Google for Education

Get started with Assignments

Let's get started

Follow these step-by-step guidelines to begin creating, distributing, analyzing, and grading schoolwork.

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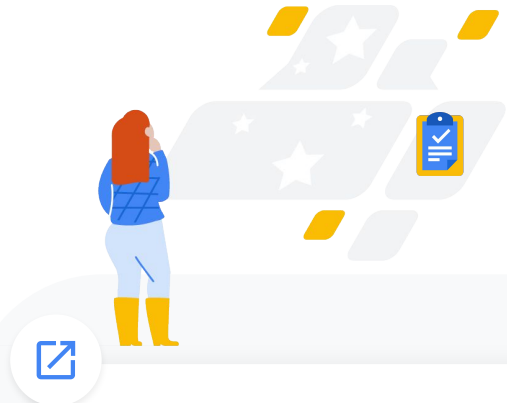
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Start using Assignments

[View this quick tutorial on using Assignments within your LMS](#)

Create new classwork

⭐ First, make sure your admin has [turned on](#) Assignments within your learning management system (LMS)

1 Open your LMS and navigate to where you would create a new classwork

2 Fill in any important information as usual – for example, classwork name, description, and point value

3 Click the box for **External Tools** and select Assignments

4 An Assignments window will pop up and show you all of the classwork customizations you can enable, like originality reports, file attachments, rubrics, due dates, and so on
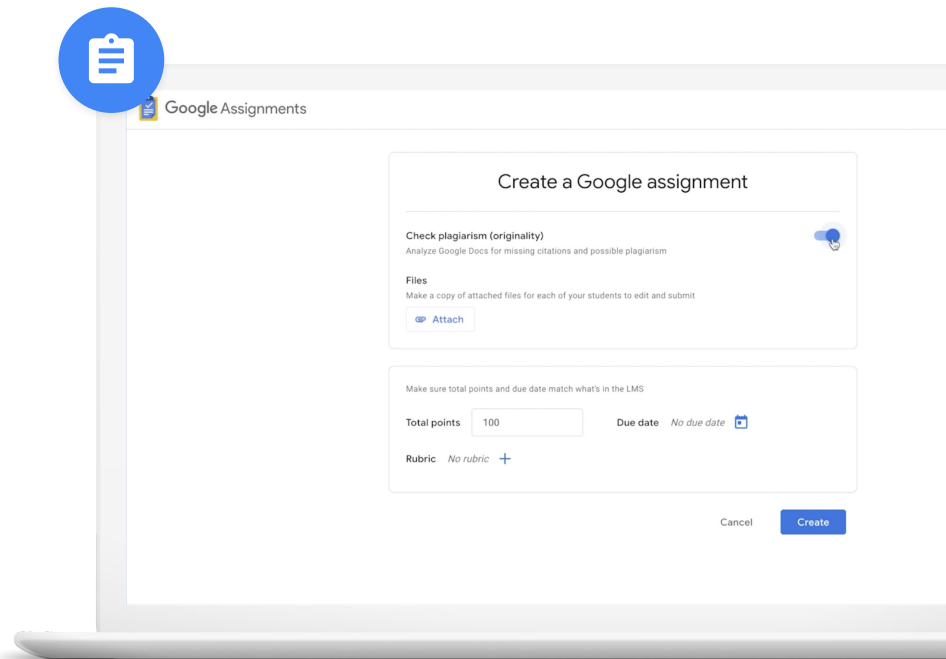
Turn on originality reports

1 Click the sliding circle next to **originality reports** to turn it on. Originality reports help the educator asses authenticity of student work. More on this feature [here](#).

Note: Educators can turn on five originality reports per class and students can run the report three times per student work within institutions that have G Suite for Education accounts.

To receive unlimited access to originality reports, your school will need to upgrade to a G Suite Enterprise for Education account.

