

Get started with Assignments



Let's get started

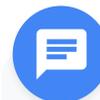
Follow these step-by-step guidelines to begin creating, sharing, and grading coursework. You'll find instructions on how to:



Set up custom rubrics to ensure consistent and transparent grading.



Run reports to help verify the originality of student work.



Provide rich feedback using the comment bank.

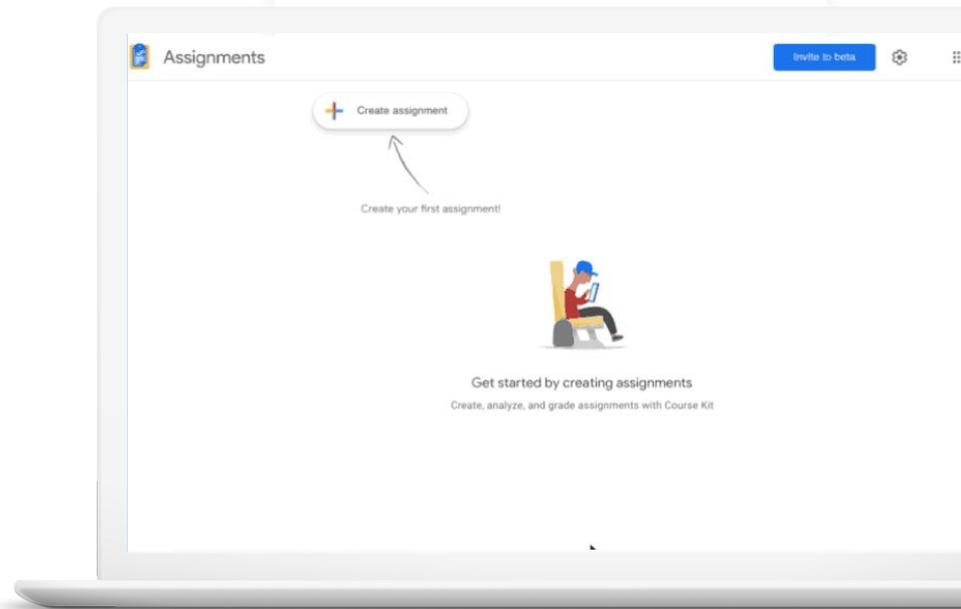
Create new assignments

- 1 From the drop-down menu, select the course for which you're creating this assignment. If this is a new course, click **Create new**.
- 2 Enter the course name and section in the dialog box, then click the **Create** button.
- 3 Once the course is created, you can enter a title for the assignment, along with instructions for students.
- 4 Enter a point value, if desired, and set a due date by clicking the calendar icon. You can also select a specific time for the deadline.



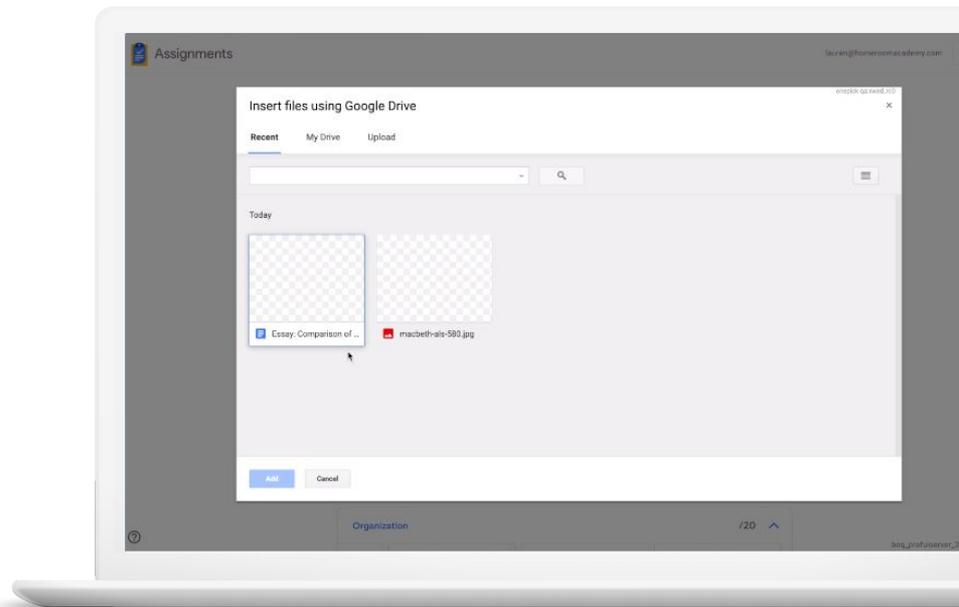
COMING SOON

Check out the video on creating, publishing, and sharing an assignment.



