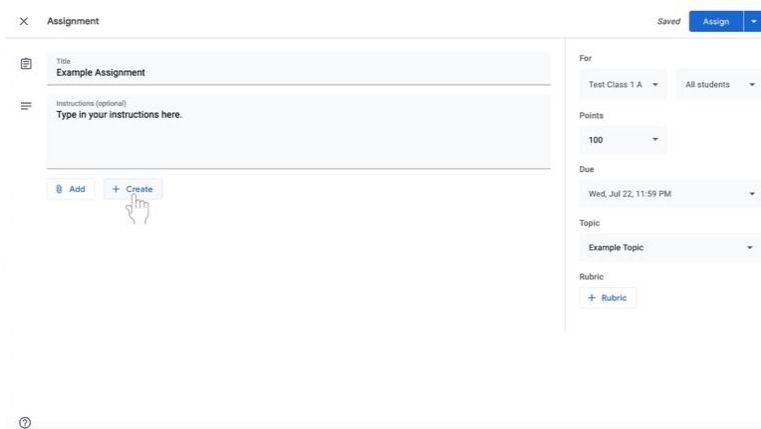


## Using Google Docs with assignments

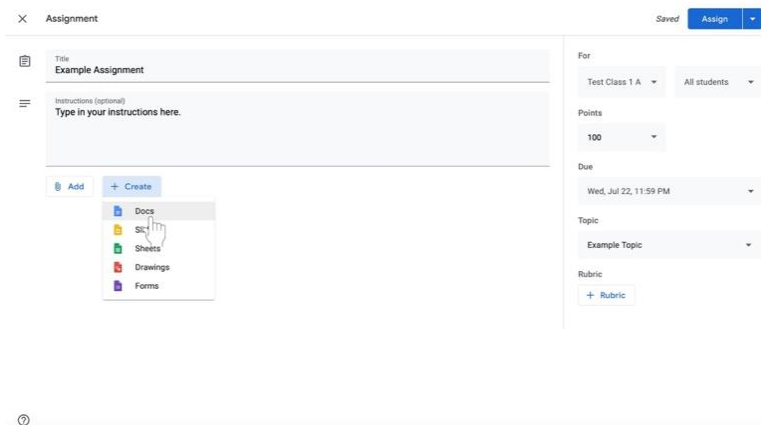
Catechists may want to attach a document to an assignment to include lengthy instructions, study guides, or other material. Catechists may also need to attach a Google Doc to an assignment if the student needs to submit written information in order to complete an assignment.

### Attaching and creating a Google Doc

1. In the assignment that you are creating/editing, click the **Create** button below the Title and Instructions.



2. Select **Docs**. A Google Doc will now be attached to the assignment.



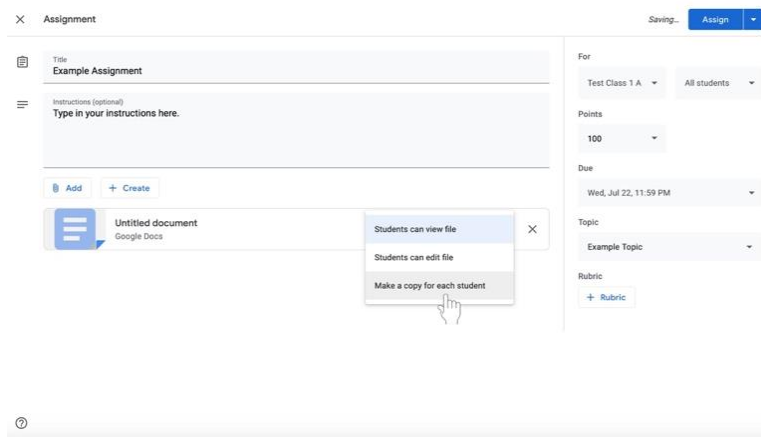
3. Change document editing permissions as soon as the Google Doc is added to the assignment.
  - a. If disciples **do not** need to edit the file, select **Students can view file** to the left of the document name. **Students can view file** is the default setting. This setting is for a document that you want disciples to **view only**.

The screenshot shows the 'Assignment' configuration page in Canvas LMS. The title is 'Example Assignment'. The instructions field contains the text 'Type in your instructions here.' Below the instructions are 'Add' and '+ Create' buttons. A document titled 'Untitled document' (Google Docs) is listed with a dropdown menu set to 'Students can view file'. The right-hand sidebar contains settings for 'For' (Test Class 1 A, All students), 'Points' (100), 'Due' (Wed, Jul 22, 11:59 PM), 'Topic' (Example Topic), and a '+ Rubric' button. The top right corner shows 'Saved' and an 'Assign' button.

