

## Creating Assignments and Materials in Google Classroom

Google Classroom allows catechists to assign work to disciples virtually. Assignments may include questions, essays, worksheets, and readings and can be distributed to disciples via Google Classroom.

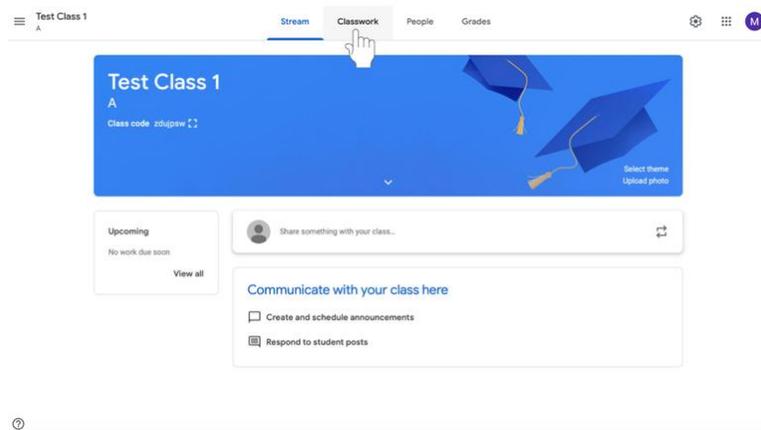
\*Before creating an assignment, make sure that you have created the class to which you wish to send an assignment. If you have not, see previous directions on how to start a class with Google Classroom and how to add disciples (known as students in Google Classroom) via class code or email address.

### General Instructions

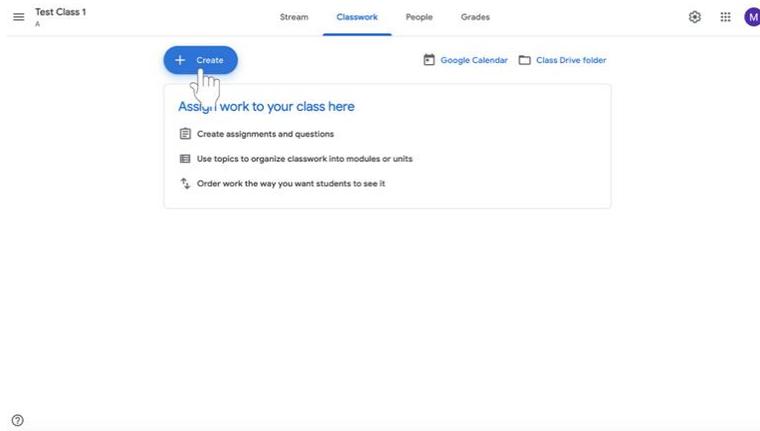
#### Assigning work

Google Classroom allows users to create various types of assigned work. The following directions can be used to start any kind of assignment offered by Google Classroom, including **Assignments**, **Quiz Assignments**, **Question** (to ask disciples one question to which they can respond), **Material** (for readings and other materials if disciples are not turning in any work in response), and the option to **Reuse post**. Catechists can use **Assignments** for most of their work. Follow directions on **page 14** to create an **Assignment**.

1. Navigate to the **Classwork** tab at the top of the desired class's page. With this tab, you can view all current and past assignments.



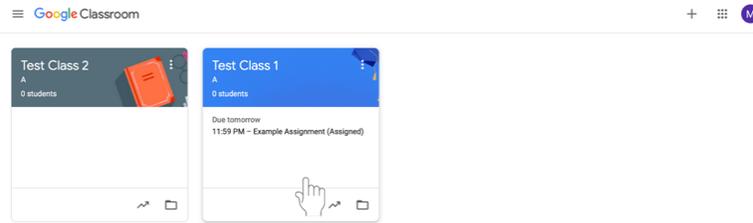
2. Click **Create**.