Google Assignments

Create a Google assignment

Check plagiarism (originality)
Analyze Google Docs for missing citations and possible plagiarism

Files
Make a copy of attached files for each of your students to edit and submit

Attach

Make sure total points and due date match what's in the LMS

Total points   100   Due date   No due date

Rubric   No rubric   +

Cancel   Create

Attach a file

1 To attach a file to classwork, click the **Attach** button

2 From the Drive window, select the files you want to attach and then click **Add**

3 Students will each get their own copies of any files you attach, which will be organized in each student's specific Drive folder

★ Take full advantage of G Suite's collaborative tools by adding Docs, Slides, Sheets, and even Sites templates for your students

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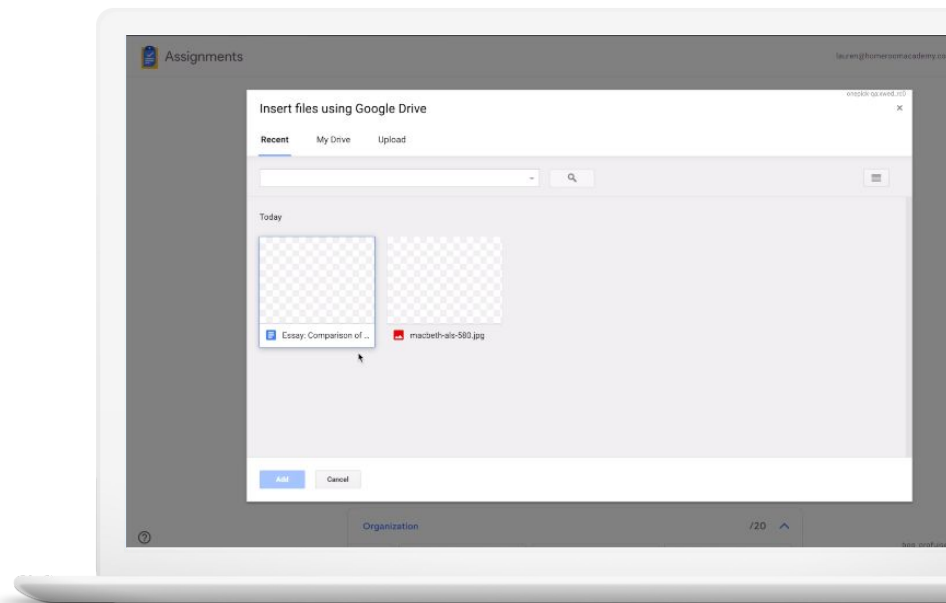
Create a new rubric

⭐ As a timesaver when setting up new classwork, you can import and reuse an existing rubric, but here is how to create one

1 In the **Create a Google assignment** window, click the + next to **Rubric** and select **Create rubric**

2 Type in a title and point value for the first criterion

3 To add more, click **Add a criterion** at the bottom of the form

4 When you've finished adding criteria to your rubric, click the **Save** button

5 The completed rubric will display alongside student work

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Google Assignments

Create a Google assignment

Check plagiarism (originality)
Analyze Google Docs for missing citations and possible plagiarism

Files
Make a copy of attached files for each of your students to edit and submit

[Template] WWII Essay Assignment   Each student will get a copy ✕

🔗 Attach

Make sure total points and due date match what's in the LMS

Total points   100   Due date   Jul 30, 11:59 PM 📅

Rubric   No rubric   +

Create rubric
Reuse rubric   Cancel   Create
Import from Sheets

Share with your class

1 When you're finished adding details and ready to share the classwork with your students, click **Publish** or **Save**

★ For any files that are attached to that classwork, Assignments will automatically create personalized versions and distribute them to each student's Drive folder

