TRAINING MANUAL

04– CREATING & MANAGING ASSIGNMENTS via GOOGLE FORMS

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Google Classroom is an application designed to help students and teachers communicate, collaborate, organize and manage assignments, go paperless, and much more. This guide is chocked full of step-by-step instructions for creating assignments using Google Forms.

1. The Classwork:

The classwork section of the Google classroom let you create assignments and manage them in different ways. The assignments resources can be either:

- Assigned immediately and will be reflected in the class stream section for the participants.
- Can be scheduled for some later date. This will be shown as saved task to the teacher but it will not be shown to the students, until the scheduled date and time.
- Can be saved as draft and is only visible to the teacher until the draft is posted on the stream.

2. Create Assignment:

1. In the classwork section, click on the "Create" button, then select "Quiz Assignment" to create an assignment using Google Forms into the course.
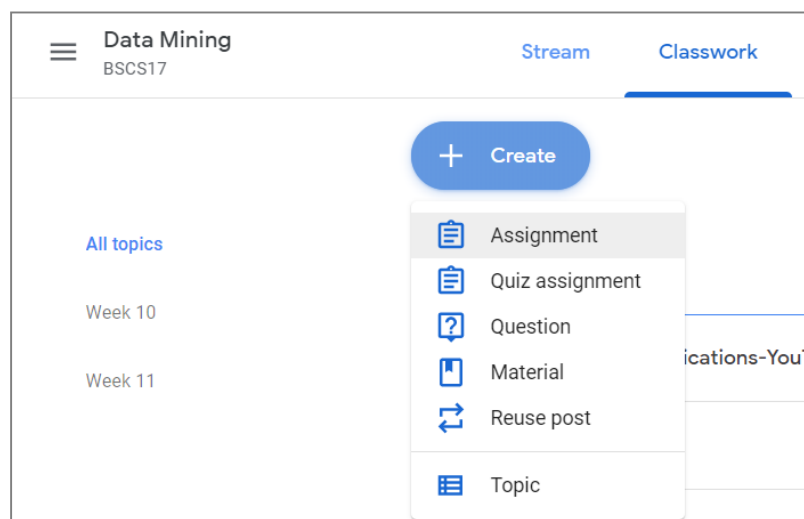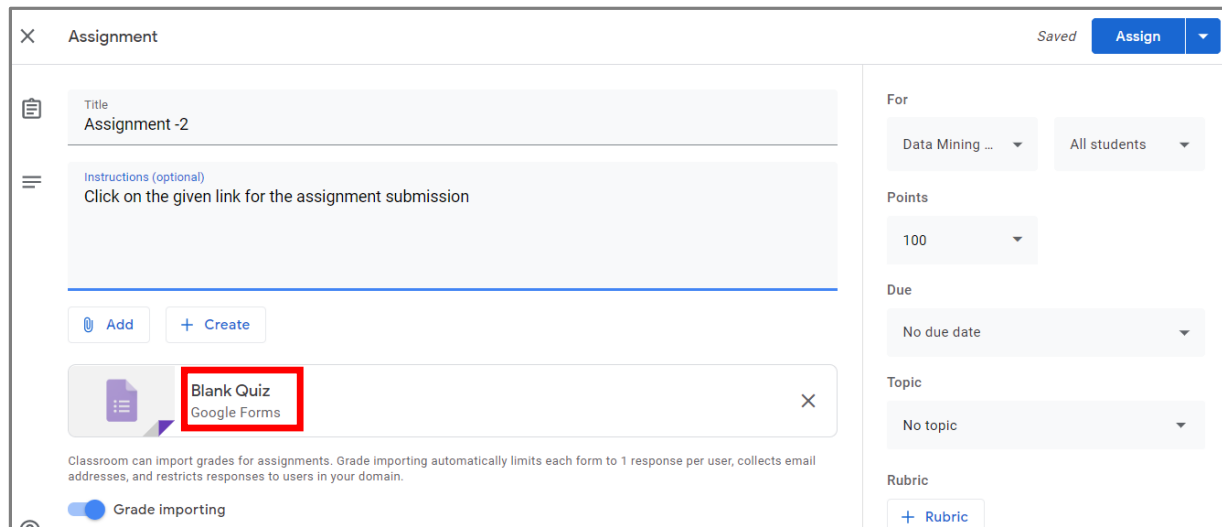
Figure 1: Starting with creating an assignment

2.1 Uploading Assignment File:

1. On the assignment page, write the title of the assignment. This is mandatory, otherwise you will not be allowed to post assignment.

2. Write instructions about the assignments for the students. This is optional but recommended to provide assignment instructions here.

3. Click on "Blank Quiz" title in the attached Google Forms document as shown below:
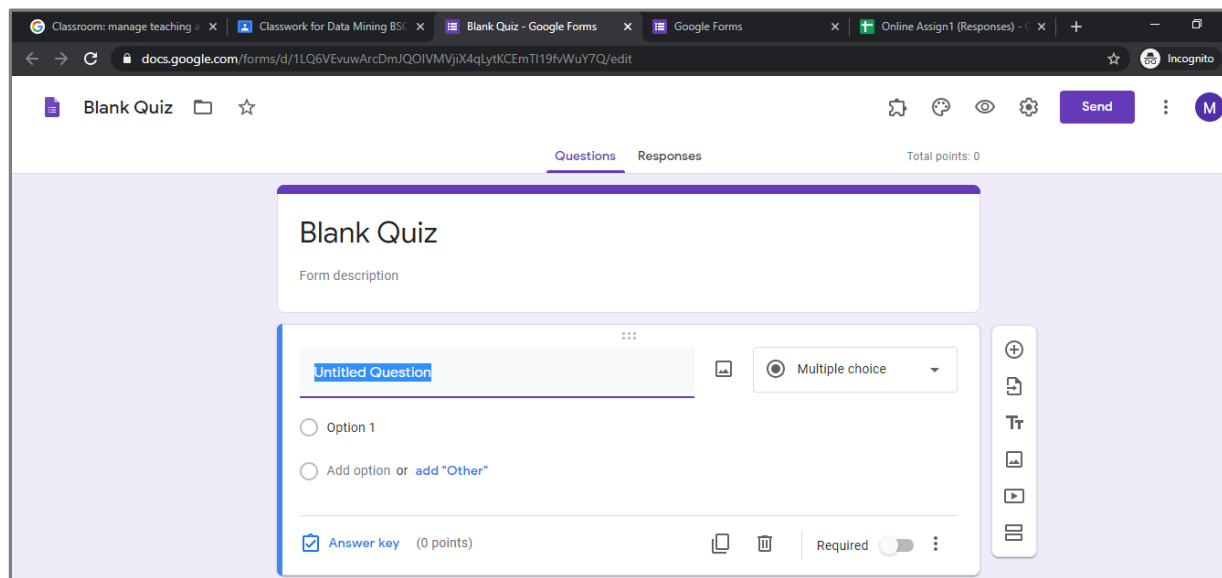
Figure 2: Adding Assignment Details

4. In the new tab of your browser window, a Google form will be opened with the title "Blank Quiz" as shown below:

Figure 3: A blank Google Form

5. Change the title of the Google Form from "Blank Quiz" to "Assignment-2" (as an example).

6. Start typing in the Question. Select the type of the Question as paragraph as the answer will be in paragraph format.
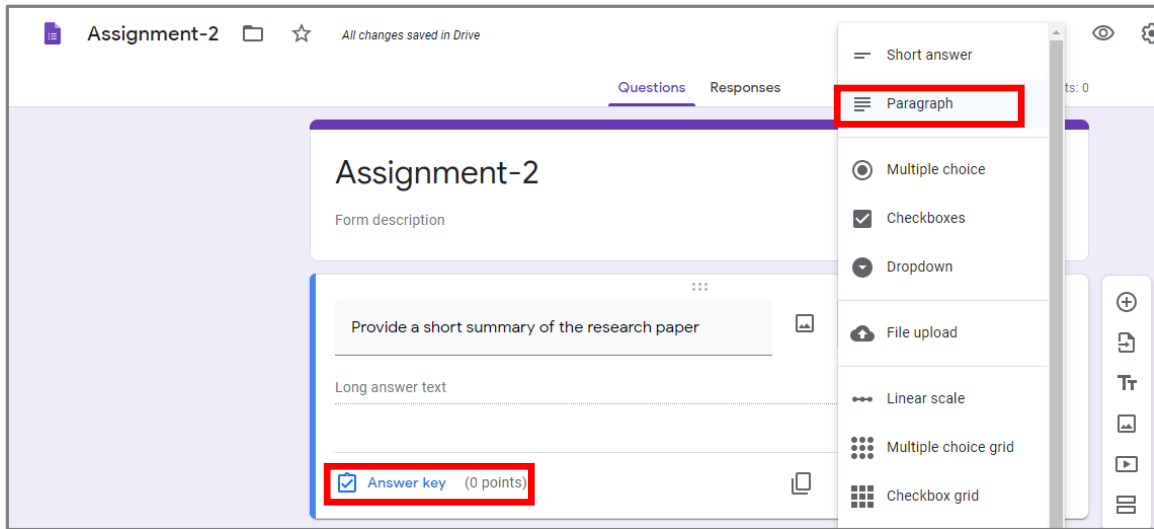
Figure 4: Adding first question