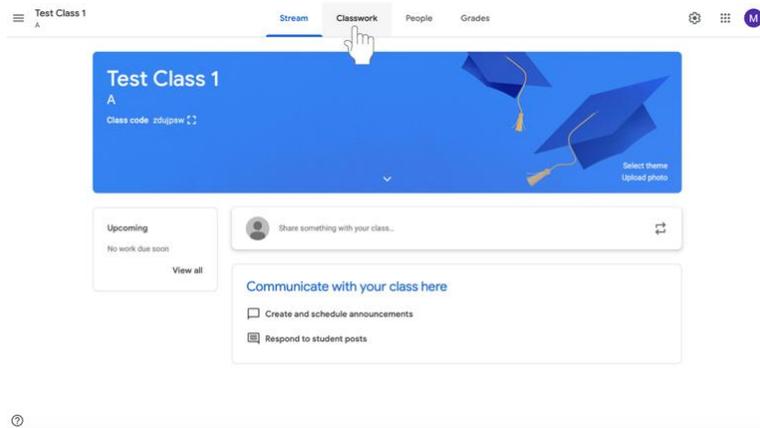
3. Select **Assignment**, **Question** (to ask disciples one question to which they can respond), or **Material** (for readings and other materials if disciples are not turning in any work in response).

## Creating an assignment

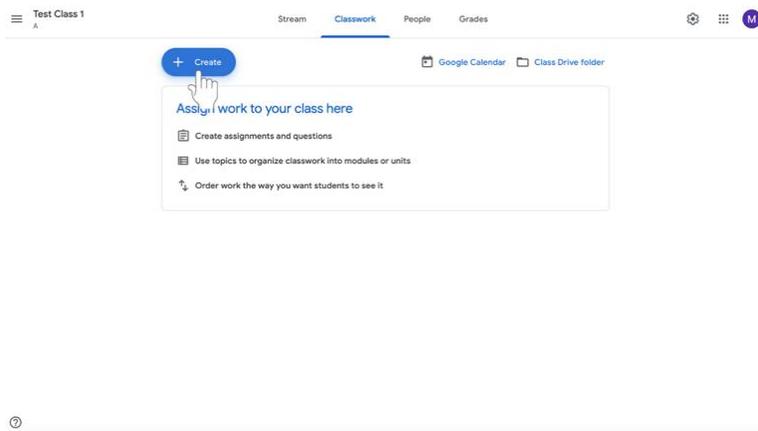
1. Sign in to **Google Classroom**.
2. In the class page, select the class section to which you are sending the assignment. Click on the class name to select the class.



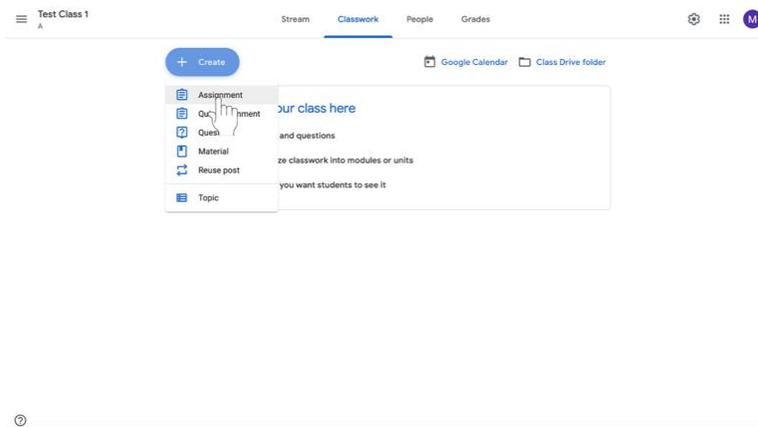
3. Navigate to the **Classwork** tab at the top of the desired class's page. With this tab, you can view all current and past assignments.



#### 4. Click **Create**.



#### 5. Select **Assignment**.



6. Add a **title** and **instructions** to the assignment.

Assignment Saved Assign

Title  
Example Assignment

Instructions (optional)

[Add](#) [+ Create](#)

For  
Test Class 1 A All students

Points  
100

Due  
No due date

Topic  
No topic

Rubric  
[+ Rubric](#)

Assignment Saved Assign

Title  
Example Assignment

Instructions (optional)  
This is an example assignment. Type your instructions here.