**Note:** If you want to save the classwork and come back to it later, you may do so. Each LMS is different, confirm with your LMS which button enables this functionality.
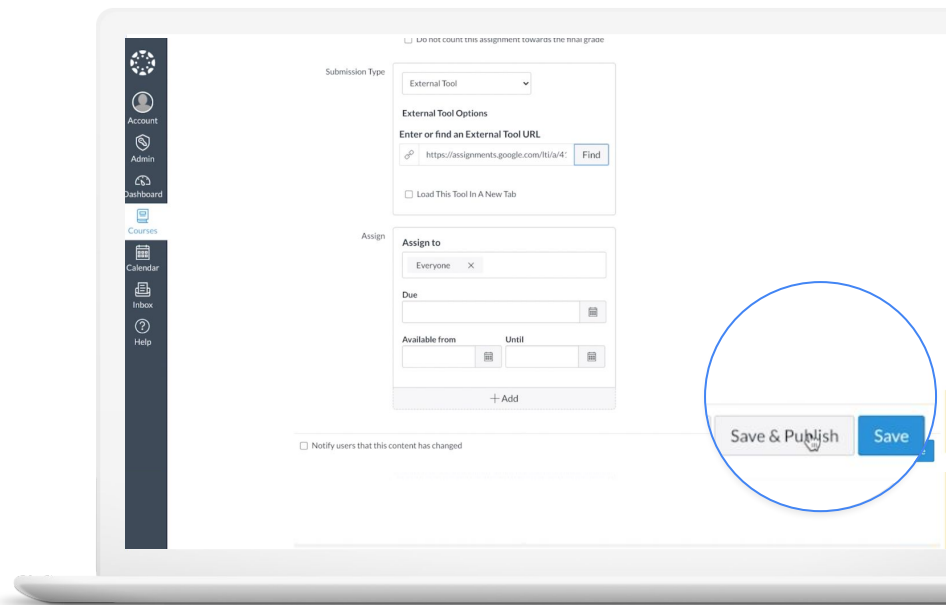
Share classwork via link

1 Use the classwork link to communicate the new assignment on your class website or in an email

2 Students can click the link to view the classwork within your LMS
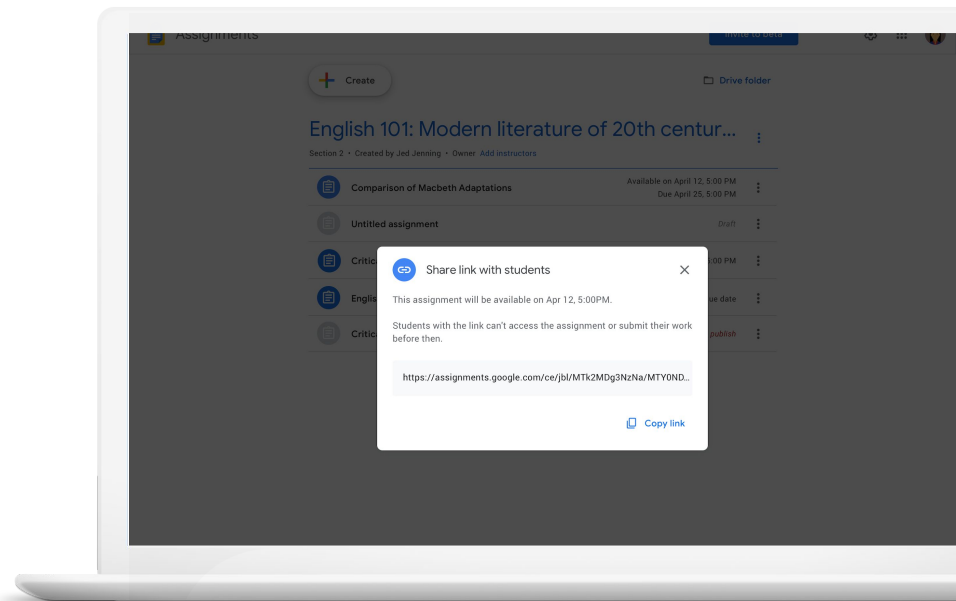
Running originality reports
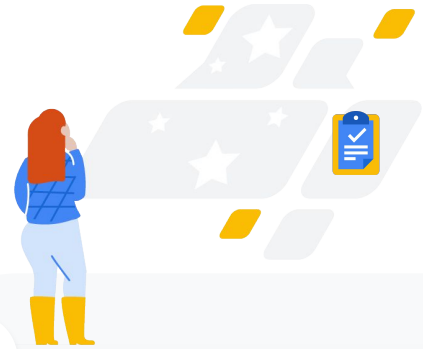
[View this quick tutorial on originality reports](#)

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Turn on originality reports for classwork

⭐ First, make sure originality reports is turned on – see [Turn on originality reports](#)

① Start by creating a new assignment, or you can also turn on originality reports after you've created schoolwork by going to the archive of your classes' assigned schoolwork

② In the Assignments window, find **Check plagiarism (originality)** and click the circle to the right of it to turn it on

You've turned on originality reports for that classwork! This will allow students to scan their own work up to three times before turning it in.

