

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.

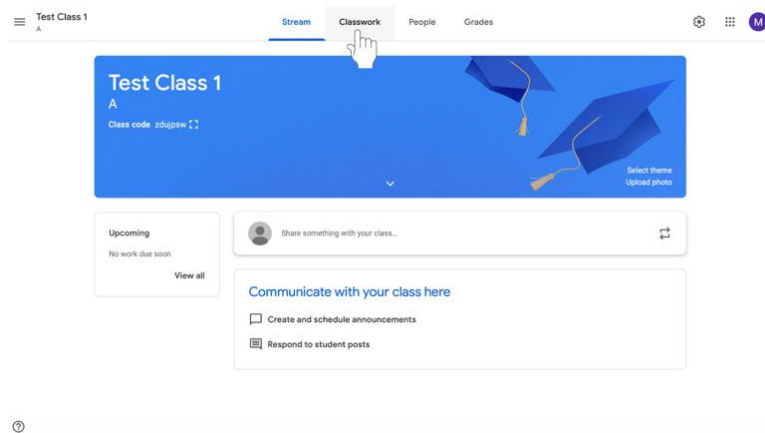
*Before creating an assignment, make sure that you have created the class to which you wish to send an assignment. If you have not, see previous directions on how to start a class with Google Classroom and how to add disciples (known as students in Google Classroom) via class code or email address.

General Instructions

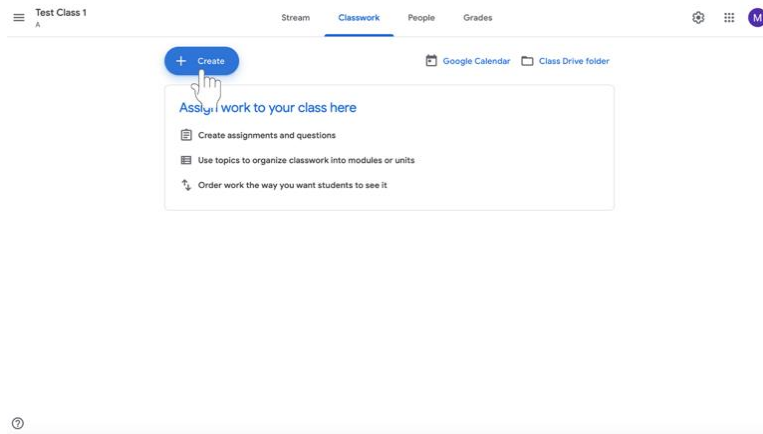
Assigning work

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.



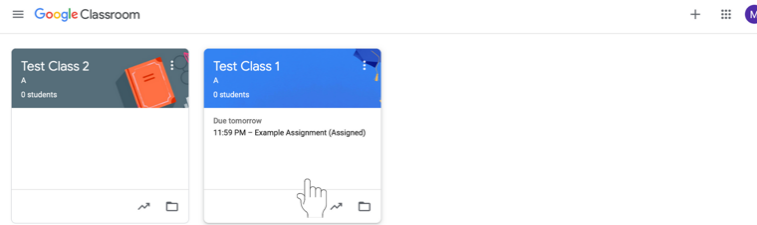
2. Click **Create**.



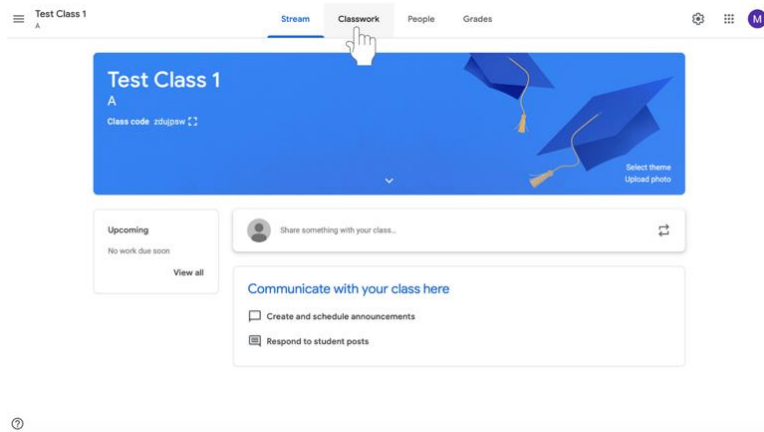
3. Select **Assignment**, **Question** (to ask disciples one question to which they can respond), or **Material** (for readings and other materials if disciples are not turning in any work in response).