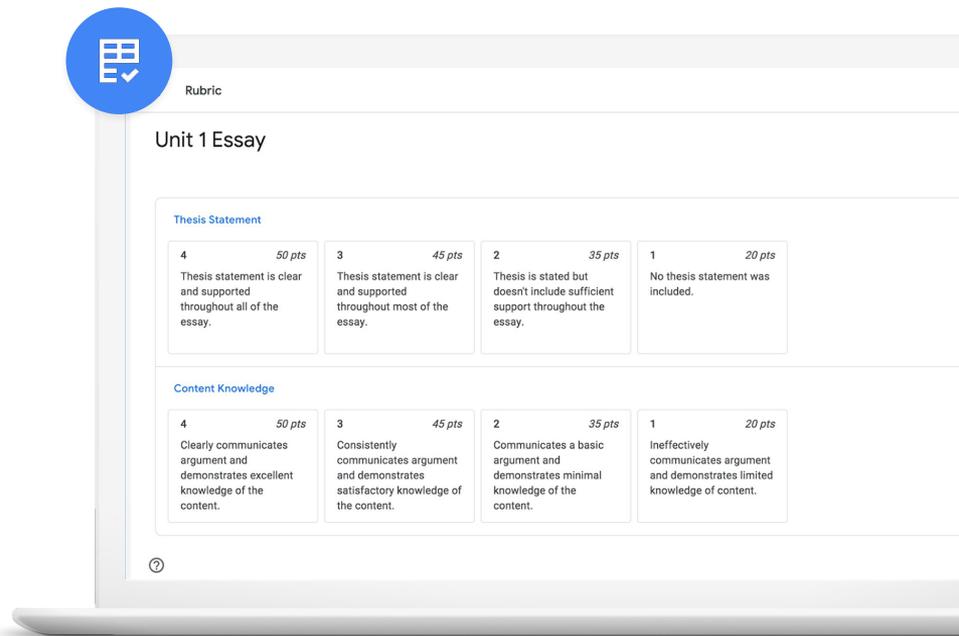
Attach a file

- 1 To attach a file to an assignment, 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 copy of any files you attach.



Create a rubric

- 1 Click **Create new** under the Rubric subhead.
- 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.



Turn on originality reports

- 1 To turn on originality reports, check the box next to **Run originality reports** at the bottom of the screen.

More in [Help Center article](#).

Note: Beta users have unlimited access to originality reports. Once Assignments is generally available, G Suite for Education users may access up to three originality reports for each assignment.

To receive unlimited access to originality reports, institutions will need to upgrade individual instructors to G Suite Enterprise for Education licenses.



Check out the video on originality reports.



Files

Students get their own copies of any files you attach to this assignment. Files can't be added after the assignment is created.

