



Google Assign...

Google Assignment in Brightspace



Video Tutorial



Assignments

Why build a Google Assignment in a Brightspace Assignment?

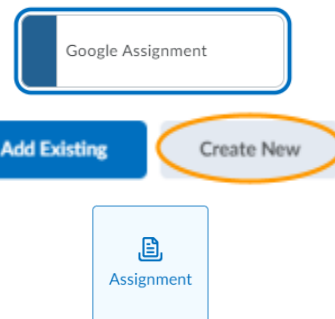
- Students (and parents) will **see in the Work To Do widget** until submitted and in Calendar until the due date.
- Teachers will see new submissions in the Assignments tool, Grades tool, Updates widget, and Quick Eval tool.
- Teachers can attach additional files and resources, or align standards.
- Teachers can use Release Conditions, Special Access, and record audio and video instructions.
- Teachers can organize assignments into categories.
- Students can view and access all assignments in the Assignments tool.

Need to Copy a Google Assignment? Use the [Copying Course Components](#) workflow.

⚠ Important Note: Copied Google Assignments



1. Create the Assignment in the Content tool.

- Navigate to Content. Create or select a unit, lesson, or folder.
- Select **Create New**
- Select **Assignment**



2. Enter Assignment Criteria as desired.


- Name
Option: Use ☒ or **(graded)** to indicate graded work.

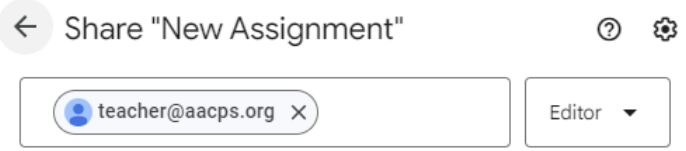
(Emoji keyboard shortcut  + )

- [Standards](#) (optional)
- **DO NOT** add grade
- Due Date = Assignment will show in Student Work to Do widget and Calendar.
- Availability Dates & Conditions
- Evaluation and Feedback

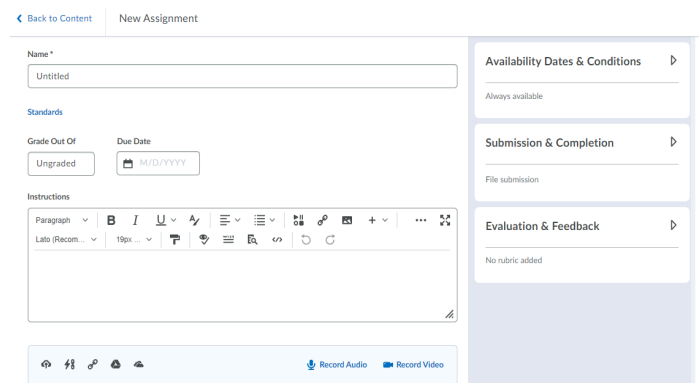
Option: Use Google Files (not Google Assignment) in a Brightspace Assignment.

- Build a [Brightspace Assignment](#)
- Use Submission Type: **Text Only Submission**
- Instruct students to create a Google file or [create a template link](#) for students to copy.
- Students will complete the work and update the share settings on the doc by adding the teacher as an editor.