Economic Policy Essay

Directions

1. Summarize Chapter 4 of the textbook
2. Choose one symbol from this chapter. Write a practice thesis statement saying what this symbol represent in the novel.
3. Collect 3-5 quotes that you can use to support your thesis statement.

📋 Google Assignments   tteacher01@gedu-demos.co

Economic Policy Essay ⬈   ⋮

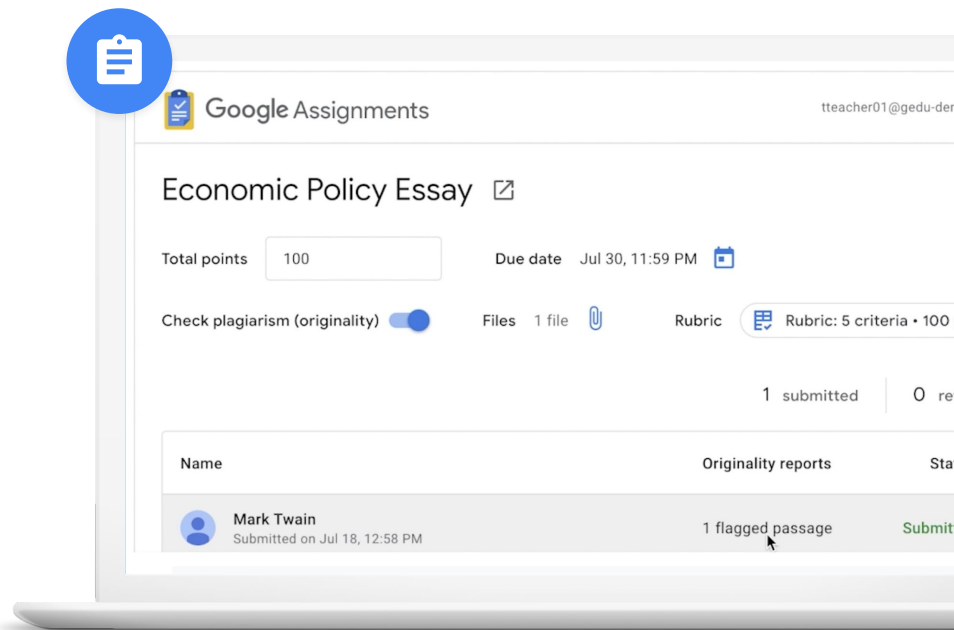Total points   100   Due date   Jul 30, 11:59 PM 📅

Check plagiarism (originality) 🔵   Files   1 file 📎

Students check for originality

1 Once a student adds a file to their classwork, they can click **Run originality report** to run a report and click **Run** in the pop-up window

2 When the report is done running, click **View originality report** to explore the report

3 Student can then edit or add citations as needed by clicking on the yellow highlighted text and reviewing the matched passages in the right window

4 When complete, return to the **Summary** view by clicking the back arrow ⟵

5 Click **Submit** to turn in the classwork

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History Class (Fall'20)

Economic Policy Essay

Assigned

Total points 100   Due date Jul 30, 11:59 PM

Your files

📄 Mark Twain - Economic Policy Essay Assignment   ✕

Add files   Create ▾

Run originality report   Submit
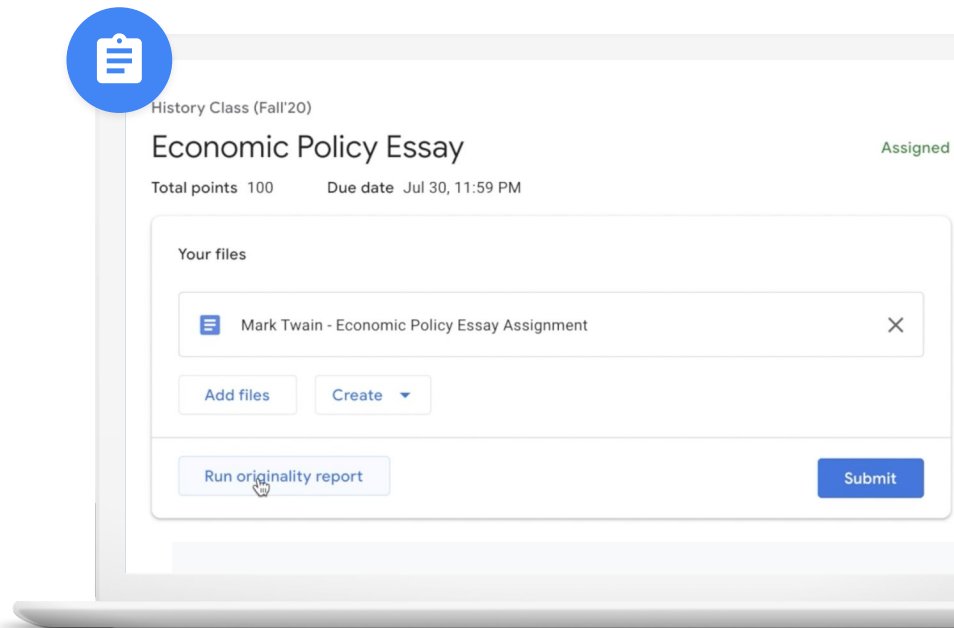
Teacher runs originality reports

