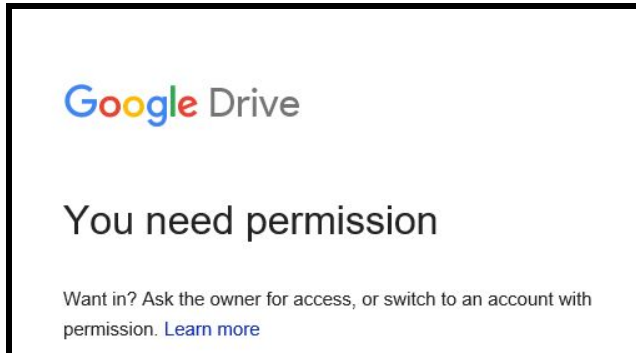
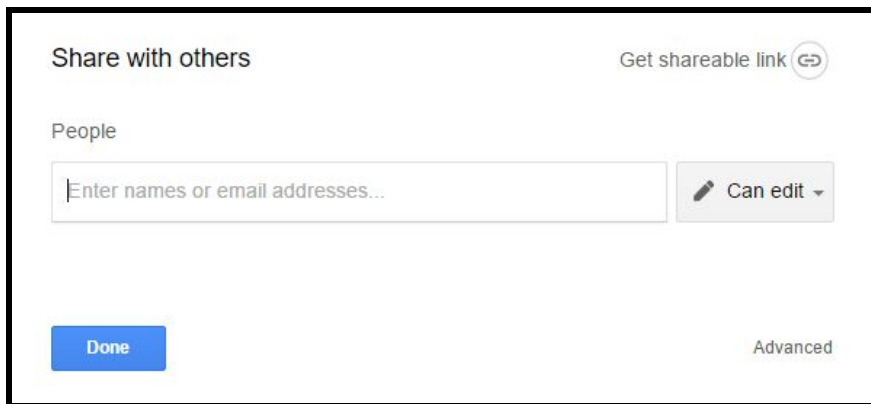


Creating a Google Document and Sharing the Link in Schoology

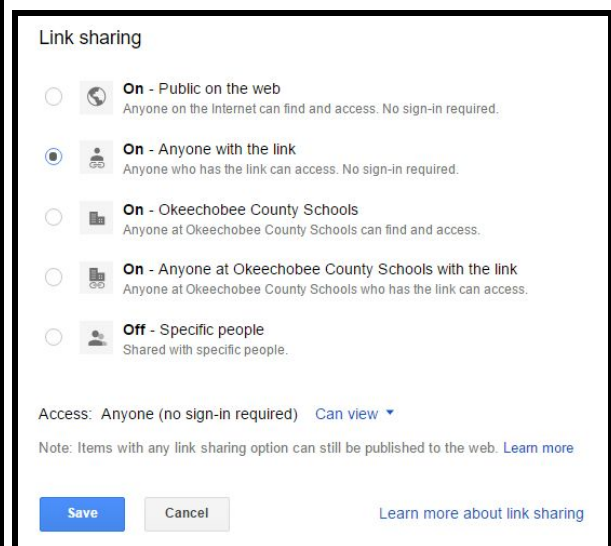
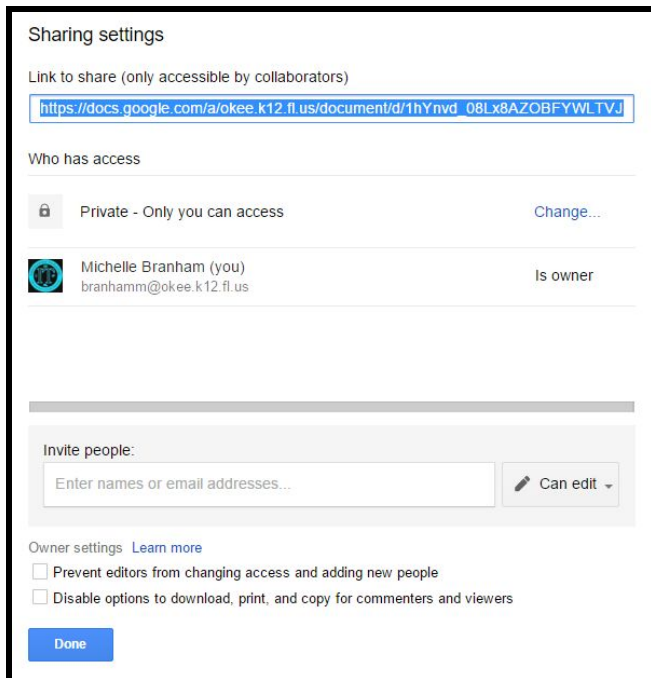
1. Begin by creating your Google Doc that you want to share with your students.
2. Click on the share button in the upper right corner. If you do not allow your students access you will have to grant them access one at a time when they request access. This is a sample message that they would receive.