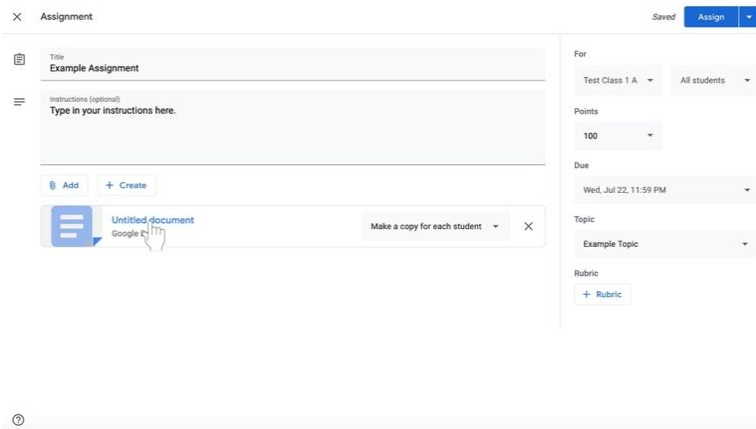
- b. If you are creating a document that disciples must complete **individually**,
  - i. Click on the box next to the document name that says Students can view file, Students can edit file, or Make a copy for each student.

This screenshot is identical to the one above, showing the 'Assignment' configuration page. However, a hand cursor is positioned over the dropdown menu next to the 'Students can view file' text for the 'Untitled document' entry, indicating the user is about to click on it to change the permissions.

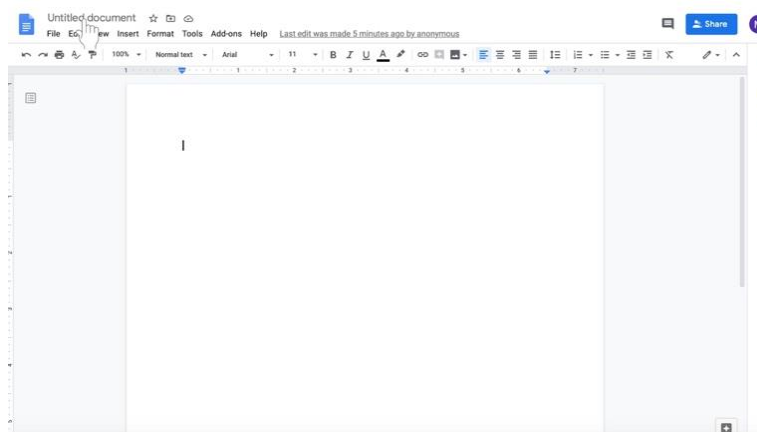
- ii. Select **Make a copy for each student** to make a separate copy of the same document for every student.



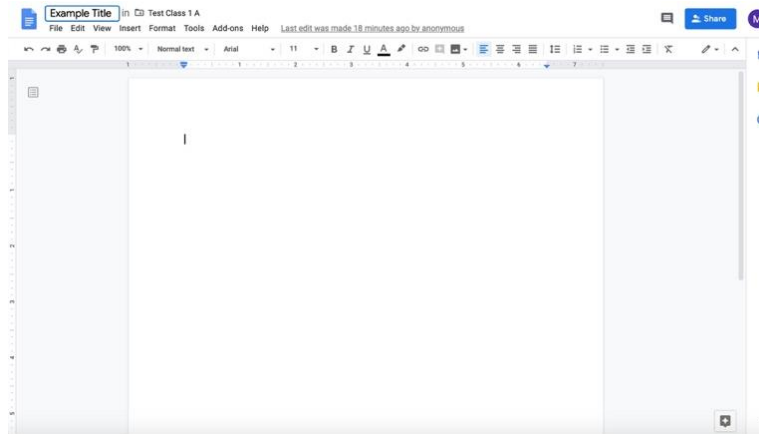
4. Click on the title of the Google Doc, labeled **Untitled document**. The document will open in another window or tab.