Attach

Rubric

No rubric

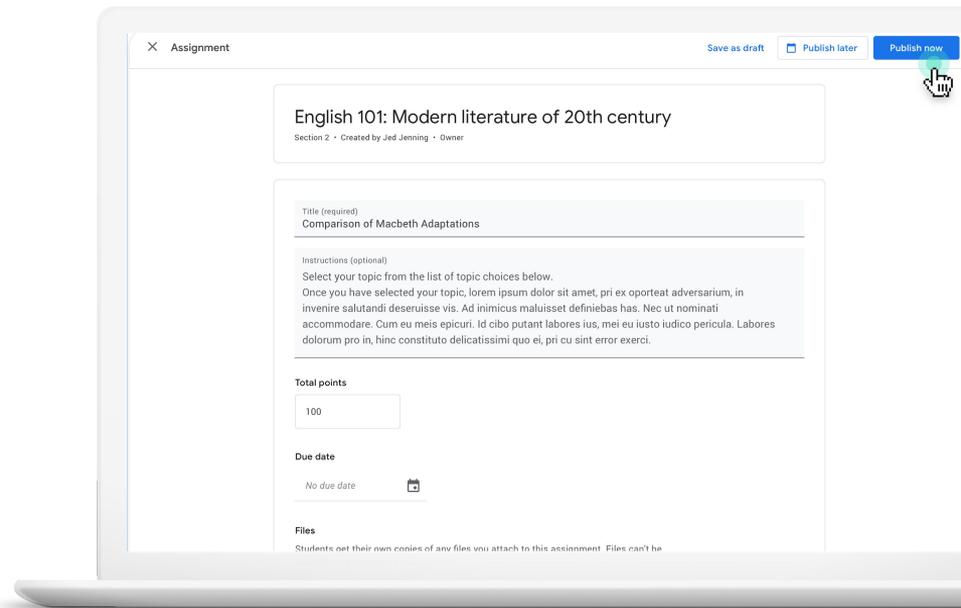
Originality report

Run originality reports

Publish an assignment

1 When you're finished adding details and ready to share the assignment with students, click the **Publish** button in the upper right-hand corner of your screen. In the dialogue box that appears, click **Copy link** in the lower right-hand corner.

2 If you want to save the assignment and come back to it later, click **Save as draft**. Or, if you want to schedule the assignment to be published later, click **Publish later**.



Share an assignment

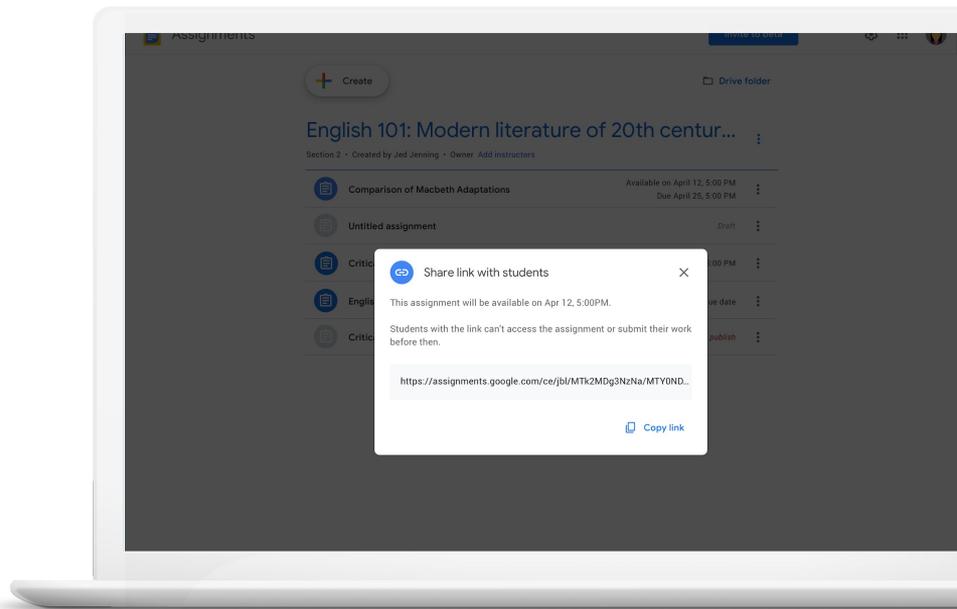
1

You can share the link in a number of ways:

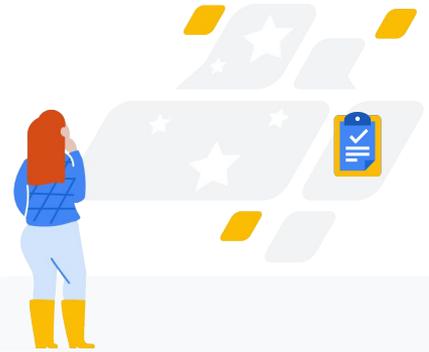
- Paste it into the corresponding assignment within your learning management system
- Use a standard method of communication such as your class website or email

2

Students can click the link to join the class and view the assignment.



