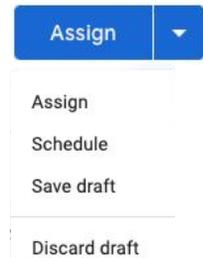


Create an Assignment

1. **+ Create:** From the Classwork tab, click on the “**Create**” button, and select “**Assignment.**”
2. **Title:** Give the assignment a title.
 - Use dates, numbers, or emojis to help organize the classroom assignments.
 - *TIP: Many teachers use the week # and the assignment number (e.g. 1.1, 1.2). This allows students to know what order to complete the assignments under the topic heading. Using numbers helps you organize your assignments both within the classroom and the automatic organization in Google Drive, since it is alphabetical.*
3. **Instructions:** Add instructions for the assignment.
4. **Add:** Option to add a file from Google Drive, upload a file from a device, add a link or YouTube video.
 - Teachers can add multiple files to an assignment.
 - Note: If posting a Google Form self-grading quiz no other items can be posted with it.
5. **Create:** Create a new Google Doc, Slides, Sheet, Drawing or Forms.
6. **For:** Select the class(es) or individual students you would like to assign to.
 - use the “**all students**” drop down menu on the right to assign differentiated assignments
 - Note: that you can only assign to multiple classes at once if you are assigning the work immediately. If you are scheduling it, you will have to assign one class at a time
 - *TIP: you can “Reuse Post” from the first class to make this easier.*
7. **Points:** Adjust how many points the assignment is worth or select ungraded.
8. **Due:** Set the assignment’s due date and time.
9. **Topic:** Choose which topic (week, unit/module, subject, etc.) the assignment belongs under.
10. **Rubric:** Including a rubric is optional.

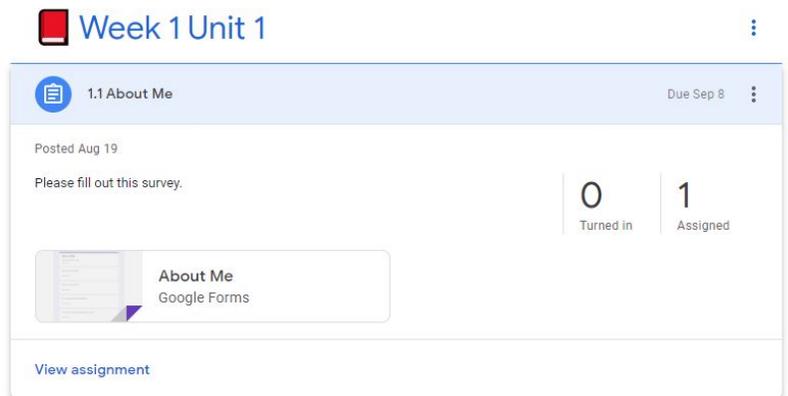
The screenshot shows the Google Classroom assignment creation interface. It features a top navigation bar with a blue '+ Create' button (1) and an 'Assignment' tab. Below the navigation bar, there is a title field (2) and an 'Assign' button (6). The main content area has an 'Instructions (optional)' field (3). Below the instructions, there are two panels: 'Add' (4) with options for Google Drive, Link, File, and YouTube; and 'Create' (5) with options for Docs, Slides, Sheets, Drawings, and Forms. On the right side, there are several settings: 'For' (6) with 'Practice Class' and 'All students' dropdowns; 'Points' (7) set to 100; 'Due' (8) set to 'No due date'; 'Topic' (9) set to 'No topic'; and 'Rubric' (10) with a '+ Rubric' button. At the bottom right, there is a checkbox for 'Check plagiarism (originality)' with a 'Learn more' link.

- Options for file attachments being added to the assignment. Once you add a file, it will display below the assignment description.
 - Use the drop down menu on the right side of the attachment to change the settings
 - **“Students can view file”** view only permissions for students.
 - **“Students can edit file”** students can edit the file attachments
 - **“Make a copy for each student”** this will make an individual copy of the file for each student to work on allowing the student to turn it in to the teacher upon completion.
- When you are finished creating your assignment, click **“Assign”**
 - Choose **“Assign”** to publish to students immediately
 - Choose **“Schedule”** for a future day/time
 - Choose **“Save draft”** to come back to it later



TIP: Once the assignment is posted, you cannot change it to be scheduled at a later date. Instead Reuse the post, schedule it for future date then delete the original post.

- Assignment details can be found by click on the title of an assignment:
 - Date posted
 - Due date
 - # of students assigned to
 - # of students turned in
 - 3 dots (actions):
Edit, Delete, Copy link



Create a Question Assignment

1. From the Classwork tab, click on the **“Create”** button, and select **“Question.”**
2. Enter the question with instructions.
 - Choose a short answer or multiple-choice question from the drop down.
 - Note: There is no character limit for short-answer questions.
 - For multiple-choice questions, click Option 1 and enter the first answer option. Click Add option 2, continue for each answer choice, no limit. To delete an option, click the X to remove.
3. Choose to allow students to reply to each other, and if students can edit answers.
 - Check or uncheck the boxes before posting.
4. Select **“Ask”** to post the question for your students, or choose to **“Schedule”** or **“Save draft.”**

Create a Quiz Assignment

1. From the Classwork tab, click on the “**Create**” button, and select “**Quiz assignment.**”
 - Classroom creates a blank quiz using a Google Form and attaches it.
2. Click on the “**Blank Quiz**” attachment to edit the quiz & add questions before you assign.
3. Toggle the grade importing on to have the quiz graded & added to Google Classroom gradebook.
4. Select “**Assign**” to post immediately to students, or choose to “Schedule” or “Save draft.”

Add Class Materials

1. Post classroom materials in the classwork tab (e.g. syllabus, classroom rules, tutorials, topic related reading, pdf's or classroom notes.)
2. From the Classwork tab, click on the “**Create**” button, and select “**Materials.**”
 - Add a title and description of the materials.
 - Attach files, video clips, or presentations.
 - Choose which class(es) or students, and which topic to post under.
3. Select “**Post**” to publish immediately to students, or choose to “Schedule” or “Save draft.”

Reuse Post

1. Teachers can reuse an announcement, assignment or question from any class or an archived class.
2. From the Classwork tab, click on the “**Create**” button, and select “**Reuse Post.**”
3. Pop up window will appear to choose the class you wish to reuse the assignment from then choose the assignment name you wish to reuse
4. Check “**Create new copies of all attachments**” so that all the attached documents will appear in the new class drive folder.
5. Click “**REUSE**” and the teacher will be able to modify all settings for the assignment before publishing.
 - Modify any changes needed, change due dates, instructions, titles, topics etc.
6. Select “**Assign**” to post the question immediately to students, or choose to “schedule” or “save as draft.”