1 Open student submission listed in the right panel – you will automatically be able to see the originality reports

2 The number of flagged passages will be listed under the file name

3 Click the **X flagged passage** notification to see the report

4 You can view the flagged passages as a number or as a percentage

5 Flagged passages in the document are highlighted in gray

Google Assignments

tteacher01@gedu-de

Economic Policy Essay

Total points | 100

Due date | Jul 30, 11:59 PM

Check plagiarism (originality)

Files | 1 file

Rubric | Rubric: 5 criteria • 100

1 submitted | 0 re

Name | Originality reports | Sta

Mark Twain
Submitted on Jul 18, 12:58 PM | 1 flagged passage | Submit

Teacher runs originality reports

6 To examine flagged passages, click the highlighted text to display the student's passage right above the web match in the right column

7 Click the link under the web match to go directly to the online source as needed

8 To return to the **Summary** view, click back arrow ⟵

Note: Educators can turn on five originality reports per class. To receive unlimited access to originality reports, your school will need to upgrade to a G Suite Enterprise for Education account.

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Save, share, and print originality reports

Teachers can now save, share, and print originality reports directly through the application.

1 Save

2 Share
(via email)

3 Print

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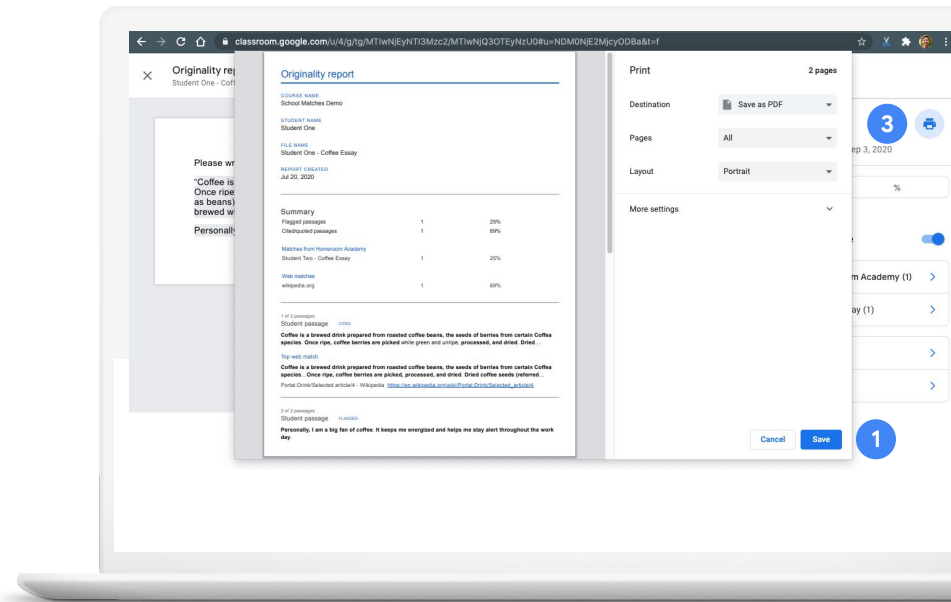
Student-to-student matches

With G Suite Enterprise for Education, student-to-student matches are available within a school-owned repository. This data is solely owned by the school and is not accessible to anyone else.