[Add](#) [+ Create](#)

For  
Test Class 1 A All students

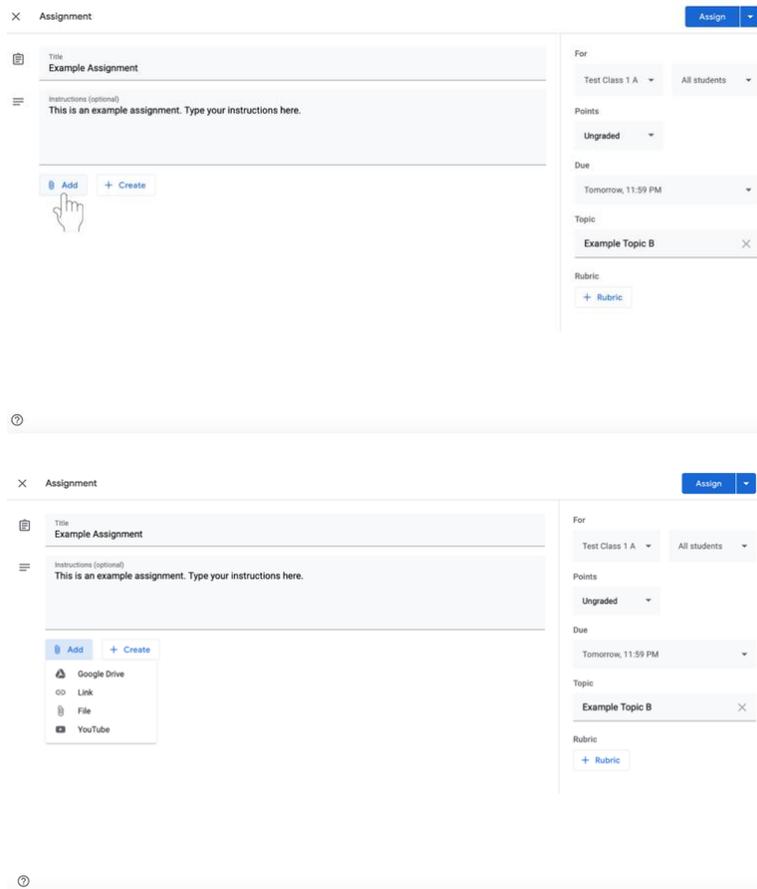
Points  
100

Due  
No due date

Topic  
No topic

Rubric  
[+ Rubric](#)

7. Click **Add** (with a paperclip icon) or **Create** (with a plus sign) below the title and instructions to add any supplementary materials necessary to complete the assignment.
  - a. You can include a link, file, YouTube video, or file from Google Drive using the **Add** button. Options are self-explanatory once you select what to add to the assignment.



- b. Using the **Create** button, you can add Google Docs, Slides, Sheets, Drawings, or Forms (**instructions to follow**).
    - i. **Note:** If disciples need to turn in written information, a Google Doc or other material must be included in the assignment using the **Create** option. Be sure to have one document per student using the **Make a copy for each student** option if they are not collaborating on the assignment. Otherwise, there is a risk that that the disciples will be working on the same document.

8. On the left side of the screen under **For**, select the students to whom you are sending the assignment. Click the dropdown menus to make changes.

The screenshot shows an assignment creation interface. On the left, there is a form with a title field containing "Example Assignment" and an instructions field containing "This is an example assignment. Type your instructions here." Below the instructions field are "Add" and "+ Create" buttons. On the right, there is a sidebar with settings. At the top right of the sidebar are "Saved" and "Assign" buttons. The "For" section has a dropdown menu set to "Test Class 1 A" and another dropdown menu set to "All students". The "Points" section has a value of "100" and a dropdown menu set to "All students", which is highlighted by a hand cursor. The "Due" section has a dropdown menu set to "No due date". The "Topic" section has a dropdown menu set to "No topic". The "Rubric" section has a "+ Rubric" button.

9. On the left side of the screen, change the number of points that the assignment is worth if necessary. (Default is 100.) To mark the assignment **ungraded**, click on the downward arrow and select ungraded. You can also type in the number of points an assignment is worth. **Religious Formation is focused on the formation of each disciple. It is not a subject and therefore it is important to talk to your PCL about a system of completed an in completed rather than a grading system.**

The image displays two screenshots of an assignment creation interface. Both screenshots show a form with a title field containing "Example Assignment" and an instructions field containing "This is an example assignment. Type your instructions here." Below the instructions field are "Add" and "Create" buttons. On the right side, there are several dropdown menus: "For" (set to "Test Class 1 A" and "All students"), "Points" (set to "100"), "Due" (set to "No due date"), "Topic" (set to "No topic"), and "Rubric" (with a "+ Rubric" button). In the top screenshot, the "Points" dropdown menu is open, showing "100" as the selected option. In the bottom screenshot, the "Points" dropdown menu is open, showing "Ungraded" as the selected option. The "Assign" button is visible in the top right corner of both screenshots.