Grade student work



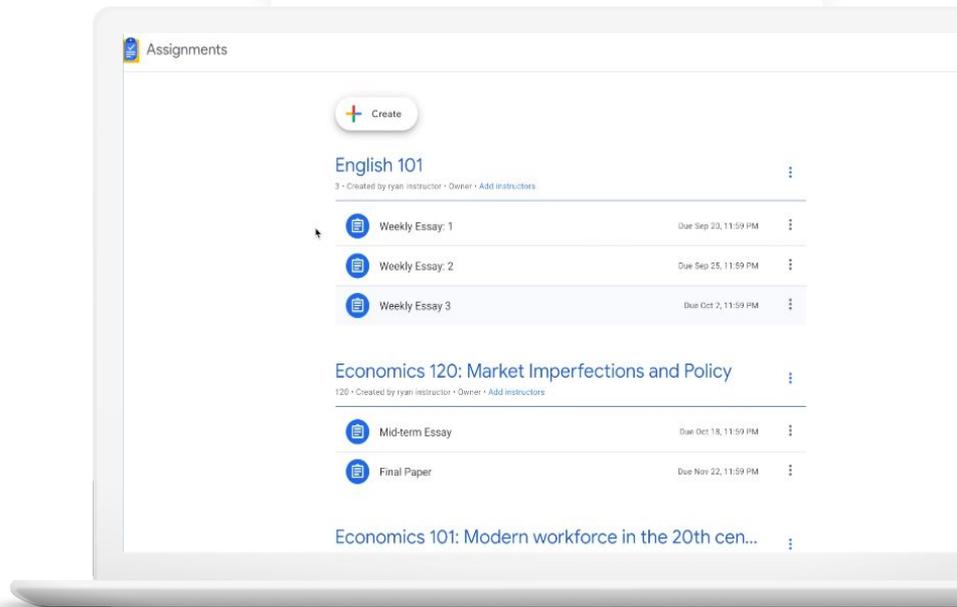
Navigate grading

You can manage permissions so that you're the owner of an assignment during grading. This prevents students from editing their assignment or seeing comments until the assignment has been returned.

- 1 First, click the name of the assignment you're working with to display your class roster, which lists the submission date and status for each student.
- 2 Next, click the name of the student whose work you wish to grade.
- 3 To move to another student, click the down arrow to open your roster. Use the category buttons to sort by first name, last name, or submission status.



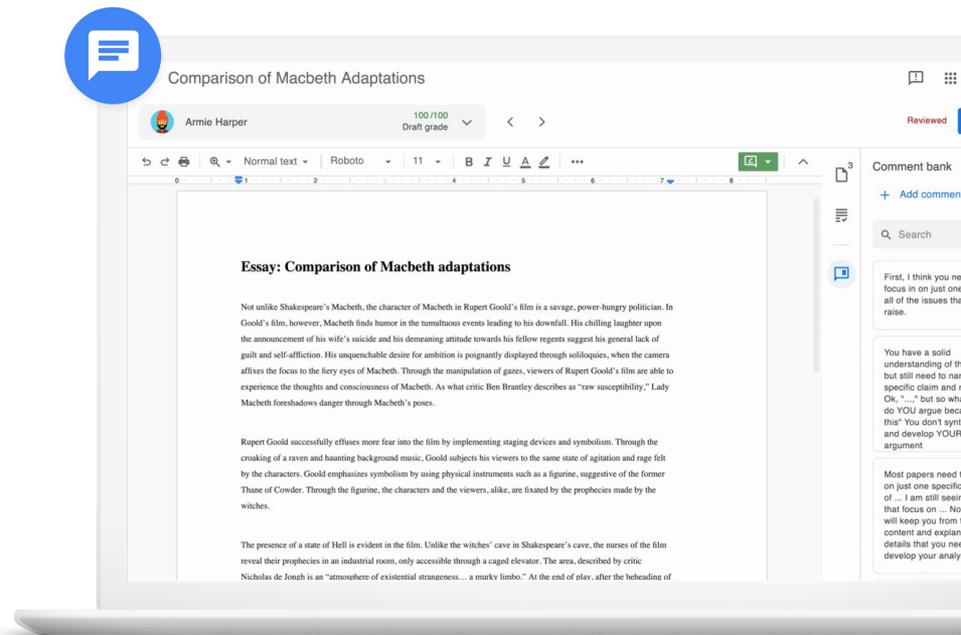
Check out the video on grading assignments.



