter an issue with the Google Drive Assignment app, a good first troubleshooting step is to revoke the app's access from your Google account, and then go back into Schoology and re-connect:

In your Google account:

1. Click on the grid in the upper-right.
2. Select My Account.
3. Under Sign In and Security, click Connected Apps and Sites.
4. Under Apps connected to your account, open Manage Apps.
5. Select Schoology.
6. Click Remove.

Now, go back to Schoology, and connect again:

1. In your course, click Add Materials.
2. Select Add Assignment.
3. Launch the Google Drive Assignment app.
4. Connect to your Google account.