10. Select a **Due Date** for the assignment on the left side of the screen.
- Click on the down arrow next to No Due Date. A dropdown menu will appear.

The screenshot shows the 'Assignment' creation interface. On the left, there is a form with a title 'Example Assignment' and instructions. On the right, there are settings for 'For' (Test Class 1 A), 'Points' (Ungraded), and 'Due'. The 'Due' dropdown menu is open, showing 'No due date' as the selected option. A hand cursor is pointing at the down arrow next to 'No due date'.

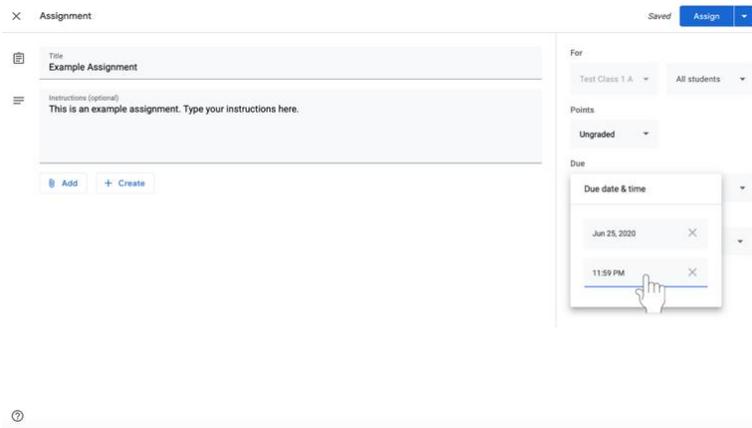
- Click on the light gray button labeled No Due Date to see a calendar and select a due date for the assignment.

The screenshot shows the 'Assignment' creation interface. The 'Due' dropdown menu is open, showing 'Due date & time' as the selected option. A hand cursor is pointing at the 'No due date' option.

The screenshot shows the 'Assignment' creation interface. The 'Due date & time' dropdown menu is open, showing a calendar for June 2020. The date '25' is selected. A hand cursor is pointing at the date '25'.

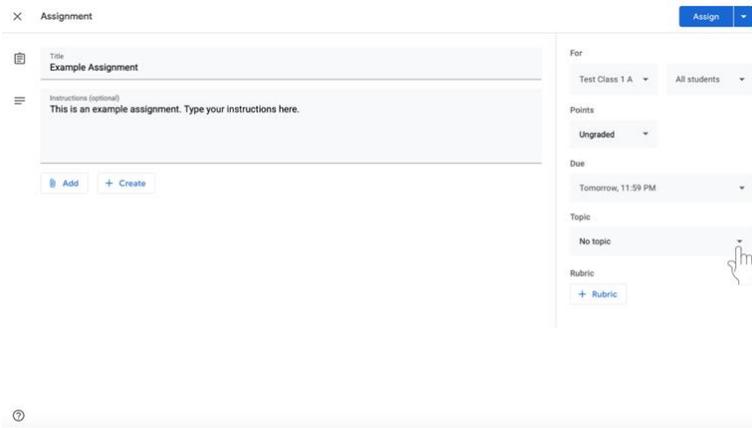
June 2020						
S	M	T	W	T	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- c. Select a time in the menu under the date. 11:59 PM will appear by default. Type in a new time if desired.