1 As an Enterprise user, you'll automatically have student-to-student matches available in the report – there's no need to turn anything on

2 In the report, you'll not only see web matches but also matches to other students' previous submissions


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Grading using Assignments

[View this quick tutorial on how to grade using Assignments](#)

Start to grade classwork

1 Open your LMS and choose the specific classwork you would like to grade.

2 It will display your class roster with the status for each student's submission, including submission date. Click the name of the student whose work you would like to grade.

3 Within the student's submission, you can suggest edits, provide feedback, run an originality report, and grade using rubrics.

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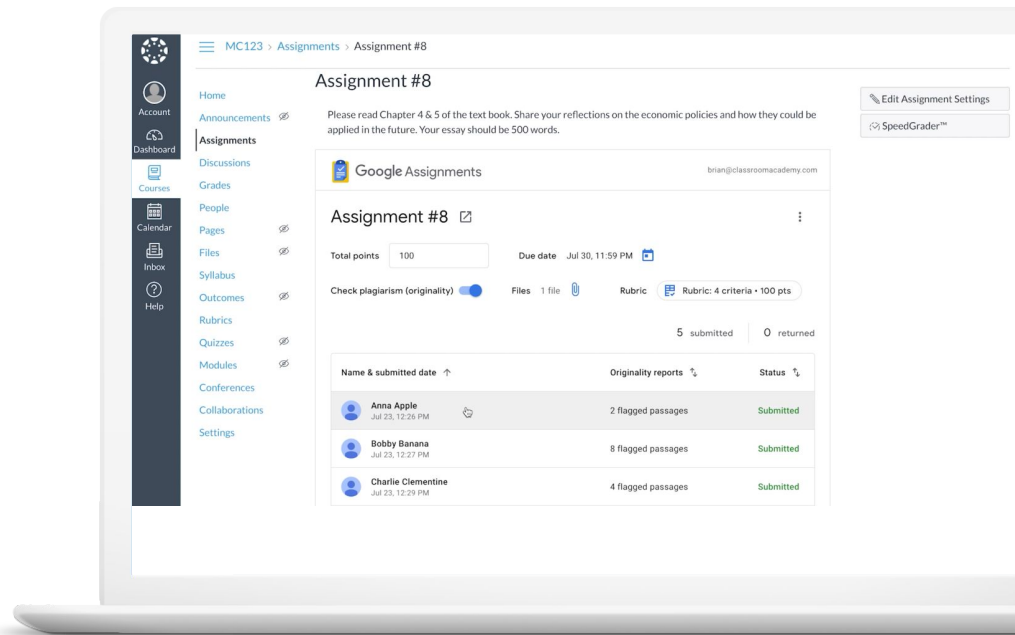
# Provide feedback and save time using your comment bank

Assignments comes with a comment bank for you to store your most commonly used feedback.

1 Add comments by selecting copy and then clicking the **Add comment** button that appears on the right edge of the document. Enter your feedback into the comment box and click **Submit**.

2 You can bring up comments from your **comment bank** by typing in a keyword, selecting a comment to add, and then clicking **Submit**.

3 You can add to your comment bank by clicking **Add to bank** in the right column. In the dialog box, type in your new comment, then click **Add**.

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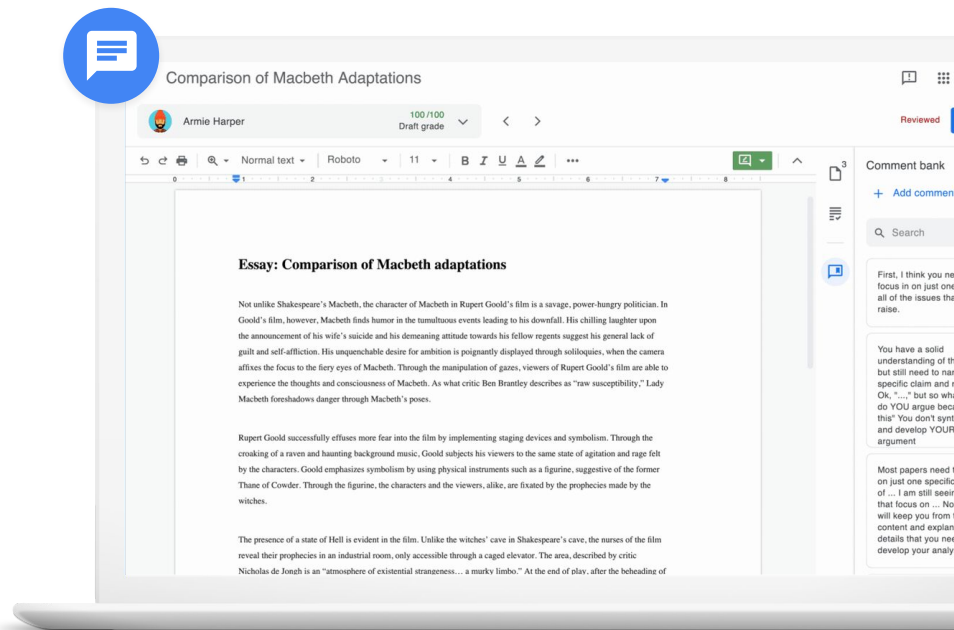
Provide additional feedback using Suggesting mode