3. In order to avoid that message click on **Share>Advanced**.



4. Click on **Change...** a new box will open and click **On - Anyone with the link** then select Access: **Can View>Save**.



- The **Link to Share** will be highlighted, and it looks something like the link below.
https://docs.google.com/document/d/1hYnvd_08Lx8AZOBFYWLTVJKUAAEsi5KJJMeVjMmf-q4/edit?usp=sharing
- If you want it to force the students to make a copy upon opening the Google Document you will just replace the word **edit** with the word **copy**. If you don't edit the link your students will open a "View Only" copy then they will have to make a copy for themselves.
- Now, log into Schoology and **Add Assignment**.
- Follow the steps to add the assignment.

- Name the Assignment (Remember that the assignment name will be what appears in Skyward if you sync this grade).
- Add any directions in the description section.

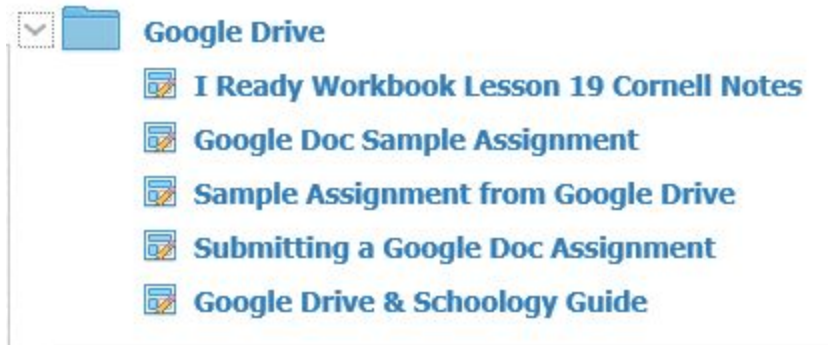


- Click on the link button to add a link to the assignment.
- This is where you will put the shared link from Google Drive. See # 5, and remember to replace the word edit with the word copy to force students to make a copy as soon as opening the document. You can add in a separate title in the second box. Once you are done click **Attach**.

- Finish the Assignment categories such as Due Date>Category>Scale>Advanced then click **Create**.

Student Submission of the Google Document

1. Students login to Schoology and find the assignment. If you want to try this assignment as a student you can “Join” my sample Schoology course with the following access code: WK3DK-WV995
2. The assignment is in the Google Drive Folder and titled Google Drive & Schoology Guide.



3. Students select the assignment.

Posted Mon Feb 8, 2016 at 11:19 am



Google Drive and Schoology

Comments

4. Student click on the link, and a new tab will open asking to make a copy of the document.

Google Drive

Copy document

Would you like to make a copy of Google Drive & Schoology Guide?

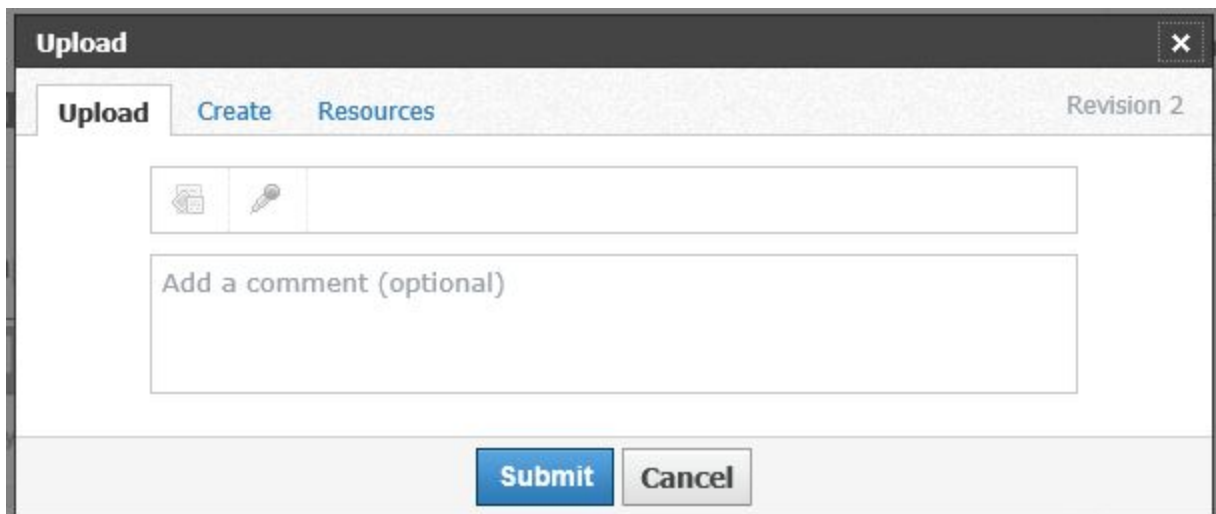
Make a copy

5. Click Make a Copy.
6. If this were something like Cornell Notes the student would be able to type in the document. It is IMPORTANT that the student change the name of the document to your naming convention.
7. Then click Done.
8. The student will click on submit assignment.