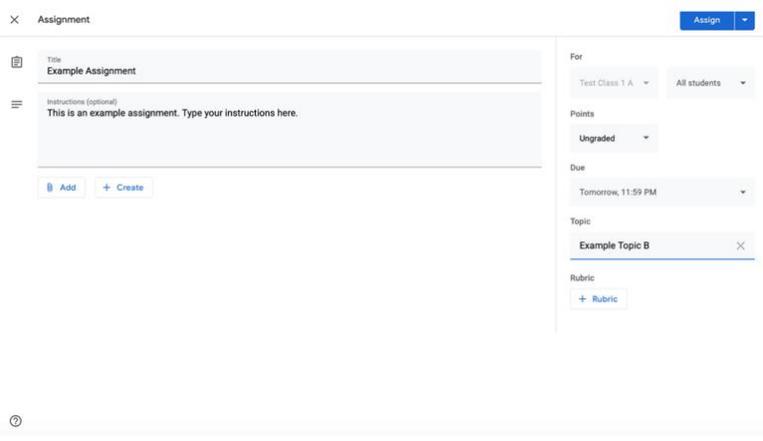
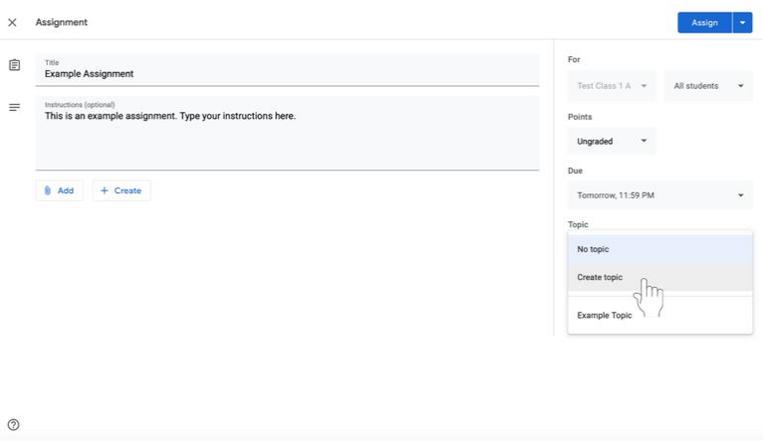
The screenshot shows the 'Assignment' creation form. On the right side, there are several dropdown menus: 'For' (Test Class 1 A), 'Points' (Ungraded), and 'Due'. The 'Due' dropdown is open, showing a date of 'Jun 25, 2020' and a time of '11:59 PM'. A hand cursor is pointing at the '11:59 PM' option, indicating it is being selected or about to be edited.

11. If desired, you can file the assignment under a certain topic.
- a. Select the menu under **Topic** on the left side of the screen.

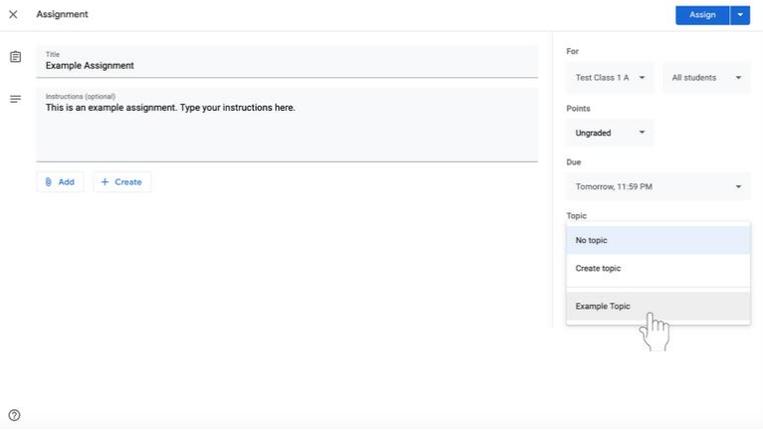


The screenshot shows the 'Assignment' creation form. On the right side, there are several dropdown menus: 'For' (Test Class 1 A), 'Points' (Ungraded), and 'Due' (Tomorrow, 11:59 PM). The 'Topic' dropdown is open, showing 'No topic' as the selected option. A hand cursor is pointing at the 'No topic' option, indicating it is being selected or about to be changed.

b. Click **Create Topic**. Type in the topic name.