7. You can see in the Figure 4, in the left bottom corner, highlighted in red, "Answer Key (0 points). It shows that no points have been yet set to this question. Click on the "Answer Key" and a pop-up window will be open, where you can assign the points to this question as:
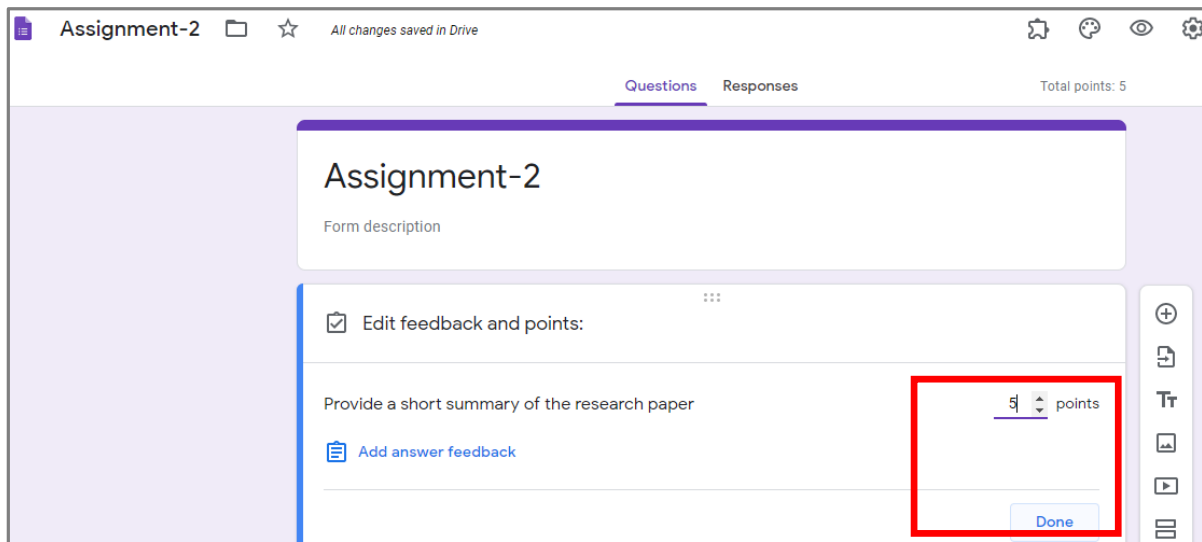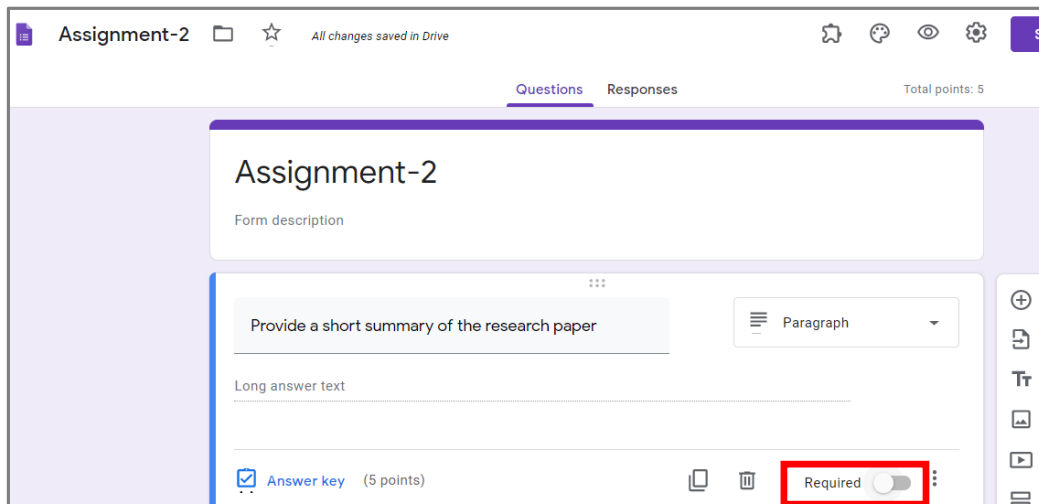
Figure 5: Adding marks to the question
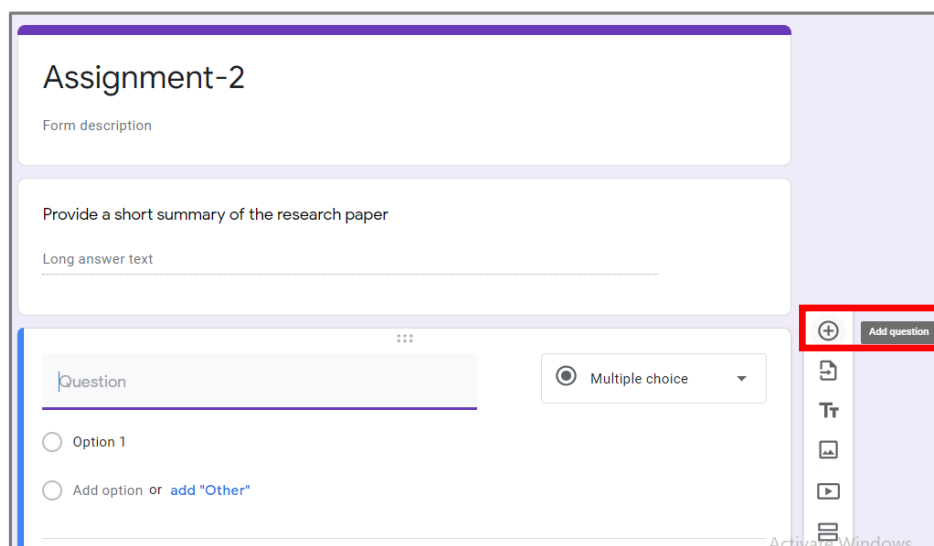
8. Click on "Done" and the points will be added against this question. If it is desired to be set as mandatory question, enable the required option, otherwise let it be disabled.

Figure 6: Question Appearance on the Form
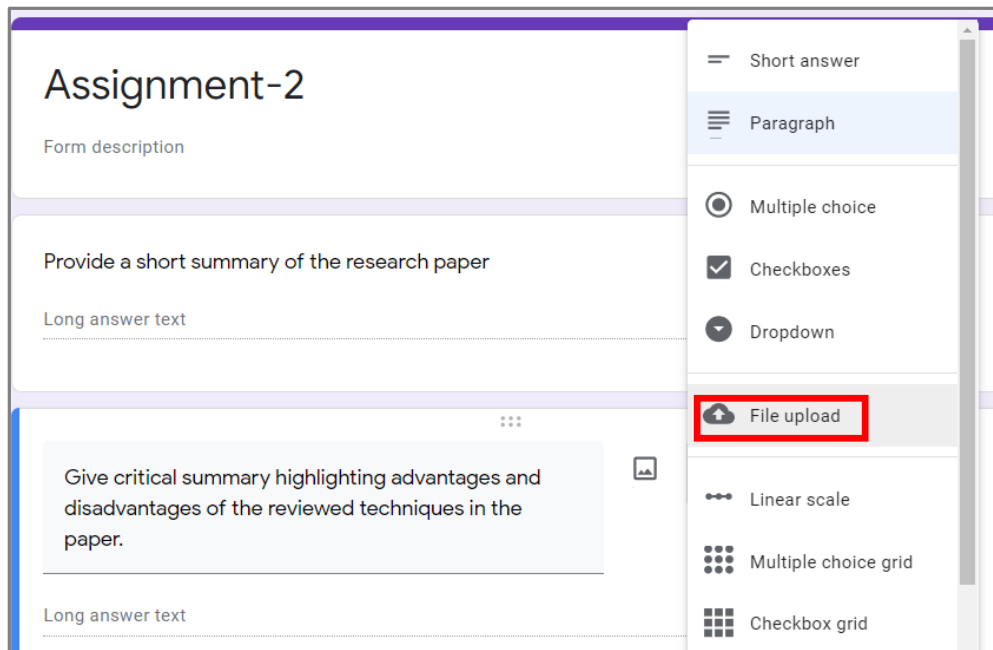
9. On the right of the question section, click on the "Add Question" icon in the vertical toolbar. A new question window will be added.