1 Turn on **Suggesting mode** in the upper-right corner

2 Select the copy you would like to edit and start typing to track your direct edits within your student's work

3 Provide further explanation to this edit by adding a comment under the suggested edit comment box and clicking **Submit**

★ Additionally, all of your feedback is automatically saved, so you won't lose any of your input
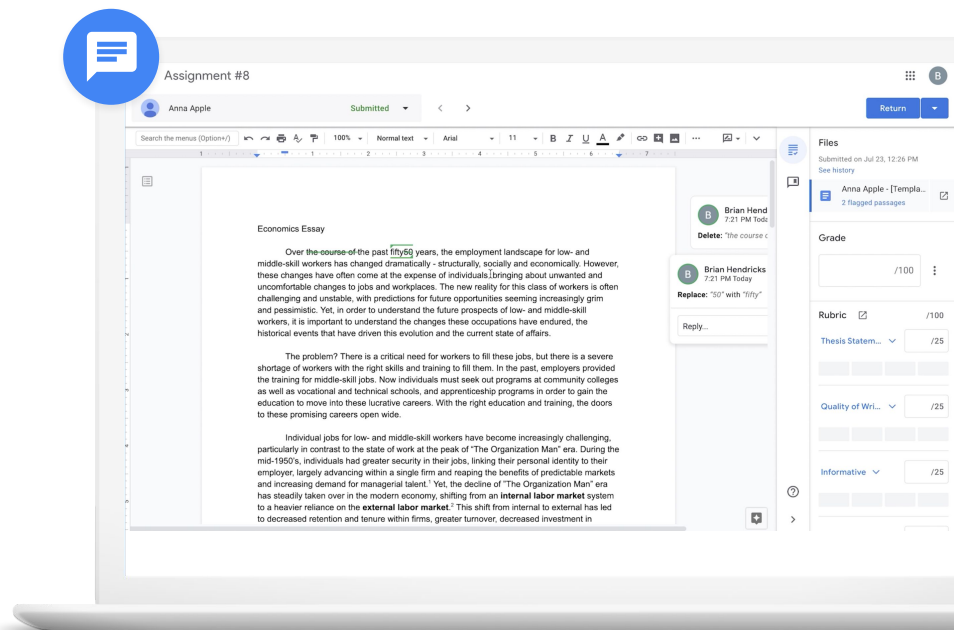
Grade with your rubric

If you set up a rubric for this classwork, click the **rubric** icon to display the criteria in the right column.

1 You can assign a point value to each criterion by clicking on the scale below the criterion name. The total points will automatically display in the **Total grade** box at the top.

2 Enter general comments in the **Overall feedback** section.

★ This automatically saves and your student will not see any of the grading or feedback until you return the classwork back to the student.