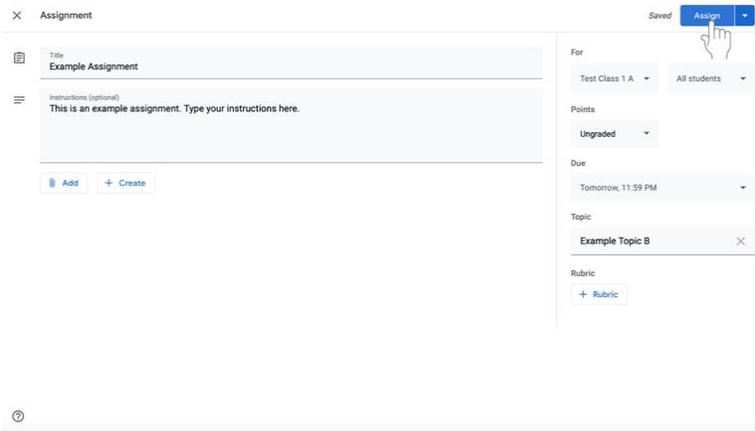


c. If you already have topics saved, select the menu under **Topic** and then click on the relevant label.



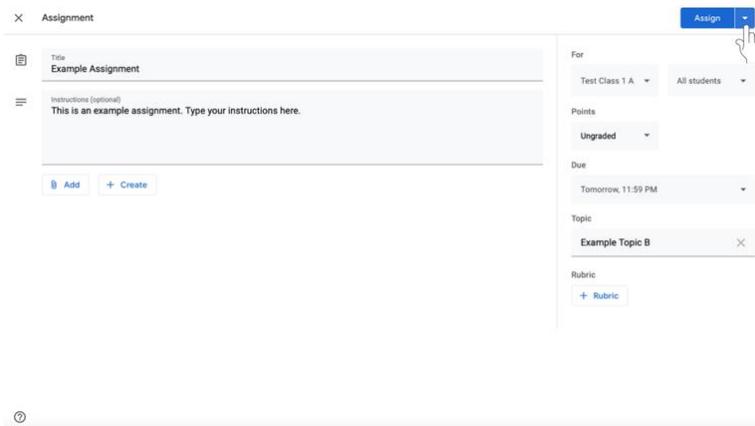
## 12. Assign work.

- a. When all of the necessary and desired information is completed, select the blue **Assign** button at the top left of the screen for the assignment to be distributed immediately.



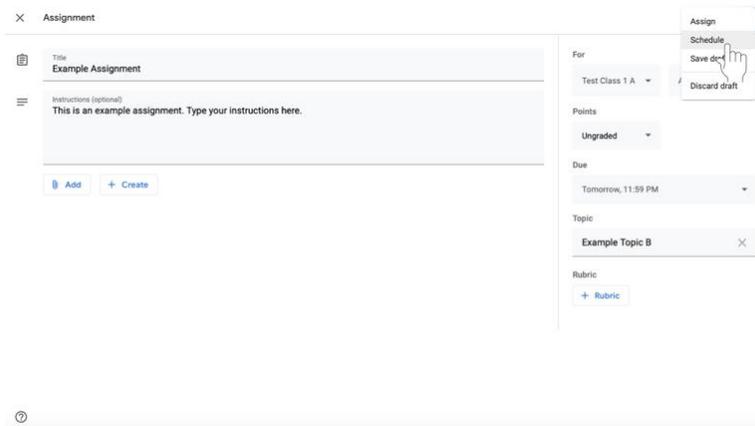
The screenshot shows the 'Assignment' creation interface. On the left, there is a form with a title 'Example Assignment' and instructions 'This is an example assignment. Type your instructions here.' Below the instructions are 'Add' and 'Create' buttons. On the right, there is a configuration panel with the following settings: 'For' (Test Class 1 A, All students), 'Points' (Ungraded), 'Due' (Tomorrow, 11:59 PM), 'Topic' (Example Topic B), and 'Rubric' (+ Rubric). At the top right of the configuration panel, there is a 'Saved' status and a blue 'Assign' button with a downward arrow. A hand icon is pointing to the 'Assign' button.

- b. If you do not want to assign the work immediately, click the **blue down arrow** icon to the right of the Assign button at the top left of the screen.