Figure 7: Adding New Questions

10. Write in the question and select the type of the answer as "File Upload"
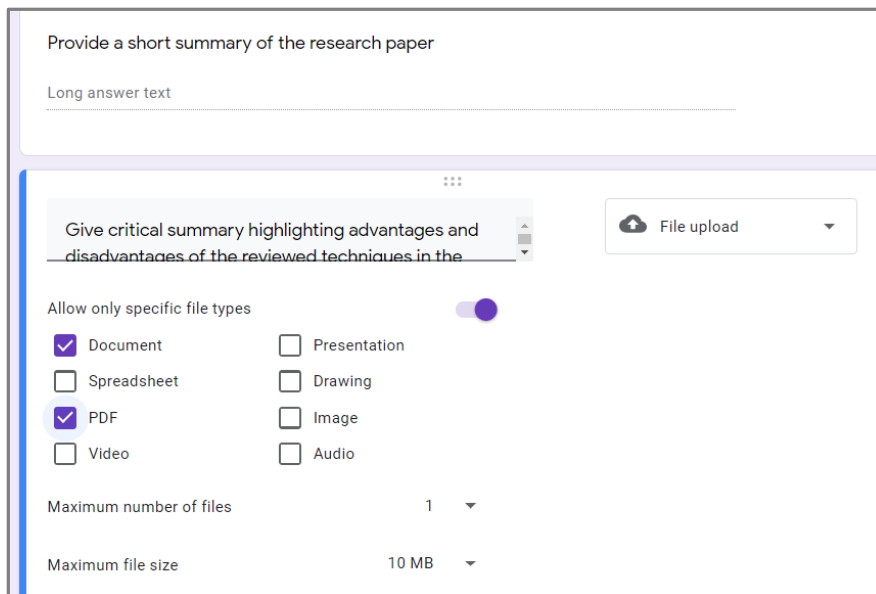
Figure 8: Answer type - File Upload option

11. Click on the "Continue" button. Now set the file properties as:

   a. Allow specific file types – enable this option if you want that student must submit files of some particular type. Otherwise let it disabled.
   b. Maximum number of files – how many maximum number of files a student can submit in answer to this question
   c. Maximum file size – what is the allowed maximum file size

Figure 9: File upload settings

12. Repeat steps 7. and 8. to assign marks to this question. After step 8., the question will be created:

13. Click on the "Preview" icon in the top right corner of the screen to preview the look and feel of the assignment when it will be viewed by the students:
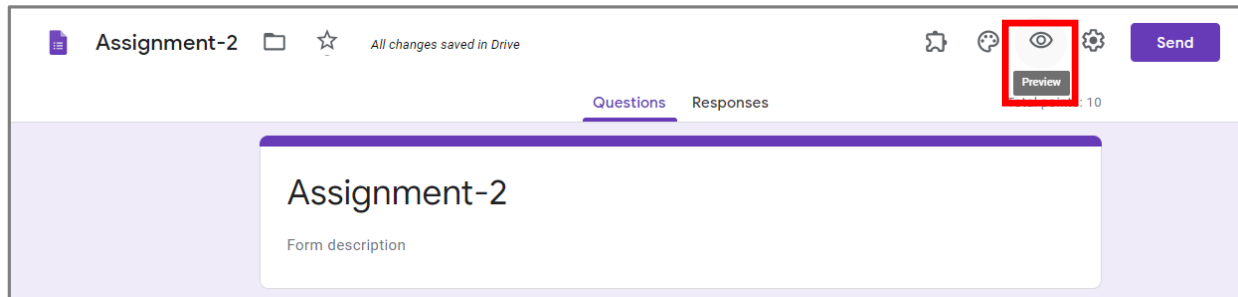
Figure 10: Form Preview

2.2 Assignment Settings:

1. Click on the wheel shaped "Setting" icon in the top right corner, on the left of the send button and set assignment settings there:
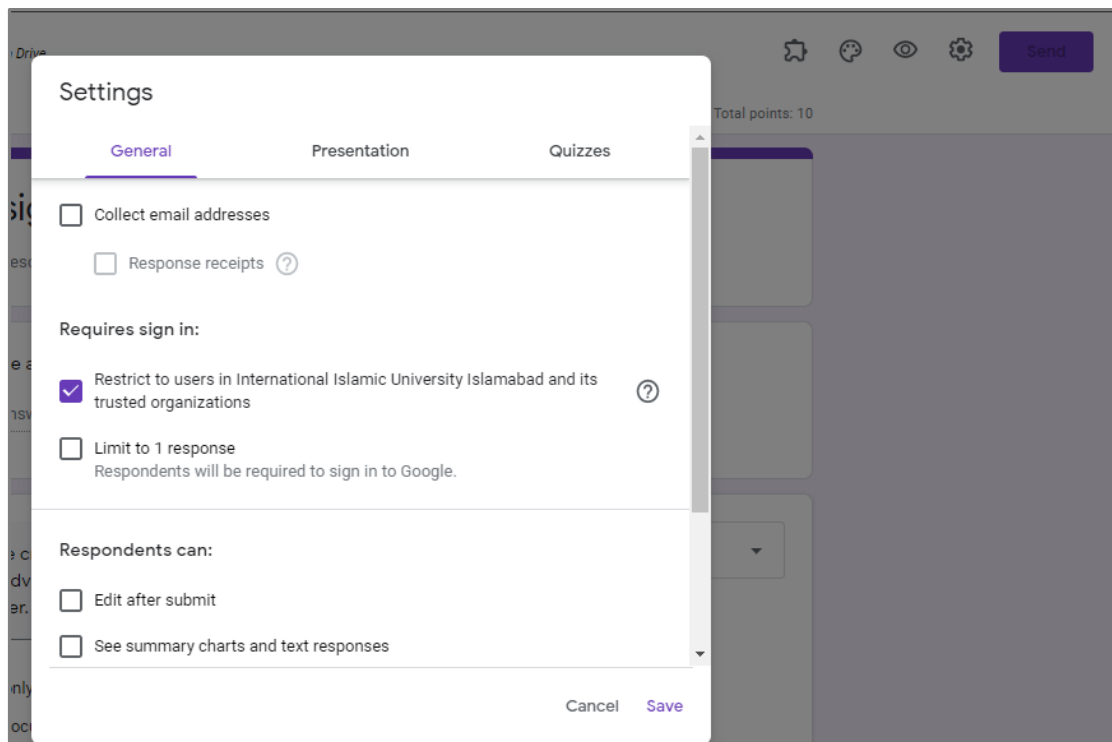
Figure 11: Assignment Settings

2. Under the "General" tab, you can:

    a.   Restrict that only users with IIUI email addresses will submit answers

b. Restrict the students to submit only once in response to the assignment.
c. Allow or disallow students to edit their responses after submitting the assignment.
d. Allow or disallow students to see summary charts and text responses.