Provide and save feedback with the comment bank

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

- 1 You can bring up these comments by typing in a keyword and then clicking on a comment to add it to the comment box.
- 2 You can add to these comments by clicking **Add to bank** in the right column. In the dialog box, type in your new comment, then click **Add**.



The screenshot shows a Google Docs interface for a document titled "Comparison of Macbeth Adaptations". The document is in "Draft" mode and is being edited by "Armio Harper". The document content includes an "Essay: Comparison of Macbeth adaptations" with several paragraphs of text. On the right side, there is a "Comment bank" panel with a search bar and several pre-written comments. A blue speech bubble icon is overlaid on the top left of the document area.

Comparison of Macbeth Adaptations

Armio Harper 100 / 100 Draft grade

Normal text Roboto 11 B I U A

Essay: Comparison of Macbeth adaptations

Not unlike Shakespeare's Macbeth, the character of Macbeth in Rupert Goold's film is a savage, power-hungry politician. In Goold's film, however, Macbeth finds humor in the tumultuous events leading to his downfall. His chilling laughter upon the announcement of his wife's suicide and his demeaning attitude towards his fellow regents suggest his general lack of guilt and self-affliction. His unquenchable desire for ambition is poignantly displayed through soliloquies, when the camera affixes the focus to the fiery eyes of Macbeth. Through the manipulation of gazes, viewers of Rupert Goold's film are able to experience the thoughts and consciousness of Macbeth. As what critic Ben Brantley describes as "raw susceptibility," Lady Macbeth foreshadows danger through Macbeth's poses.

Rupert Goold successfully effuses more fear into the film by implementing staging devices and symbolism. Through the croaking of a raven and haunting background music, Goold subjects his viewers to the same state of agitation and rage felt by the characters. Goold emphasizes symbolism by using physical instruments such as a figurine, suggestive of the former Thane of Coward. Through the figurine, the characters and the viewers, alike, are fixated by the prophecies made by the witches.

The presence of a state of Hell is evident in the film. Unlike the witches' cave in Shakespeare's cave, the nurses of the film reveal their prophecies in an industrial room, only accessible through a caged elevator. The area, described by critic Nicholas de Jongh as an "atmosphere of existential strangeness... a murky limbo." At the end of play, after the beholding of

Comment bank

+ Add comment

Search

First, I think you need to focus in on just one of all of the issues that raise.

You have a solid understanding of the but still need to narrow specific claim and Ok. "... but so why do YOU argue because that "You don't synthesize and develop YOUR argument

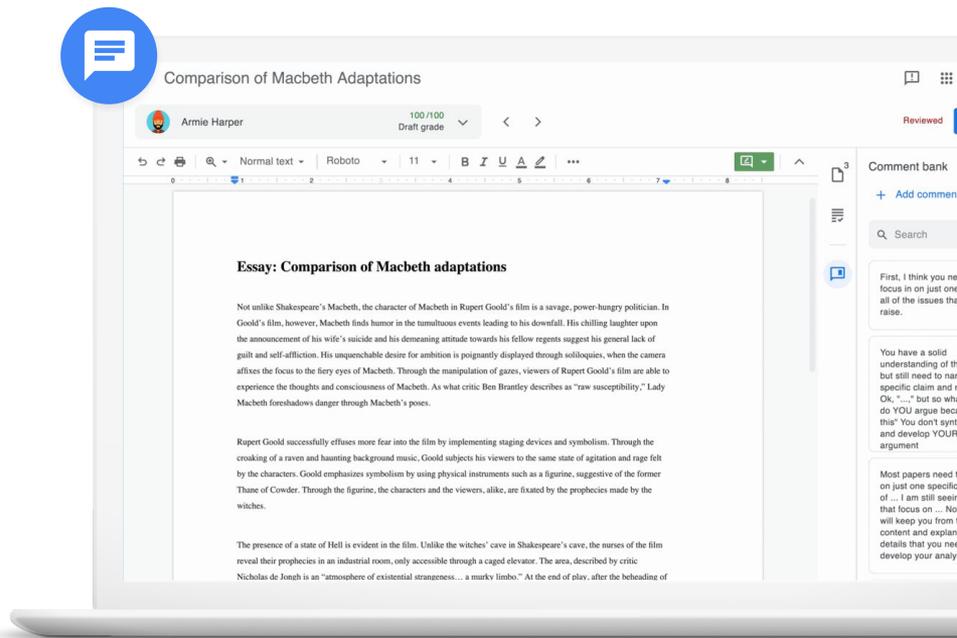
Most papers need to on just one specific of ... I am still seeing that focus on ... No will keep you from content and explain details that you need develop your analysis