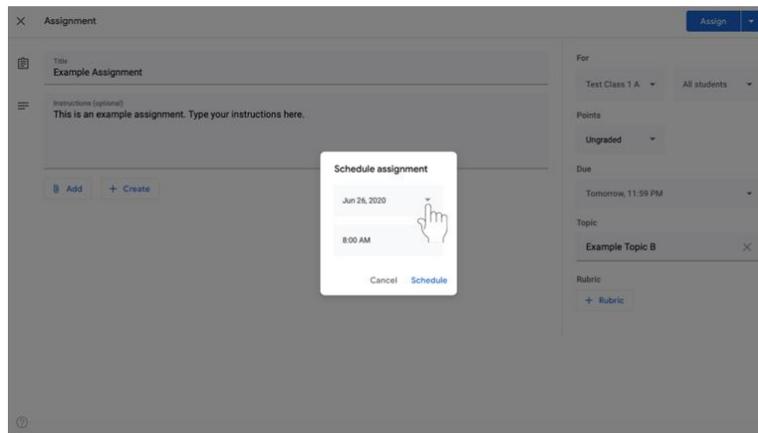


The screenshot shows the same 'Assignment' creation interface as above. The 'Assign' button is now shown with a downward arrow, and a hand icon is pointing to the arrow, indicating that it should be clicked to open a dropdown menu.

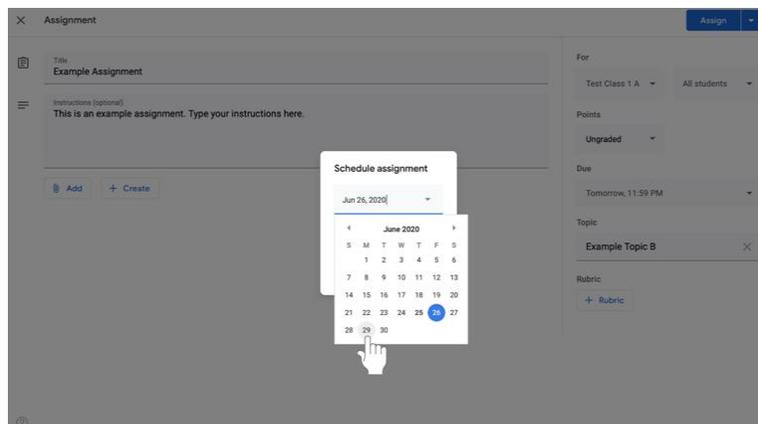
- ii. Click **Schedule** in the dropdown menu to share the assignment. A box will appear in the center of the screen.



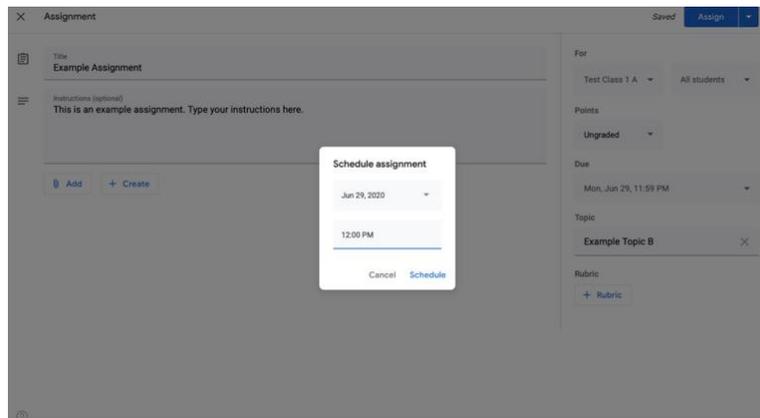
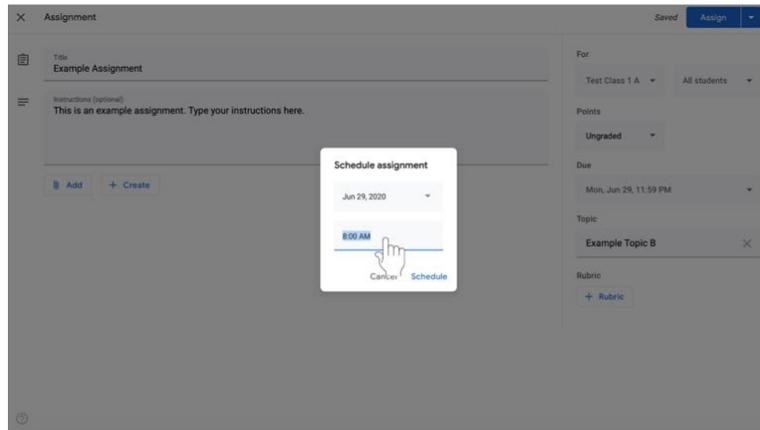
- iii. Click on the text box with the date.