Return classwork to students

1 When you're finished grading, you can send the assignment back to the student by clicking the **Return** button in the upper right-hand corner of your screen. When the drop-down menu appears, select one of two options:
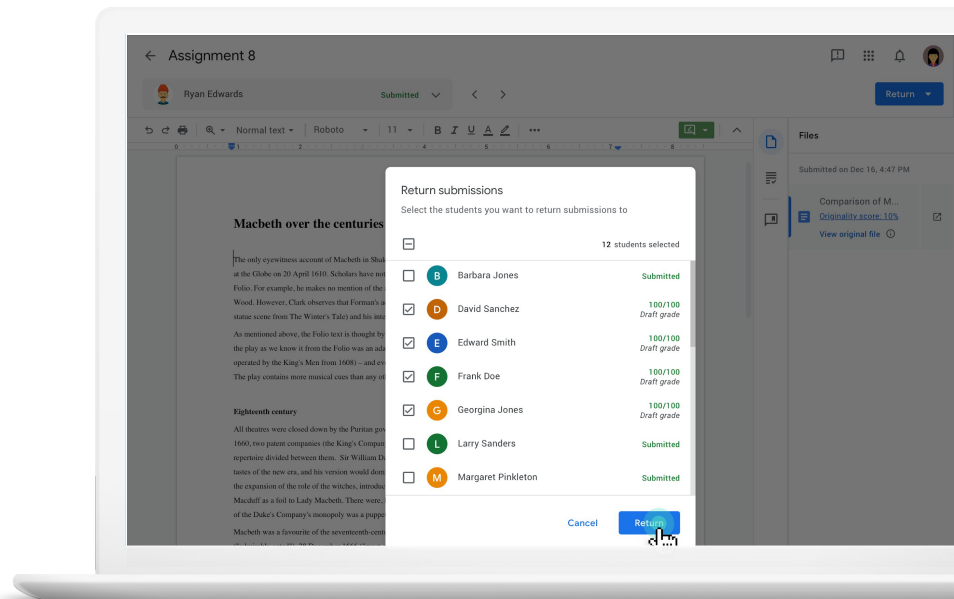
- Return this submission
- Return multiple submissions

2 When the list of students appears, select individual students or check the box at the top of the list to select all students.
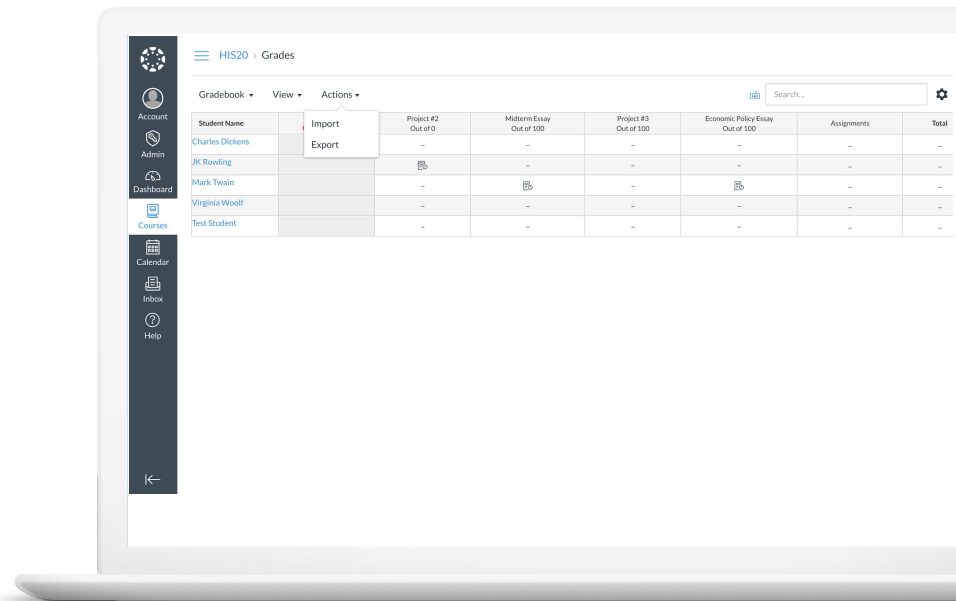
3 Click **Return** to send the submissions back to the selected students.
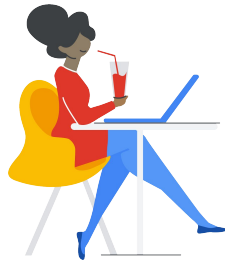
Grades automatically sync with your LMS

1   Navigate to your class's grades within your LMS

2   Here you'll find the rubrics grades automatically synced

3   You can export or even import grades, if needed

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Get started

Admins can turn on the Assignments application within your LMS.
[Learn how to get set up](#)

Thank you

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