5. To name the document, click on the top right corner of the document where it says **Untitled document** in gray.

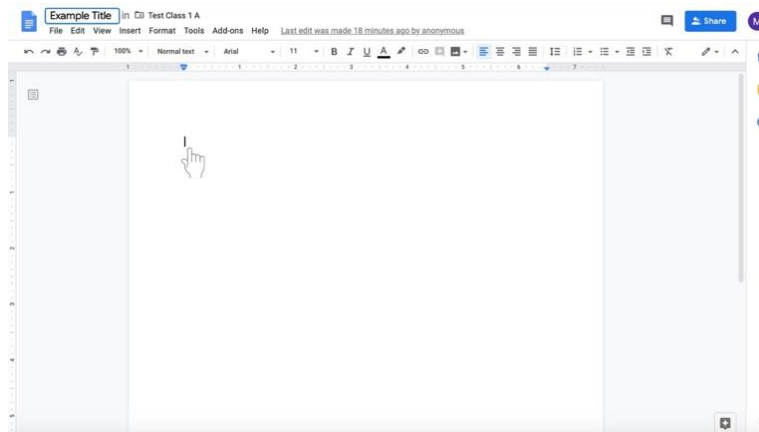


6. Type in the new document name.

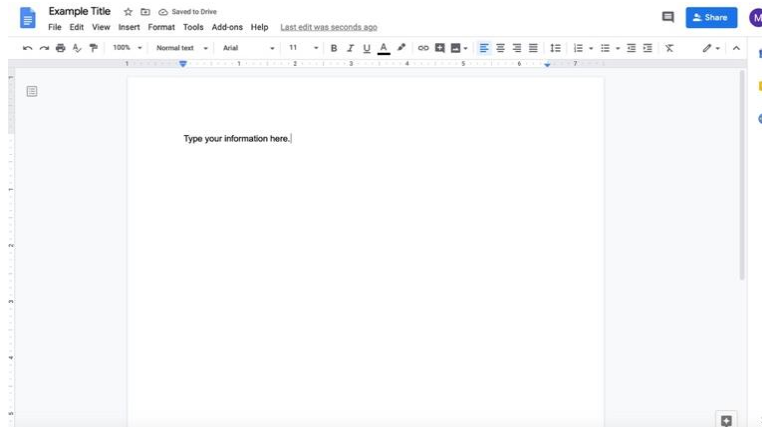


7. Edit the body of the Google Doc accordingly.

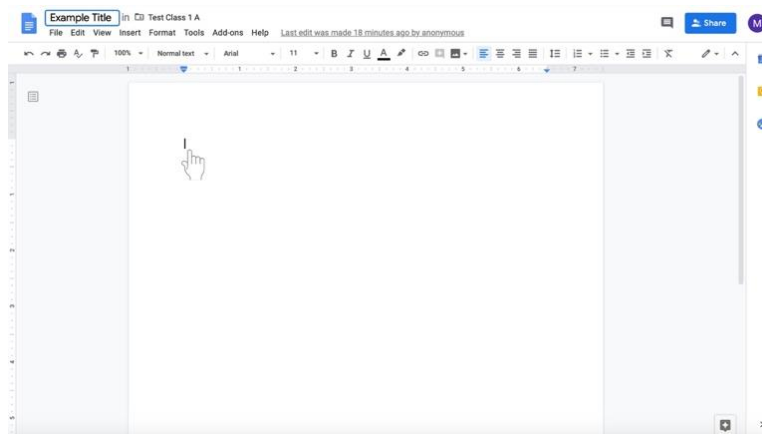
- a. If you wish to send a **completely blank document for disciples to edit**, no further action is required.
  - i. **Note that disciples can also edit a document with questions or other material provided by the catechist with the appropriate permissions outlined in step 3 on pages 29 and 30.**
- b. If you wish to send a **document with some information (i.e. discussion questions)**,
  - i. Click in the document.



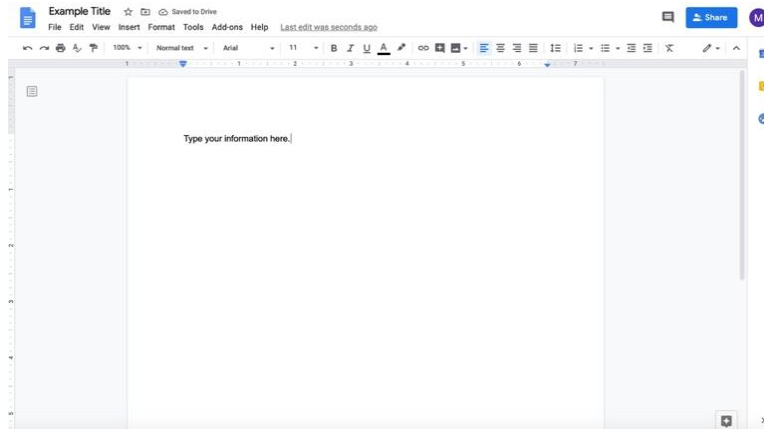
- ii. Type in the Google Doc.



- iii. **Note that disciples can also edit a document with questions or other material provided by the catechist with the appropriate permissions outlined in step 3 on pages 29 and 30.**
- c. If you wish to send a **document with long instructions or supplementary text**,
  - i. Click in the document.



ii. Type in the Google Doc.



iii. **Note that disciples can also edit a document with questions or other material provided by the catechist with the appropriate permissions outlined in step 3 on pages 29 and 30. Disciples can also be prevented from editing a document with the appropriate permissions outlined in step 3 on pages 29 and 30.**

8. Return to the tab where you are editing the assignment.
9. Continue creating the assignment.