Provide and save feedback with the comment bank

3 Add regular 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.

4 Turn on suggesting mode in the upper-right corner to track your direct edits to student copy. Other intuitive editing features are also included.

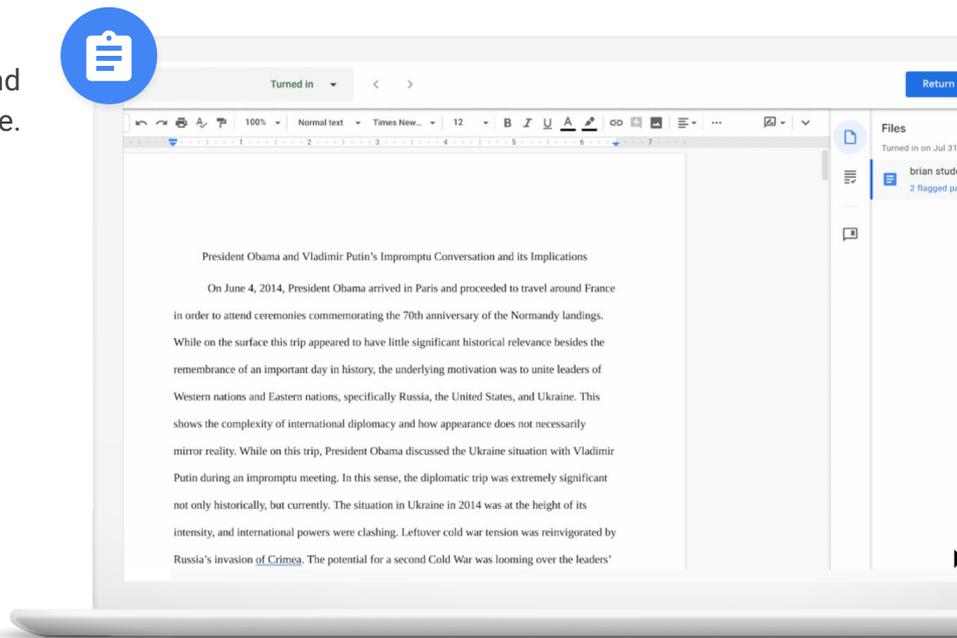
Additionally, all of your work is maintained with autosave, so you won't lose any of your input.



Review the originality report

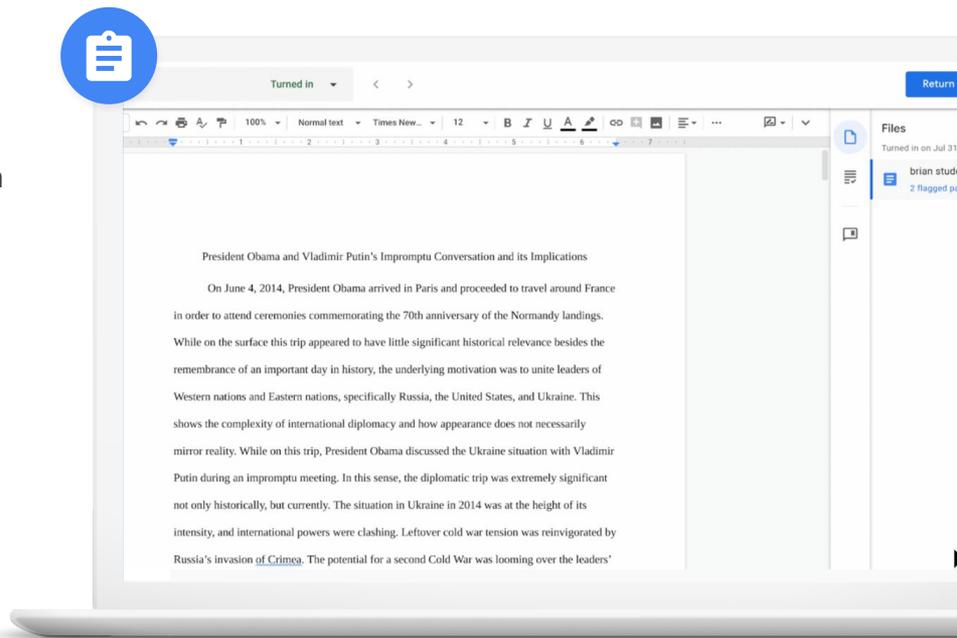
Originality reports allow instructors to scan student work for matching phrases across hundreds of billions of web pages and tens of millions of books, without leaving your grading interface.