Creating an assignment

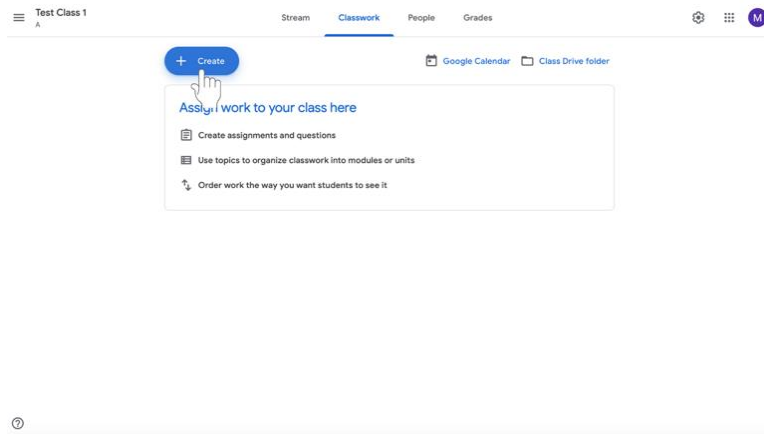
1. Sign in to **Google Classroom**.
2. In the class page, select the class section to which you are sending the assignment. Click on the class name to select the class.



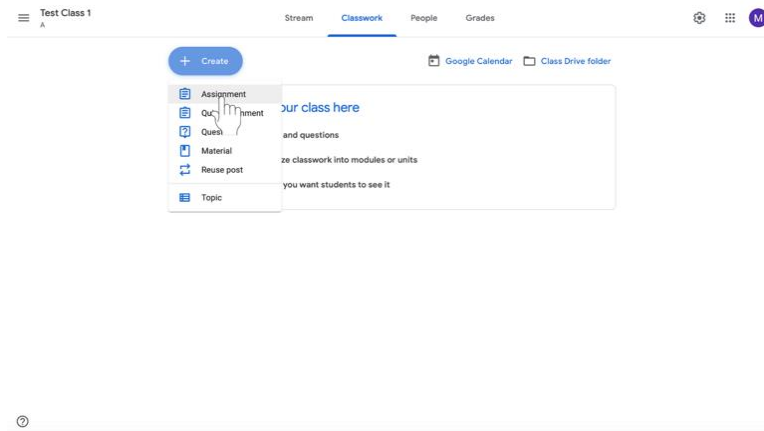
3. Navigate to the **Classwork** tab at the top of the desired class's page. With this tab, you can view all current and past assignments.