 Share

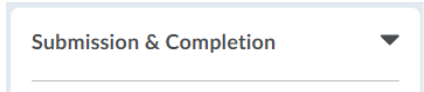
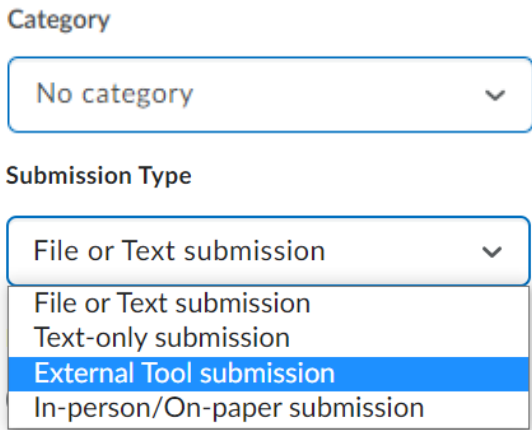
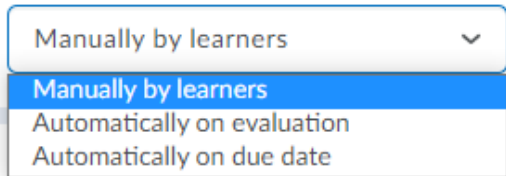
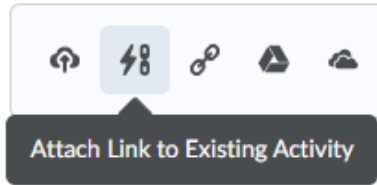
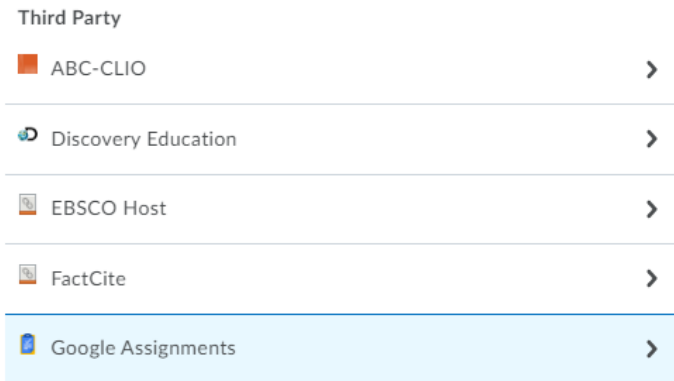


- Students copy and paste the link to the doc into the textbox of the Assignment and submit.



For more information: [Brightspace Assignments Directions & Tutorials](#)



3. Select Submission & Completion .	
4. In the drop down, select the Submission Type option. Suggestion: External Tool submission <i>Option: Select Category - existing or create new</i> Option: Text-only Submission <ul style="list-style-type: none"> Students will need to write something in the text box (<i>Done, Complete, etc.</i>). Teachers will have the option to add a notification email. 	
5. Select Marked as completed option underneath submission and completion. From the drop down menu, select Manually by learners. Note: Students will need to return to Content /Assignment to Mark as complete after the Google Assignment Submit.	
6. Select Attach Link to Existing Activity	
7. Select Google Assignments .	

8. Another window will open.
Give the assignment a title (required), and complete the other fields as applicable (see notes). When ready, select **Create**.

Google Assignment Notes:

- The assignment must be given a value greater than zero.
- Files can only be attached from Google Drive. If students need other links to complete their assignment, they need to be included in the attached documents, in the instructions or elsewhere in the Brightspace Assignment.
- The only option when attaching files is “Each student will get a copy.”
- Rubrics and originality (plagiarism checker) reports are available.
- Students are able to attach their own documents to the assignment as well.

How the Google Assignment will appear depends on the option you selected in step 6:

If **Quicklink** was selected, the Link to the Google Assignment will appear in the **Instructions**:

If Attach Link to Existing Activity was selected, the Google Assignment will appear as an **Attachment**:

9. Add additional instructions, resources or record audio/video instructions if necessary.

10. Choose visibility of Assignment then select Save or **Save and Close**.

The Google Assignment will be available in Content.

Note:

- Students and Teachers will also be able to Access this Assignment in the Assignments Tool



Grading Google Assignments

This option will require you to access the [All Google Assignments](#) NavBar link (available in Course Tools) in order to review student submissions. For more information, [click here](#).

Grading Google Assignments

Course Tools → Google Assignments → Courses

Google Assignments allow you to see live student progress on the assignment and provide feedback.

Courses

Course Name	View course	Owner	More options
Mrs. Lambert's 22-23 Demo Class	View course	Owner	More options
Bootcamp Summer '22 - Novice	View course	Owner	More options
Grade 5 Sample Course-Fall 2022	View course	Instructor	More options

All courses

Mrs. Lambert's 22-23 Demo Class

Assignment	Status	View assignment	More options
Graded 9/2	Draft	View assignment	More options
Graded 8/29- Reading Selfie	Draft	View assignment	More options

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Copied Google Assignments

After the copy, to make edits to the template that students will receive, the template must be accessed before students access by going to the Google Assignment > select the file > open the file to edit.



Google Assign...

Files 1 file