3. Under the "Quizzes" tab, you can:

a. Release grade immediately to the students as soon as they submit the assignment (provided that if an answer key is present or not) OR you will assign grades later after manual review
b. Allow or disallow students to see missed questions
c. Allow or disallow students to see correct answers
d. Allow or disallow student to see scores for each question
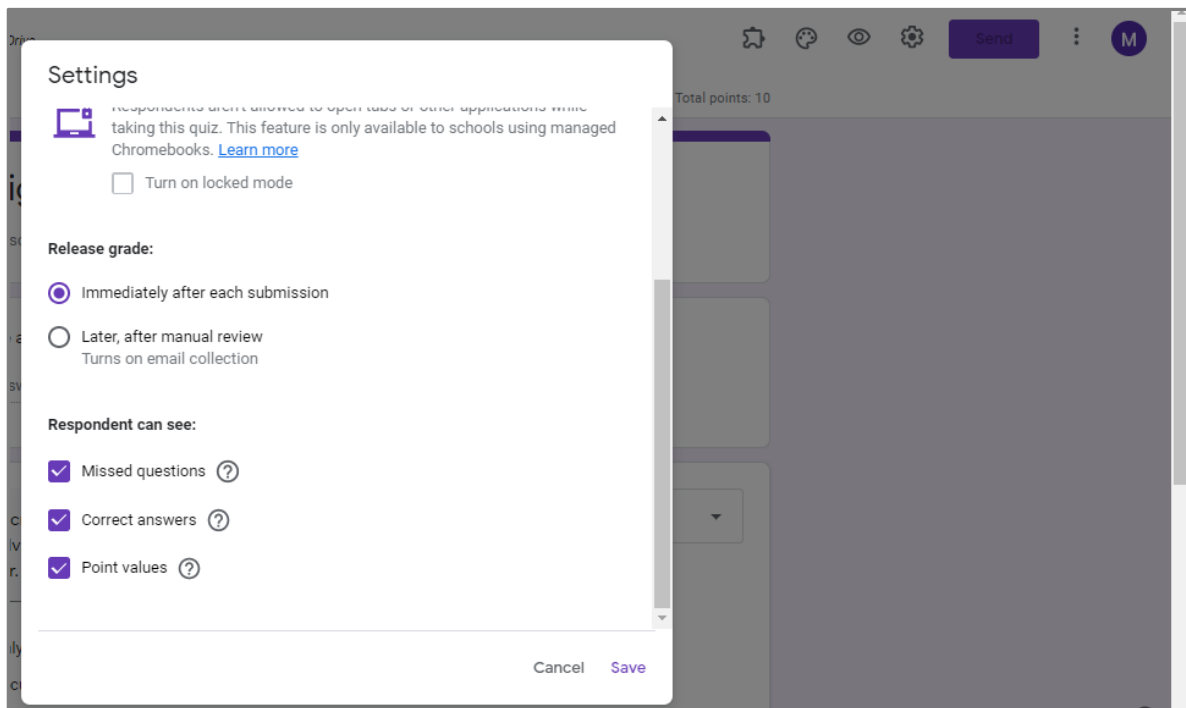
Figure 12: Assignment Settings -Quizzes Section

2.3 Assignment Link Posting:

1. Click on the "Send" button in the top right corner, a pop-up window will be open showing you different option for sending the assignment. The assignment can be sent via:

a. Email
b. Copy and sharing link
c. Embedding HTML code

2. Click on the "Link" icon. The link of the assignment will be created and shown in the pop-up window.

3. Click on the "Copy link" button. The link will be copied.
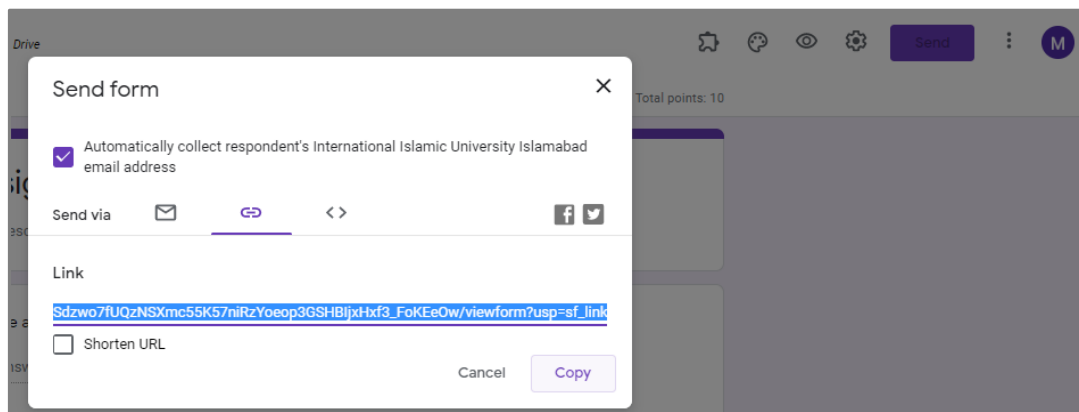
Figure 13: Assignment send options

4. Now come back to your Google Classroom, where you were uploading the assignment. Click on "Add" and select the "Link" option:
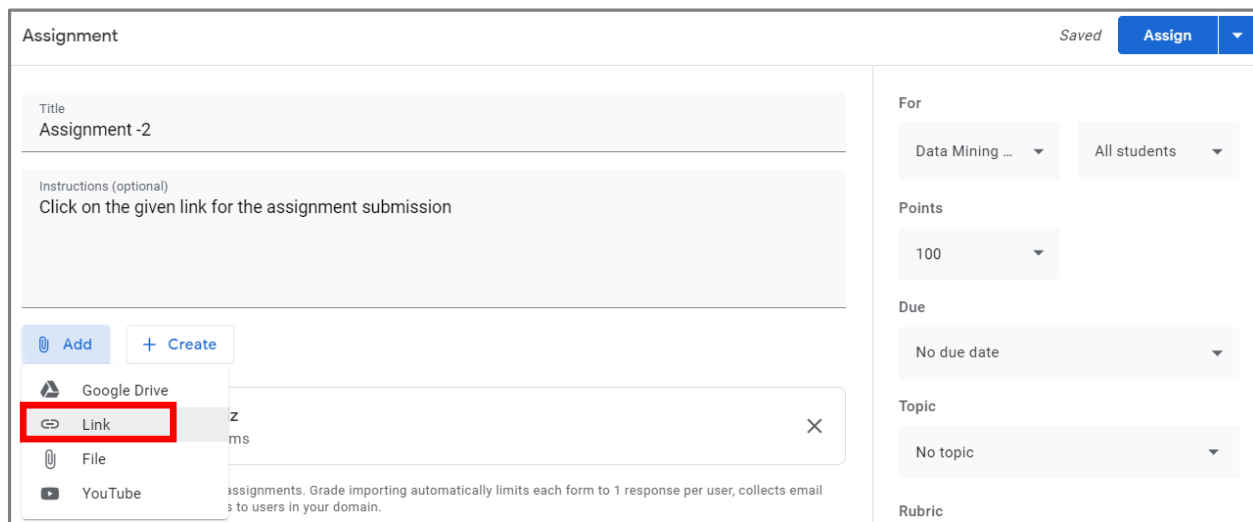
Figure 14: Adding Link to the assignment

5. In the pop-up window appeared, paste the copied link and click on "Add link" button.
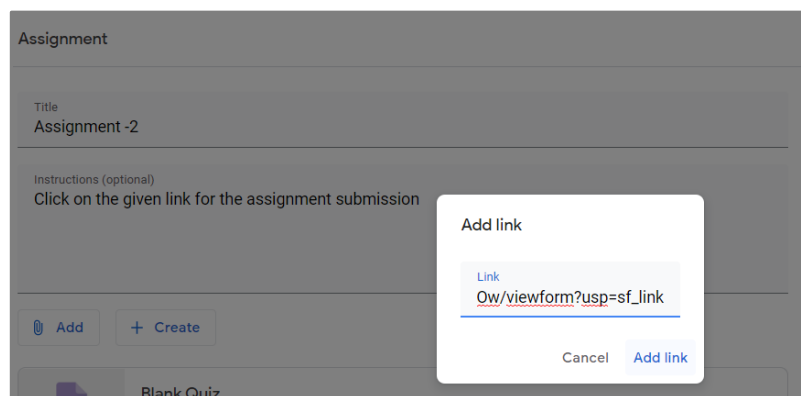
6. The link will be added along with the Google Form in the Assignments section:

Figure 15: Google Form assignment with link

7. Select, other courses, if you want to post the same assignment in other courses as well. In the For section, click on the drop-down arrow and select multiple courses as per the requirement.
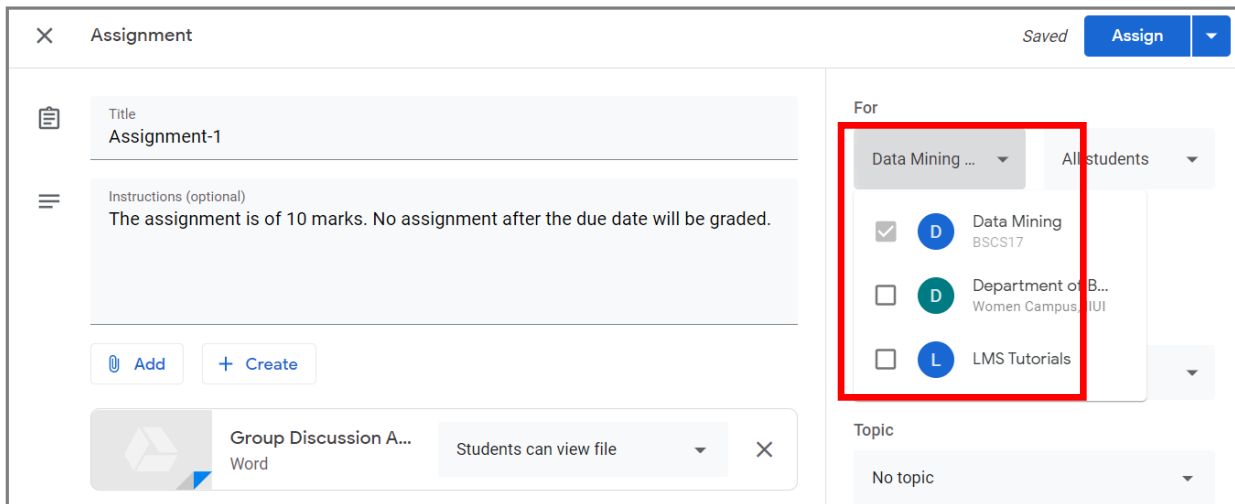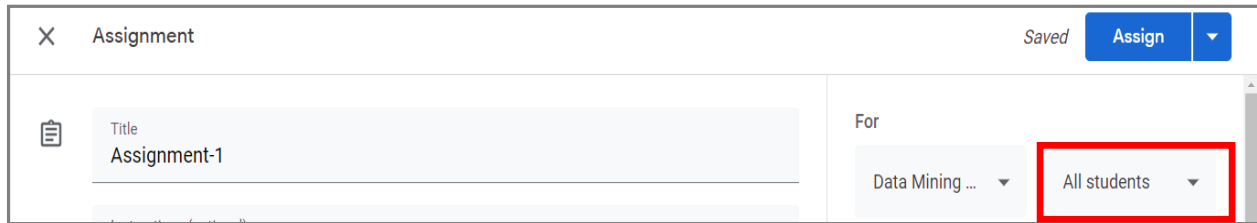
Figure 16: Selecting multiple courses
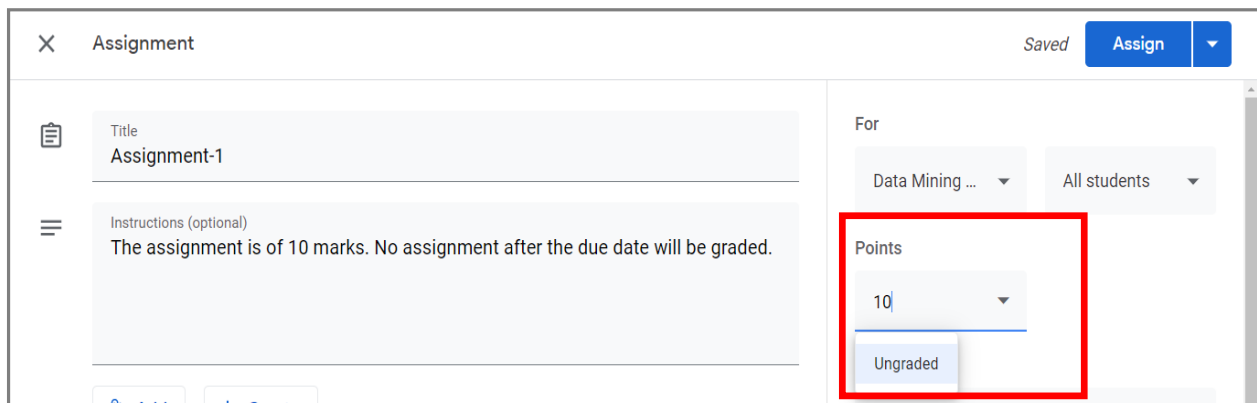
8. Similarly, select whether you want to post this assignment for all of the students or some particular students. Click on the drop-down arrow with the All Students. A list of enrolled students will be pop-up. From here, check the check-boxes against the names of the students with whom, you want to share the assignment. If the assignment is for all students, let the check box against "All Students" checked.

Figure 17: Selecting Students
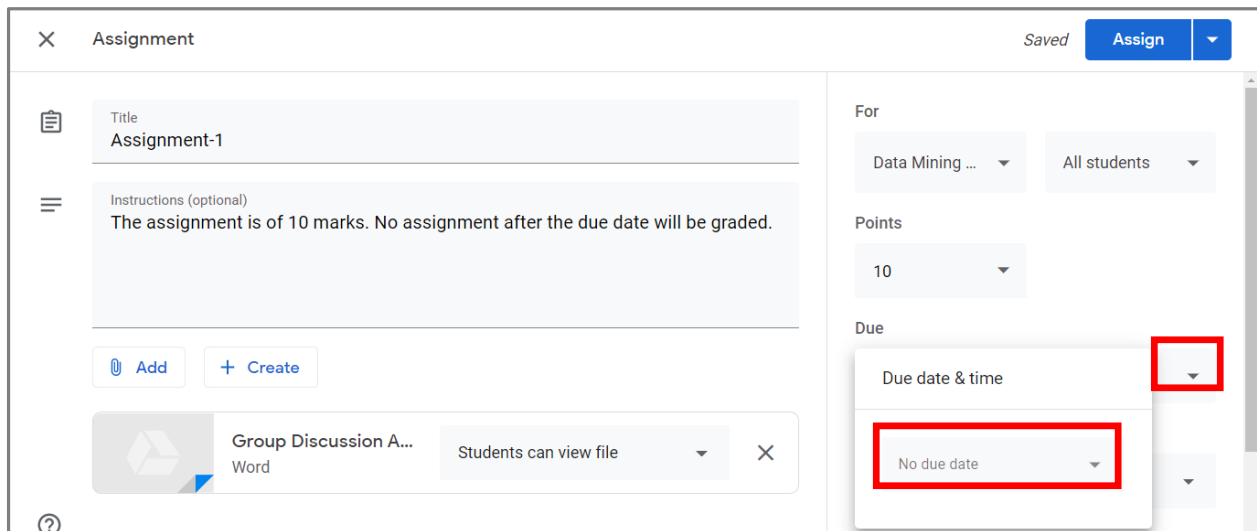
9. In the points section, assign the total marks/points to this assignment. Click on the drop-down arrow near points and add total points there. If you want to make this ungraded assignment, click on the "Ungraded".

Figure 18: Assignment Point Settings

10. In the Due section, click on the drop-down arrow to select a due date for the assignment. In the pop-up window, click on the drop-down arrow on the right of the No due date, as shown below:

Figure 19: Assignment Due Date settings

9. From the opened calendar, select the desired due date and set time as shown below:
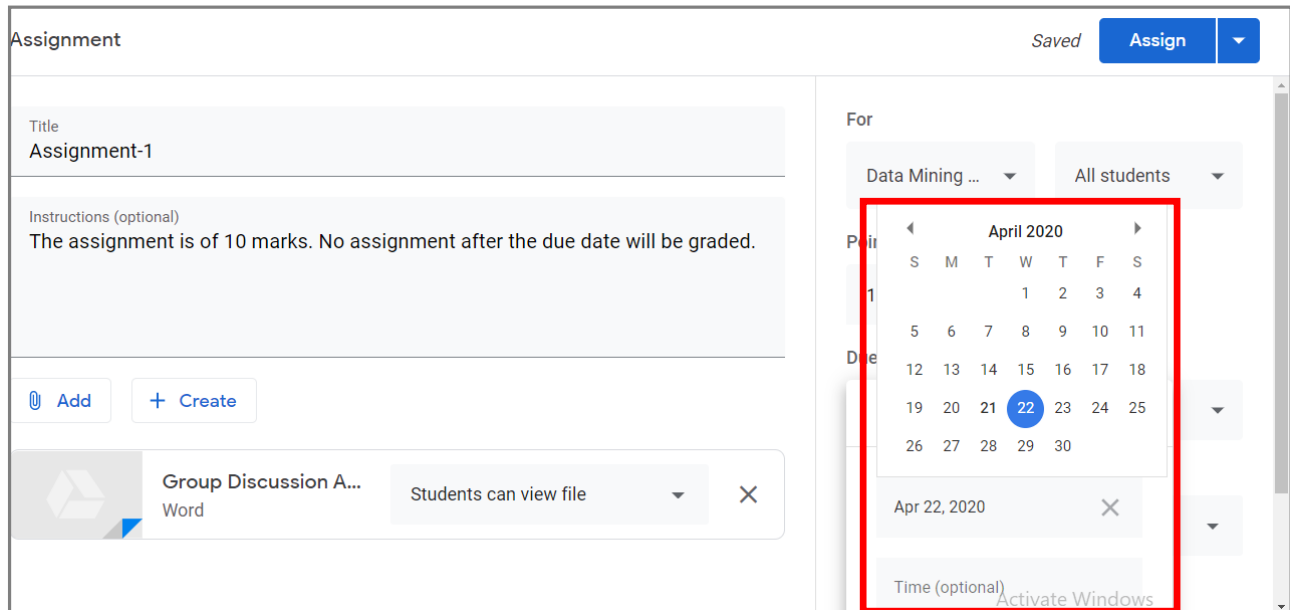
Figure 20: Selecting due date from Calendar