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

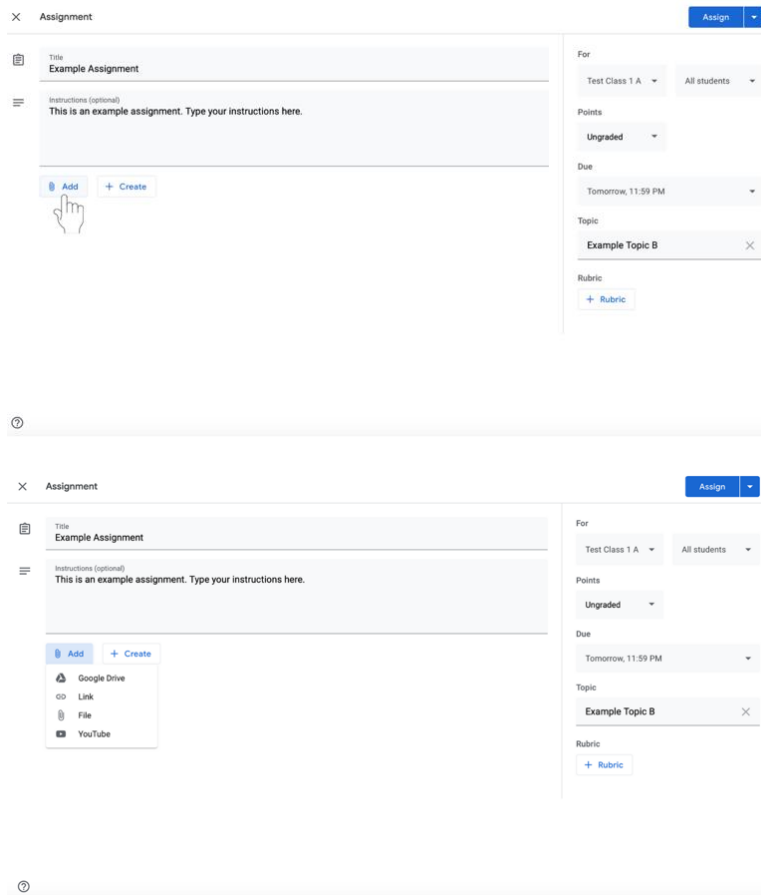
Points
100

Due
No due date

Topic
No topic

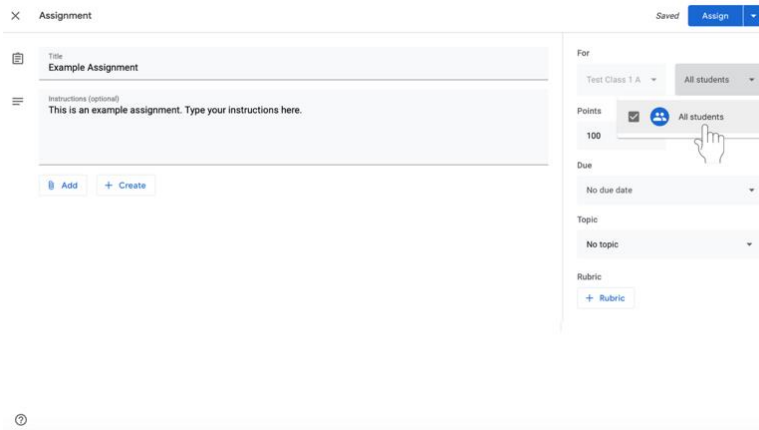
Rubric
[+ Rubric](#)

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". A hand cursor is pointing at the "All students" dropdown menu. 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 in the top right corner is highlighted in blue.

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.

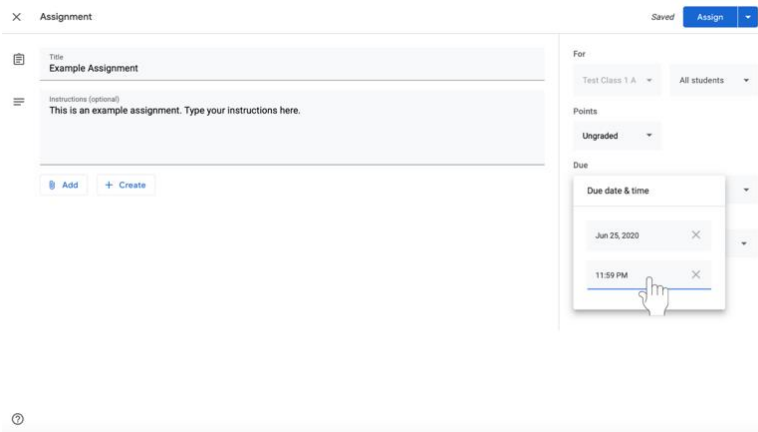
The screenshot shows the 'Assignment' creation interface. On the left, there is a form with a title 'Example Assignment' and instructions. On the right, there are settings for 'For' (Test Class 1 A), 'Points' (Ungraded), and 'Due'. The 'Due' dropdown menu is open, showing 'No due date' as the selected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

