

CREATING A GOOGLE ASSIGNMENT

Google Assignments allows you to distribute, review, and grade student work. You can attach assignment files that will automatically distribute a personalized copy for each student. To create a Google Assignment:

1. Navigate to Assignments in your course navigation pane.
2. Create a new assignment by clicking **+Assignment**
3. Add assignment details such as Assignment Name, points, and due dates
4. Select **External tool** from the Submission Type

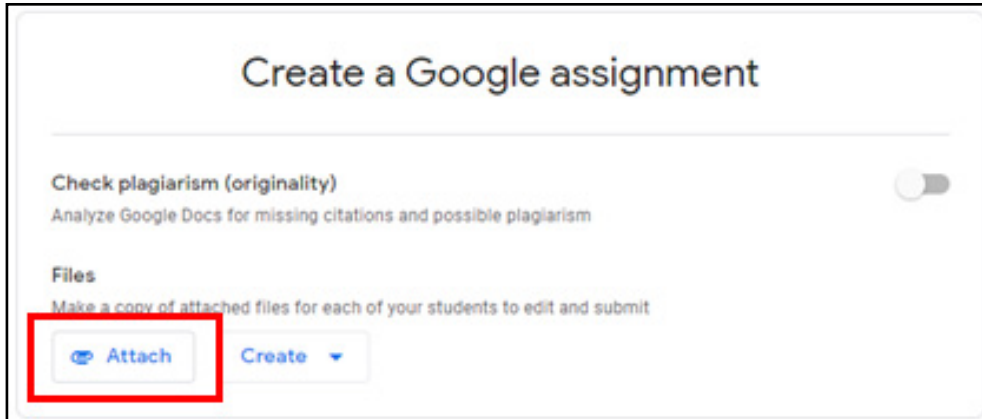
The screenshot shows the 'External Tool Options' section of the Canvas LMS interface. At the top, there is a dropdown menu labeled 'External Tool'. Below it, the text 'External Tool Options' is displayed. Underneath, the instruction 'Enter or find an External Tool URL' is shown. A text input field contains the URL 'http://www.example.com/launch', and a 'Find' button is positioned to its right. At the bottom of the form, there is a checkbox labeled 'Load This Tool In A New Tab' which is currently unchecked.

5. Click on the **Find** button from the External Tool Options and then locate **Google Assignments LTI 1.3**

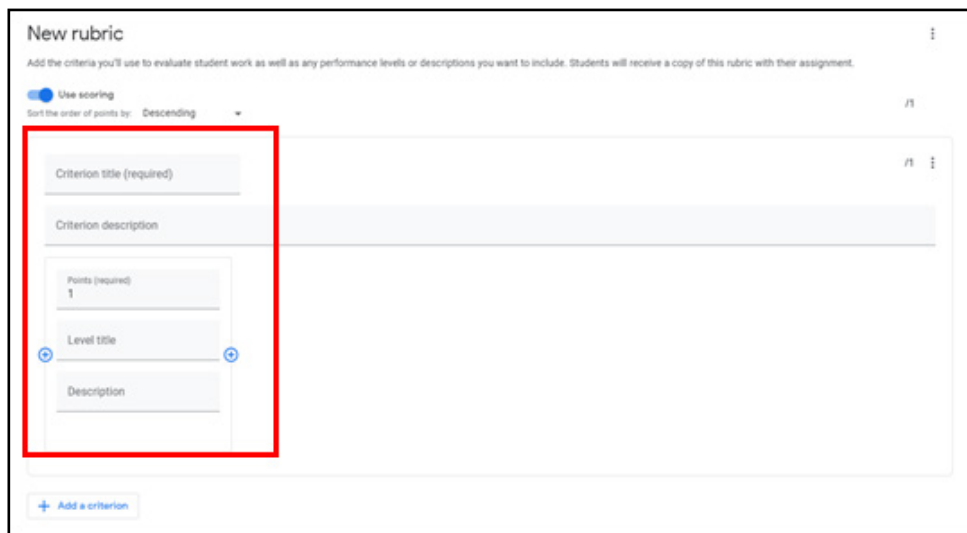
The screenshot shows the 'Configure External Tool' dialog box. At the top, there is a search icon and the text: 'Select a tool from the list below, or enter a URL for an external tool you already know is configured with Basic LTI to add a link to it to this module.' Below this, there is a list of tools with search icons to their right. The first tool is 'Google Drive Cloud Assignment' with the description 'Allows you to pull in documents from Google Drive to Canvas'. The second tool is 'Google Assignments (LTI 1.3)' with the description 'Collect, analyze, and grade student work with Google Assignments'. The third tool is 'Gradescope' with the description 'Gradescope is a feedback and assessment platform for many types of work, including paper exams, digital'. At the bottom of the dialog, there are 'Cancel' and 'Select' buttons.

6. Sign in using your TAMU Google credentials
 - *If this is your first-time using Google in this course, you must link your Canvas account to your Google Account.*

7. Click **Attach** to go to your Google Drive.



8. Locate the file that you would like to make copies of to be distributed to each student.
9. Ensure that the Google Assignment due date and points matches what is in Canvas
10. If you will be using a rubric, you will need to add the rubric here. Click Add next to Rubric. Choose whether to Create or Re-Use a rubric if you would like to use a rubric with the assignment.
 - To create the rubric, enter the necessary criteria, descriptions, and rating levels. Once complete, click Save.



11. Click **Create**
12. In Canvas, click the Select button
13. To save the assignment click Save. Don't forget to Publish the assignment in Canvas to make it available to students.