The due date and time will be selected and displayed as:
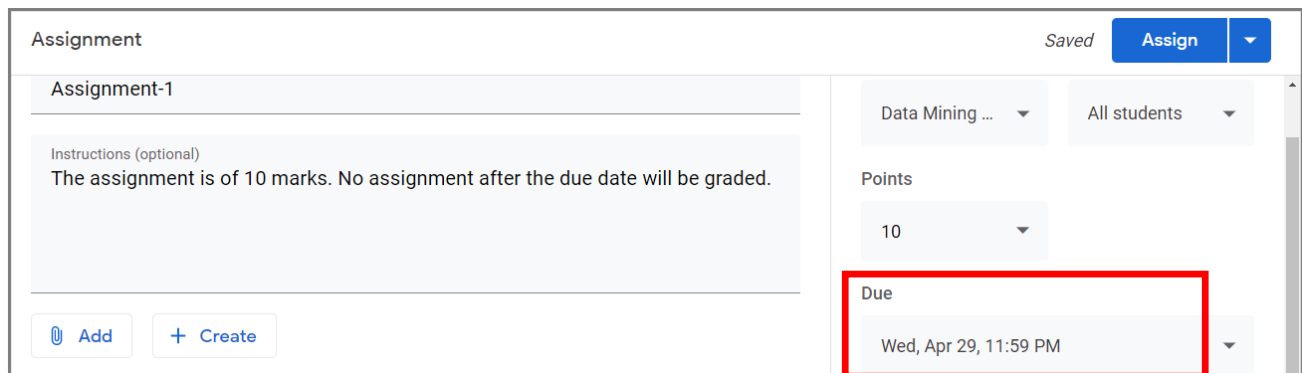
Figure 21: Due-date and Time display

Note: *If it is not required to assign any due date to the assignment, skip Step 8. and Step 9.*

10. Select the topic(week) in which you want to place the assignment.
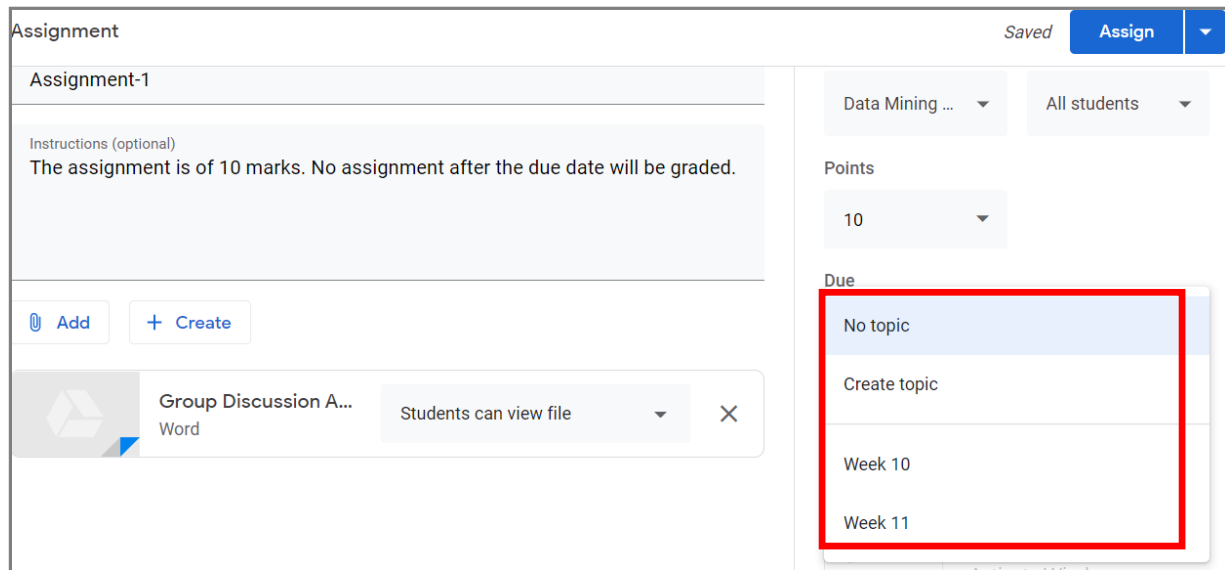
Figure 22: Assignment Topic settings

2.4 Assignment Rubric:

A **rubric** is a scoring tool that explicitly represents the performance expectations for an **assignment** or piece of work. A **rubric** divides the assigned work into component parts and provides clear descriptions of the characteristics of the work associated with each component, at varying levels of mastery.

Follow the following steps, if it is desired to create rubrics for thee assignment.

1. In the Rubric section, click on the rubric button:
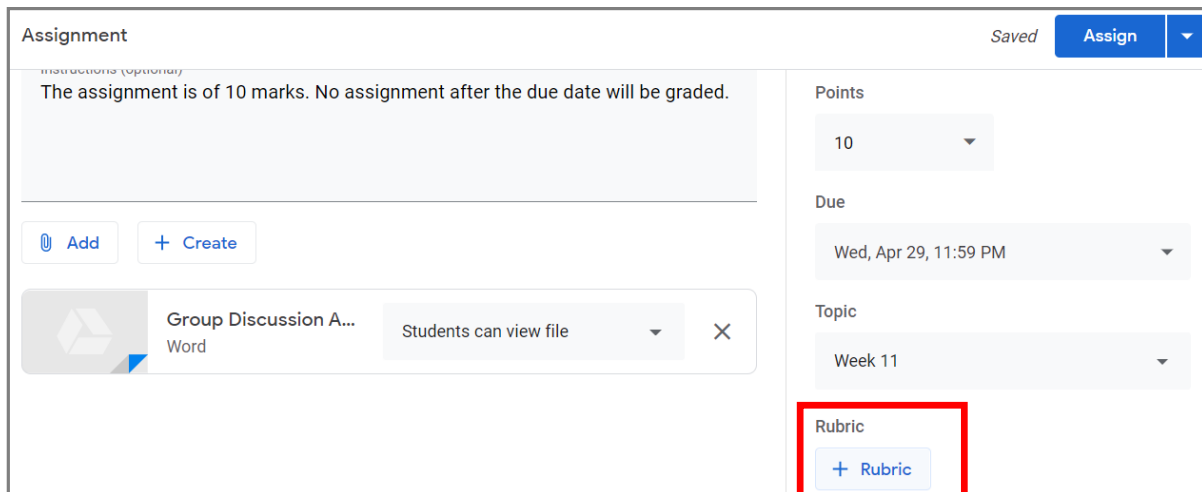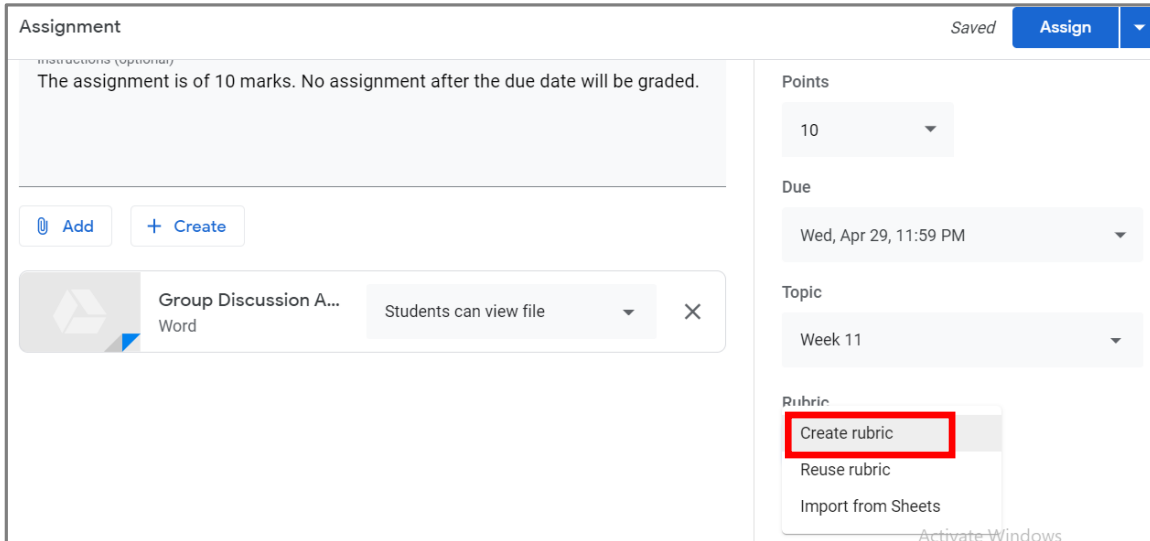
Figure 23: Creating Rubrics

2. You will be provided with three options:

i.   Create rubric – creating a new rubric measure

ii.   Reuse rubric – used an already existing rubric

iii.   Import from sheets – If some rubric has been already created in Google sheets, we can import it here.