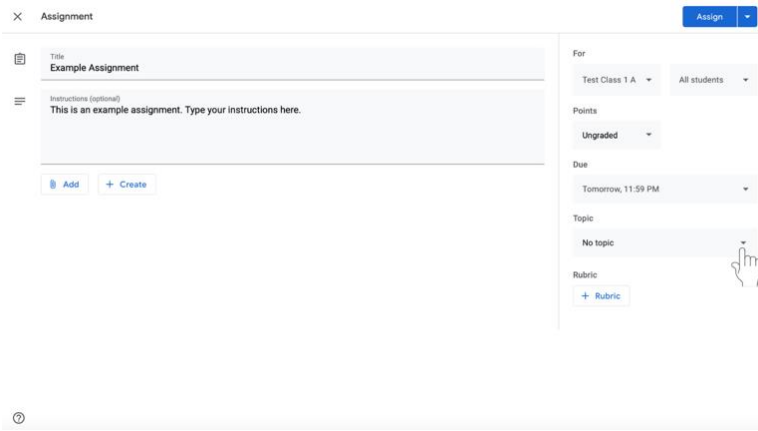
The screenshot shows the 'Assignment' creation interface. The 'Due date & time' dropdown menu is open, showing a calendar for June 2020. The date '25' is selected. A hand cursor is pointing at the date '25'.

- 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 left, there is a text area for the title 'Example Assignment' and instructions 'This is an example assignment. Type your instructions here.' Below this are 'Add' and '+ Create' buttons. On the right, there are dropdown menus for 'For' (Test Class 1 A), 'All students', '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.

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 left, there is a text area for the title 'Example Assignment' and instructions 'This is an example assignment. Type your instructions here.' Below this are 'Add' and '+ Create' buttons. On the right, there are dropdown menus for 'For' (Test Class 1 A), 'All students', 'Points' (Ungraded), and 'Due' (Tomorrow, 11:59 PM). The 'Topic' dropdown is open, showing 'No topic' and a '+ Rubric' button. A hand cursor is pointing at the 'No topic' option.

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

The screenshot shows the 'Assignment' creation form. On the left, there is a title field containing 'Example Assignment' and an instructions field with the text 'This is an example assignment. Type your instructions here.' Below these fields are 'Add' and '+ Create' buttons. On the right, there are settings for 'For' (Test Class 1 A, All students), 'Points' (Ungraded), and 'Due' (Tomorrow, 11:59 PM). The 'Topic' dropdown menu is open, showing three options: 'No topic', 'Create topic' (which is highlighted with a hand cursor), and 'Example Topic'.

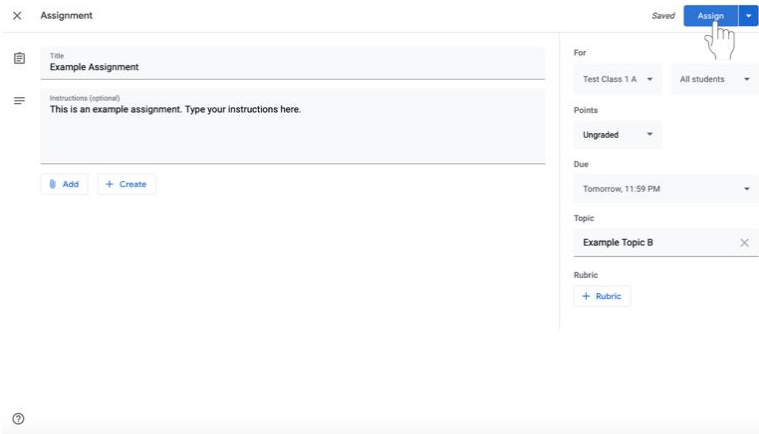
This screenshot shows the same assignment creation form as above, but the 'Topic' dropdown menu is now closed. The selected topic is 'Example Topic B', which is displayed in a light blue bar with a close button (X) on the right. Below the topic selection, there is a 'Rubric' section with a '+ Rubric' button.