Submissions

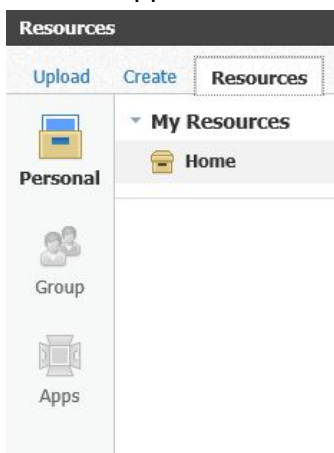


9. The student will click on Resources.

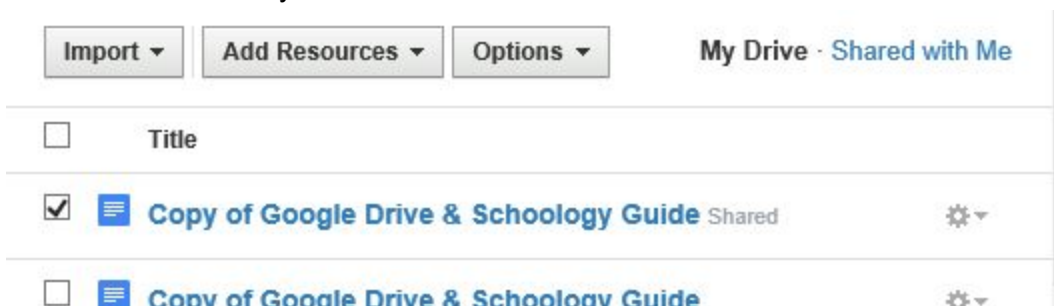


The screenshot shows a modal window titled 'Upload' with a close button in the top right. Inside, there are three tabs: 'Upload', 'Create', and 'Resources'. The 'Resources' tab is active, and the text 'Revision 2' is visible in the top right corner of the tab area. Below the tabs, there is a file selection area with icons for a folder and a document. Underneath that is a text input field with the placeholder text 'Add a comment (optional)'. At the bottom of the dialog are two buttons: 'Submit' and 'Cancel'.

10. Click on Apps on the left then Google Drive.



11. Check the document you want to submit.



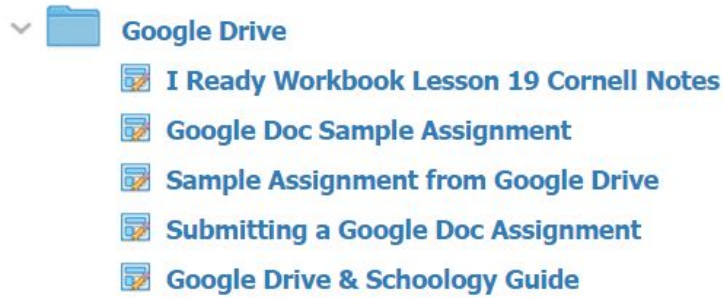
12. Select the dropdown list (gear) and select Import File.



13. The student will get a confirmation that the assignment was submitted.

Grading a Submitted Google Document

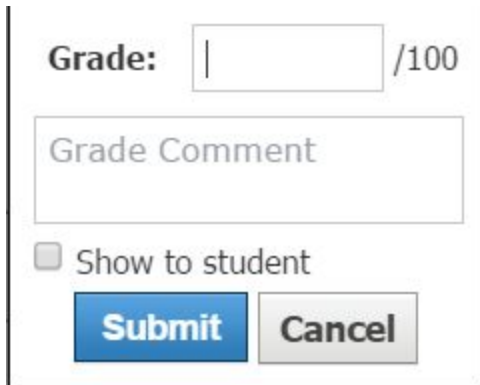
1. Select the assignment that you need to grade.



2. On the right side you will see the pending submissions totals and the names listed below.



3. Click on the student's name that you want to grade, or just select the first name in the list.
4. You will be redirected to the assignment for that student. You will be able to view and scroll through their Google Document. You can comment, highlight, and draw. You will enter the grade in the upper right corner. You can even comment. You can assign a rubric to an assignment when you're editing the assignment (back in step 8). When you go to score the assignment the rubric will pop up and you can click the points they receive.

A screenshot of the grading interface. It features a "Grade:" label followed by a text input field containing a vertical line, and a "/100" label to the right. Below this is a text area labeled "Grade Comment". At the bottom, there is a checkbox labeled "Show to student" and two buttons: "Submit" (blue) and "Cancel" (grey).

5. Click Submit.
6. If you have multiple submissions from various students you can just move to the next student by clicking the arrows. The student now shows a score instead of "Needs Grading" on the right side of the screen.