Click on the "Create rubric" option:

3   A window will be opened where you can create rubric criterion(s) and assign scoring to them as shown below:
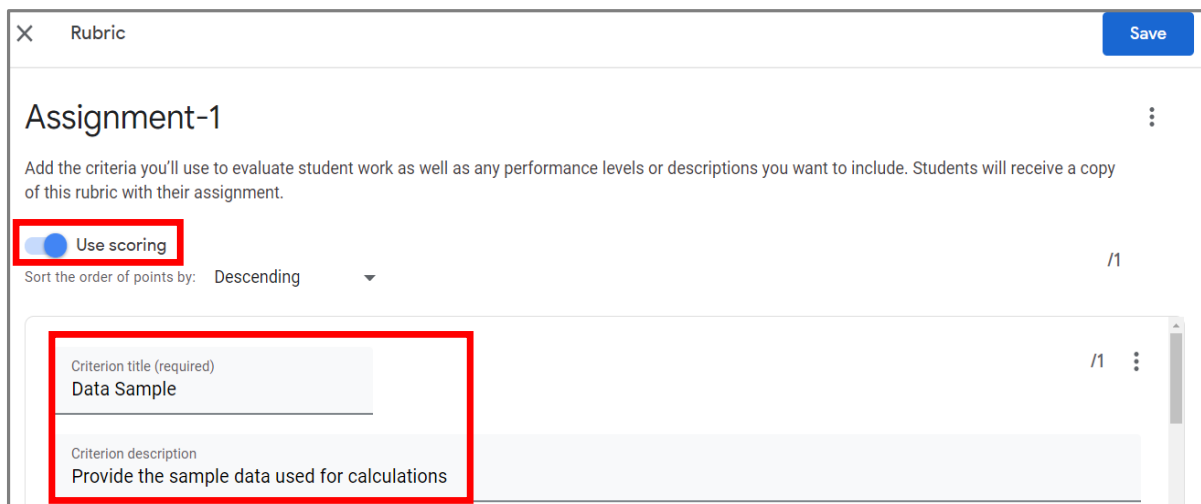
Figure 24: Creating Rubric - General Settings

a.   Use scoring – Enable this option, if it is desired to assign point scoring against rubric criterion(s), otherwise disable this option

b.   Criterion Title – Give title here

c.   Criterion description – Give a short description describing the criterion, if required.

4   In the points section, assign the desired points against the criterion as shown below:

Figure 25:Creating Rubric - Scoring

5   If you want to add more criterion, click on "Add a criterion" button and repeat the steps 3. and 4.

Figure 26: Creating Rubric - Add new criterion

6   Click on the "Save" button in the top right corner of the screen. The rubric will be created and saved in the assignment.

Figure 27:Saved Rubric

2.5 Posting an Assignment:

1. For posting an assignment in the course, after making all the desired settings, click on the "Assign" button on the top right corner of the screen. When you will click on the drop-down arrow on the right of the "Assign" button (before clicking it), you will be provided with three options:
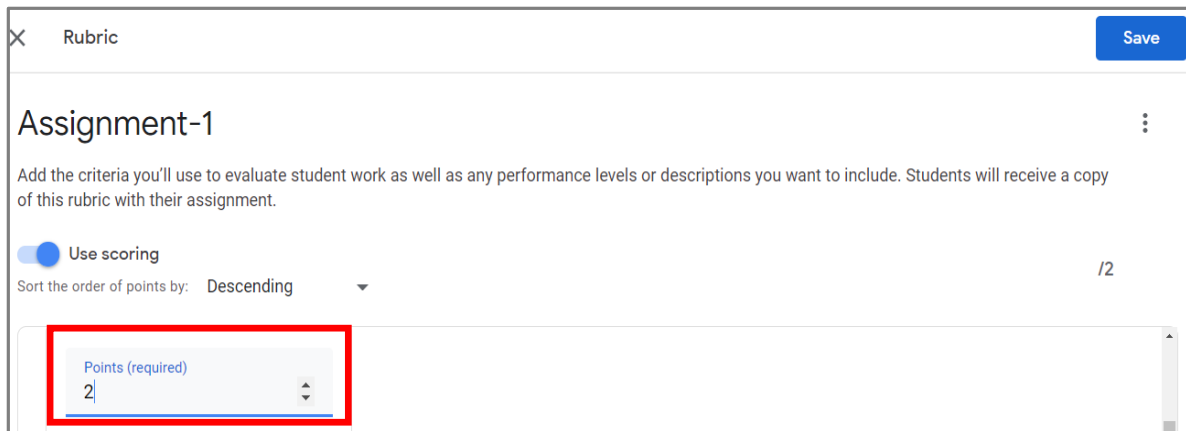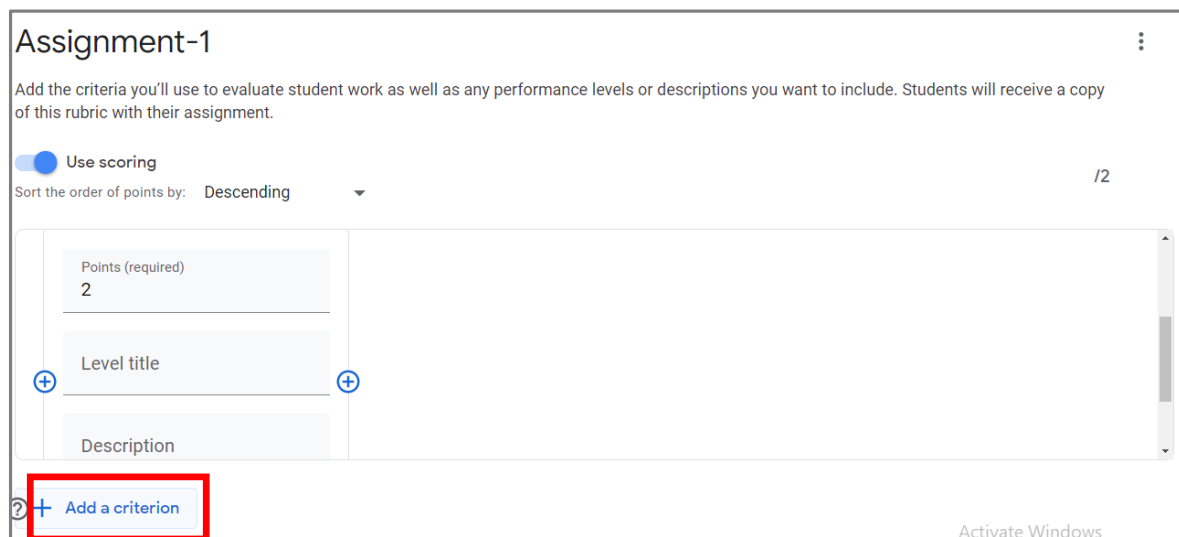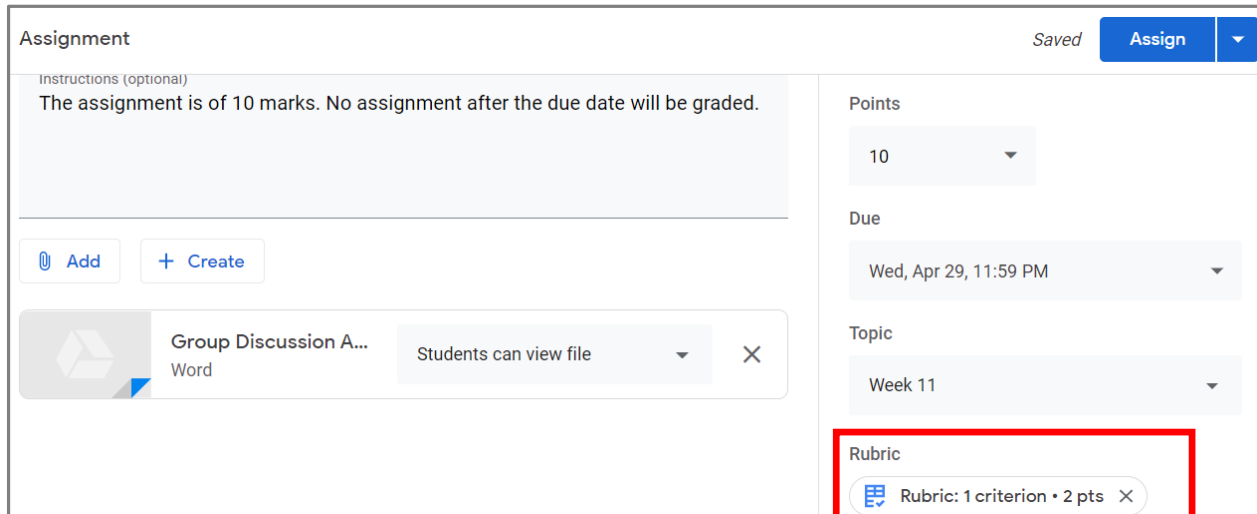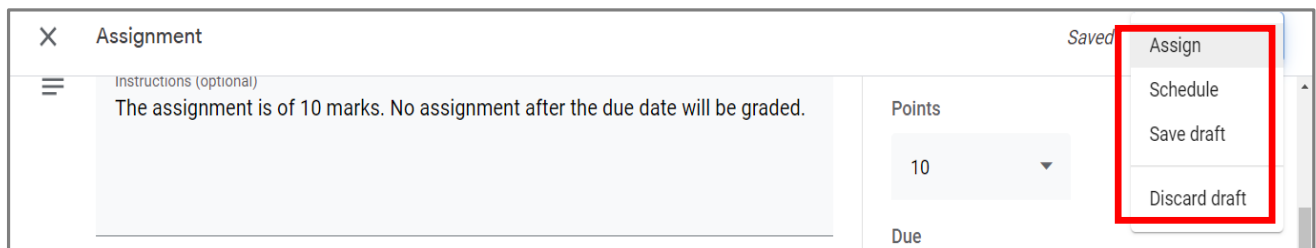
   i. Assign – post the assignment immediately in the class.