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

This screenshot shows the assignment creation form with the 'Topic' dropdown menu open. A hand cursor is pointing at the 'Example Topic' option, which is highlighted in a light blue bar. The other options, 'No topic' and 'Create topic', are also visible in the dropdown.

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.

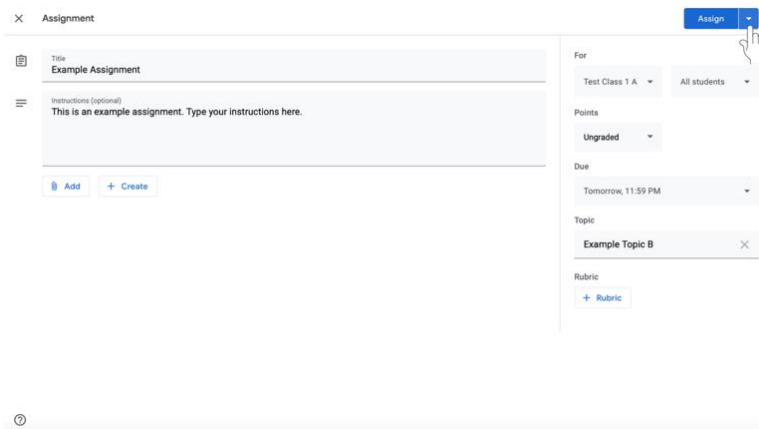


The screenshot shows the 'Assignment' form with the following details:

- Title:** Example Assignment
- Instructions (optional):** This is an example assignment. Type your instructions here.
- Buttons:** Add, + Create
- For:** Test Class 1 A, All students
- Points:** Ungraded
- Due:** Tomorrow, 11:59 PM
- Topic:** Example Topic B
- Rubric:** + Rubric

The 'Assign' button is highlighted in blue, and a hand icon is pointing to it.

- 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.

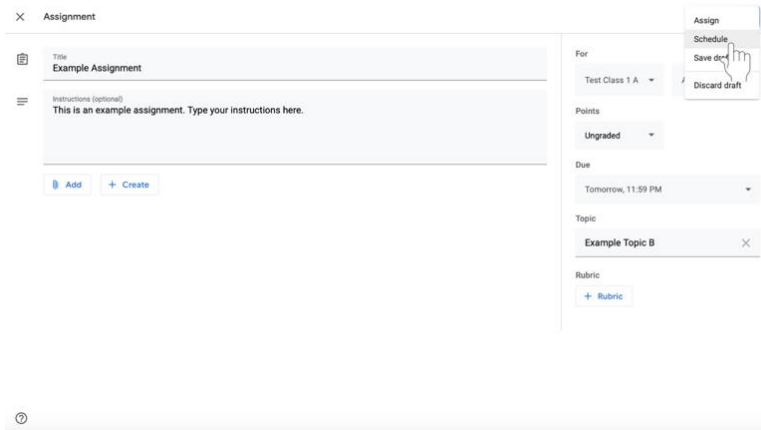


The screenshot shows the 'Assignment' form with the following details:

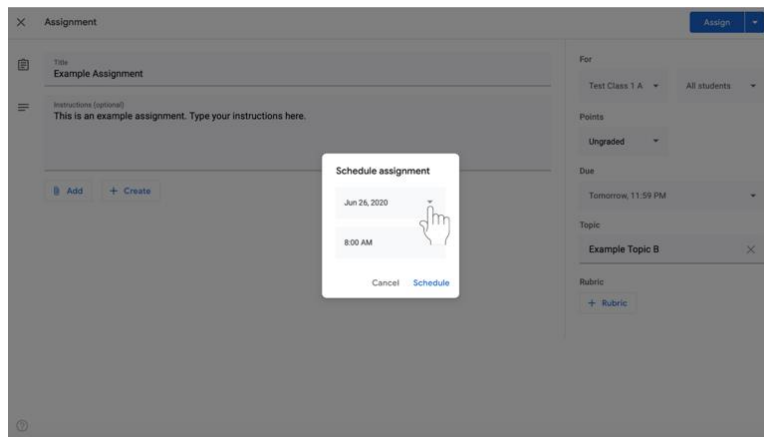
- Title:** Example Assignment
- Instructions (optional):** This is an example assignment. Type your instructions here.
- Buttons:** Add, + Create
- For:** Test Class 1 A, All students
- Points:** Ungraded
- Due:** Tomorrow, 11:59 PM
- Topic:** Example Topic B
- Rubric:** + Rubric