- 1 If you turned on originality reports for this assignment, you'll see in the right column which files submitted by the student include passages that match copy found online.
- 2 Click **flagged passages** under the file name to open the report. The flagged passages in the document are highlighted in gray.



Review the originality report

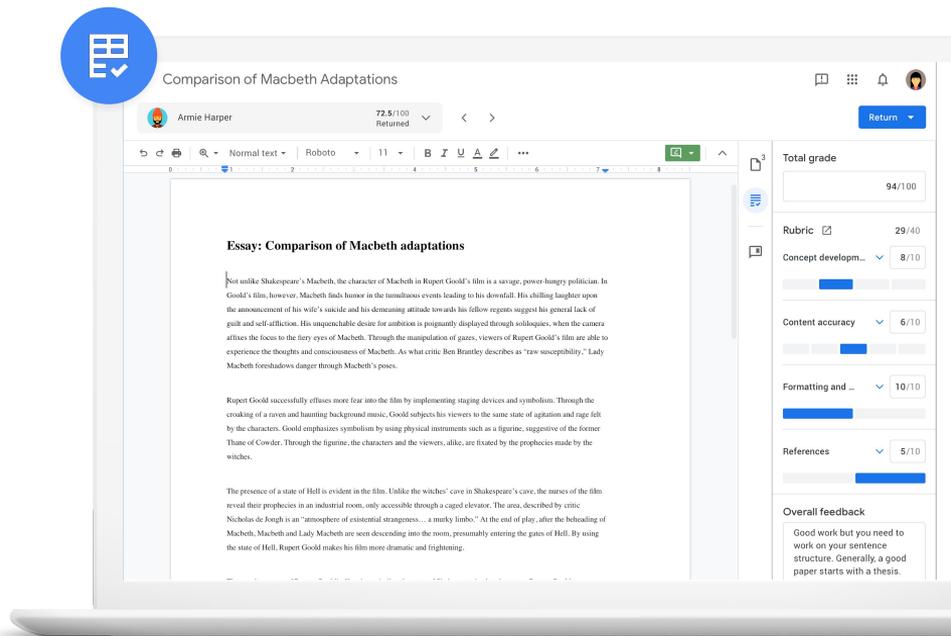
- 3 Click on a passage to display it above the web match in the right column. Click the link under the web match to go directly to the online source for further exploration.
- 4 Guide students toward catching common mistakes before submitting their work.



Grade with your rubric

If you set up a rubric for this assignment, 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.



The screenshot displays a Google Classroom interface for an assignment titled "Comparison of Macbeth Adaptations". The student, Armie Harper, has a score of 72.5/100. A blue circular icon with a rubric symbol is overlaid on the top left of the interface. The right-hand sidebar shows a rubric with the following criteria and scores:

Criterion	Score
Total grade	94/100
Rubric	29/40
Concept developm...	8/10
Content accuracy	6/10
Formatting and ...	10/10
References	5/10

The "Overall feedback" section contains the following text: "Good work but you need to work on your sentence structure. Generally, a good paper starts with a thesis."