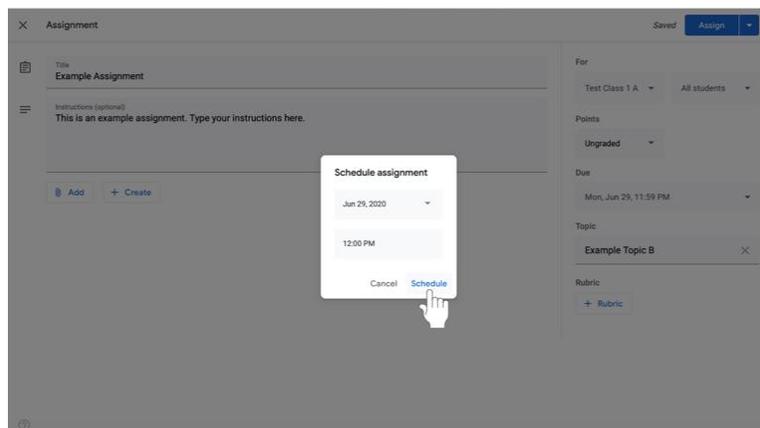
- iv. Select the desired date on the calendar.



- v. Under the date, change the time that the assignment will be shared with members of the Google Classroom.

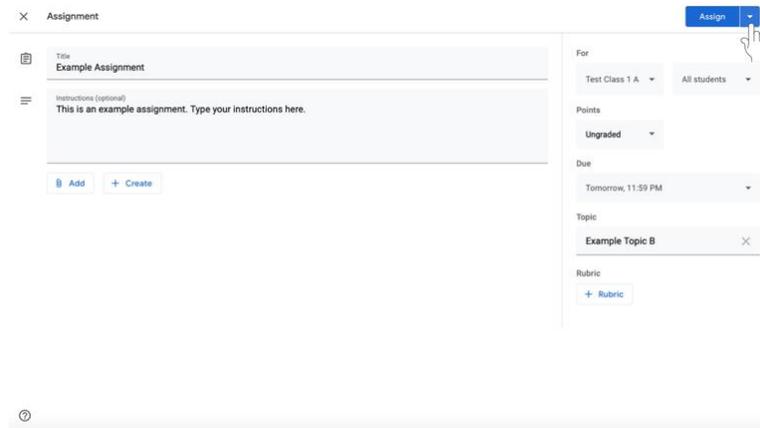


- vi. Select the blue **Schedule** button at the bottom left of the box.

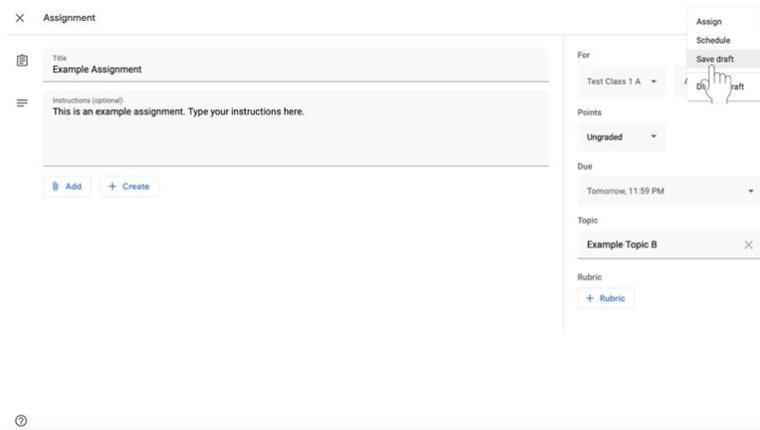


- vii. Your assignment is now scheduled and will appear in each disciple's feed at the set time.

- c. If you want to **finish creating the assignment later**,
- Click the **blue down arrow** icon to the right of the Assign button at the top left of the screen.



- viii. **Select Save Draft.**



13. To **view your assignments**, click on the **Classwork** tab at the top of the page. All assignments will appear, including those that you have scheduled or saved as a draft.