The 'Assign' button is highlighted in blue, and a hand icon is pointing to the dropdown arrow on its right side.

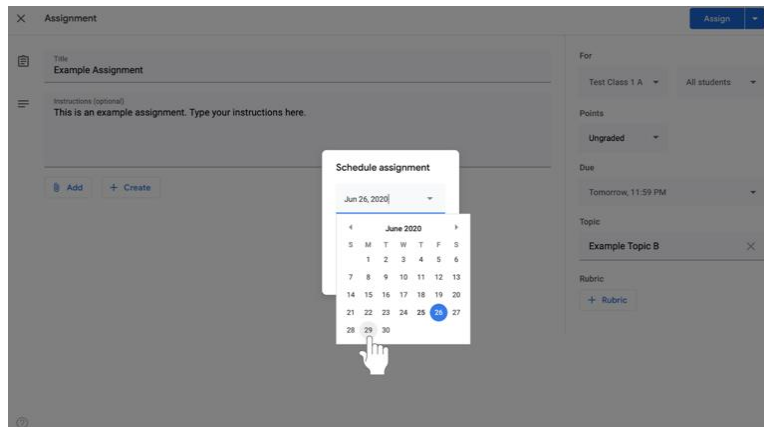
- ii. Click **Schedule** in the dropdown menu to share the assignment. A box will appear in the center of the screen.



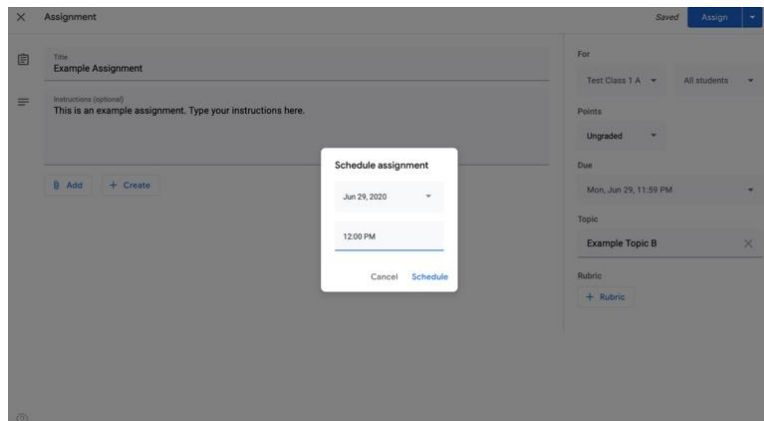
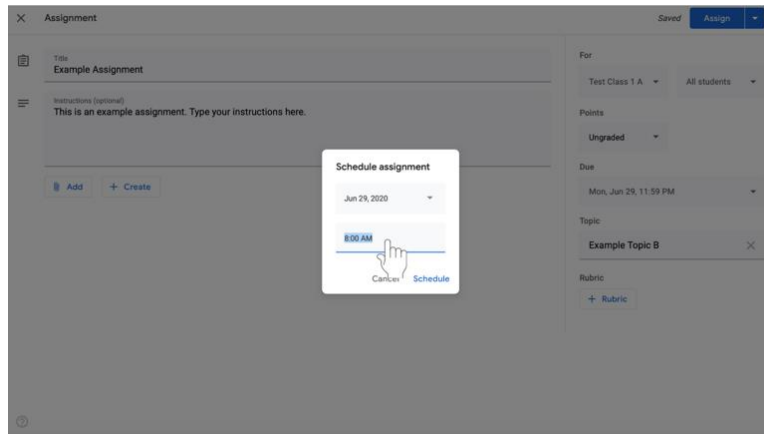
- iii. Click on the text box with the date.