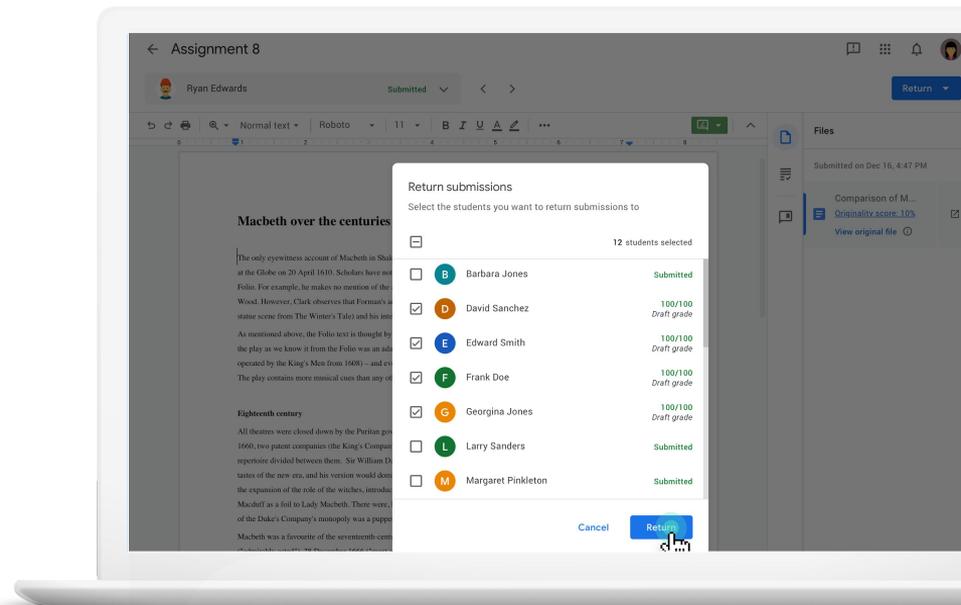
Returning coursework to students

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

3 When the list of students appears, select individual students, or select all students by checking the box at the top of the list.

4 Click **Return** to send the submissions back to the selected students.

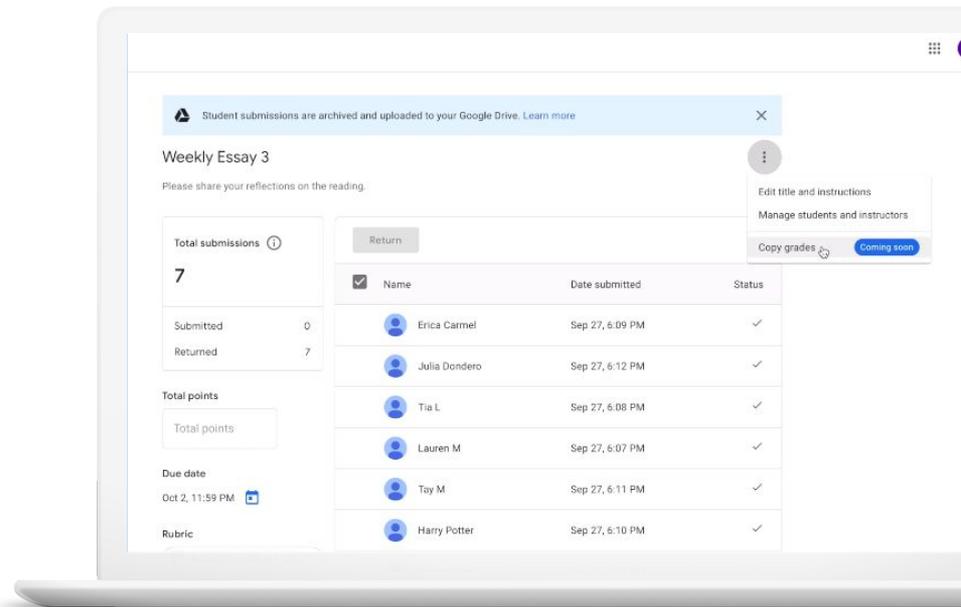


Transferring grades

Coming soon, you'll be able to download your grades as a batch to Sheets or a .csv file. You can then upload the document to your learning management system.



Assignments can also be integrated directly into your LMS so that grades will sync automatically. Contact your LMS administrator to request that they integrate Assignments



Get started



Add Assignments to your G Suite for Education toolkit today. It's free of charge – all you have to do is sign up.

Join the beta at

assignments.google.com



Thank you

Google for Education