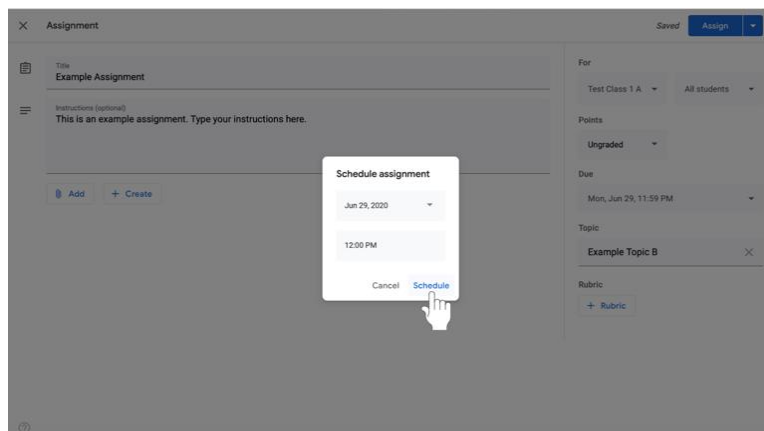
- iv. Select the desired date on the calendar.



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

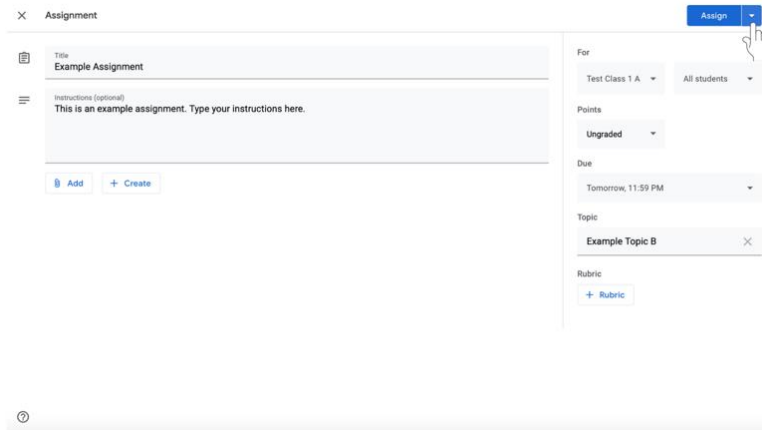


- vi. Select the blue **Schedule** button at the bottom left of the box.

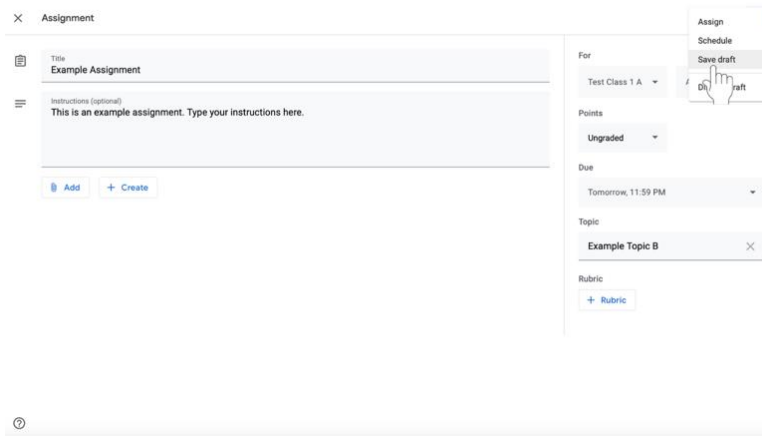


- vii. Your assignment is now scheduled and will appear in each disciple's feed at the set time.

- 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.