   ii. Schedule – select some date and time and schedule the assignment to be posted on the scheduled date.

   iii. Save draft – The assignment will be saved in your class. Only teacher can see the saved assignment. The saved assignment as a draft is not the scheduled assignment. When it is required to be posted, you have to post it.

Figure 28:Assignment Posting Options

2. For immediately posting the assignment, click on the "Assign" button and it will be appeared in the classwork section as shown below:

3. If it is desired to schedule assignment for some later date, click on the "Schedule" option. You will be provided to set the date and time as shown below:

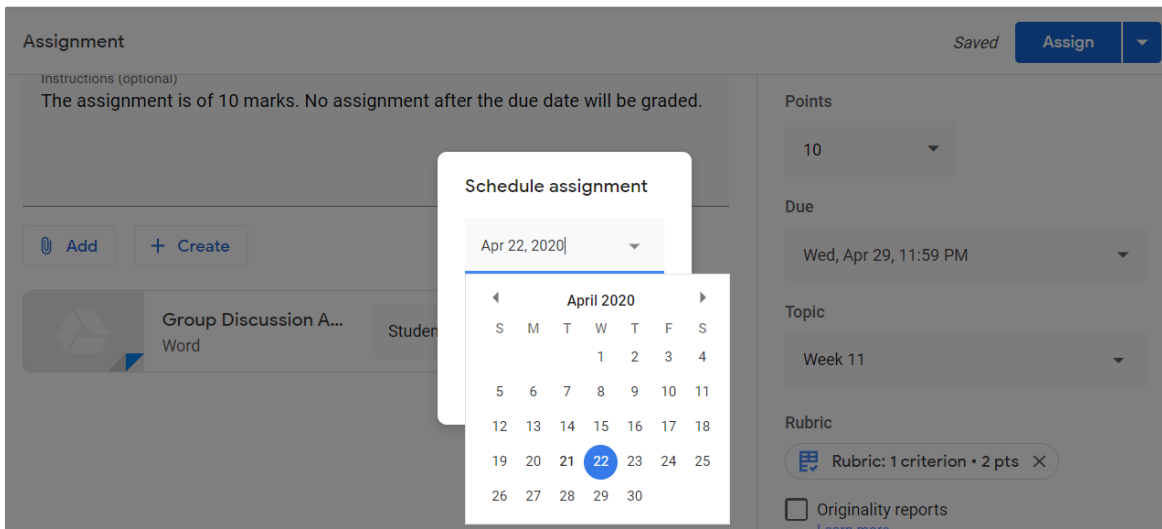*Figure 29:Posting Assignment - Scheduling Options*

3   View Assignment:

Once the assignment has been posted in the classwork section. You will be able to view the assignment from multiple aspects and different statistics associated with it.

3.1 Assignment Statistics:

In the classwork section, the assignment posted will be shown as below:
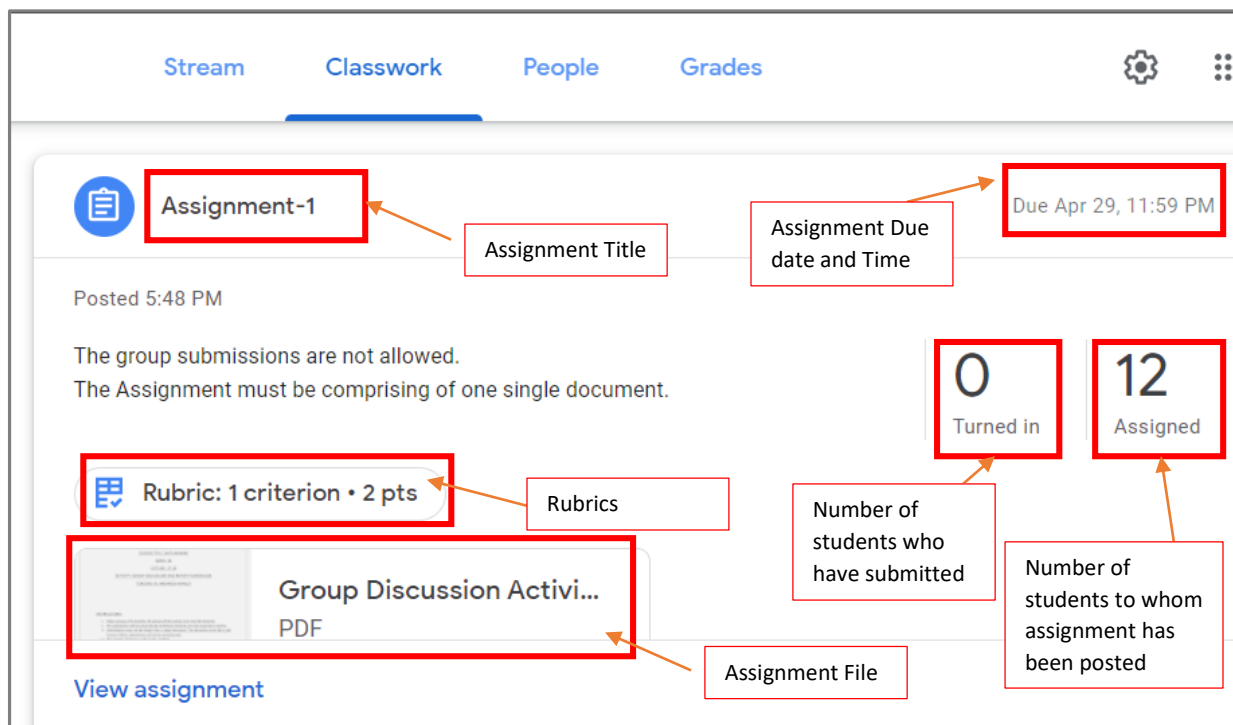
Figure 30: Assignment View

3.2 Teacher's View:

1. Click on the "View Assignment" button in the assignment section as shown in Figure 30. You will be directed to the Assignment Submissions section. This section contains two sub-sections:

   i. Instructions: - it will show the assignment details, instructions provided to the students, total marks of the assignments and any comments made regarding to the assignment.
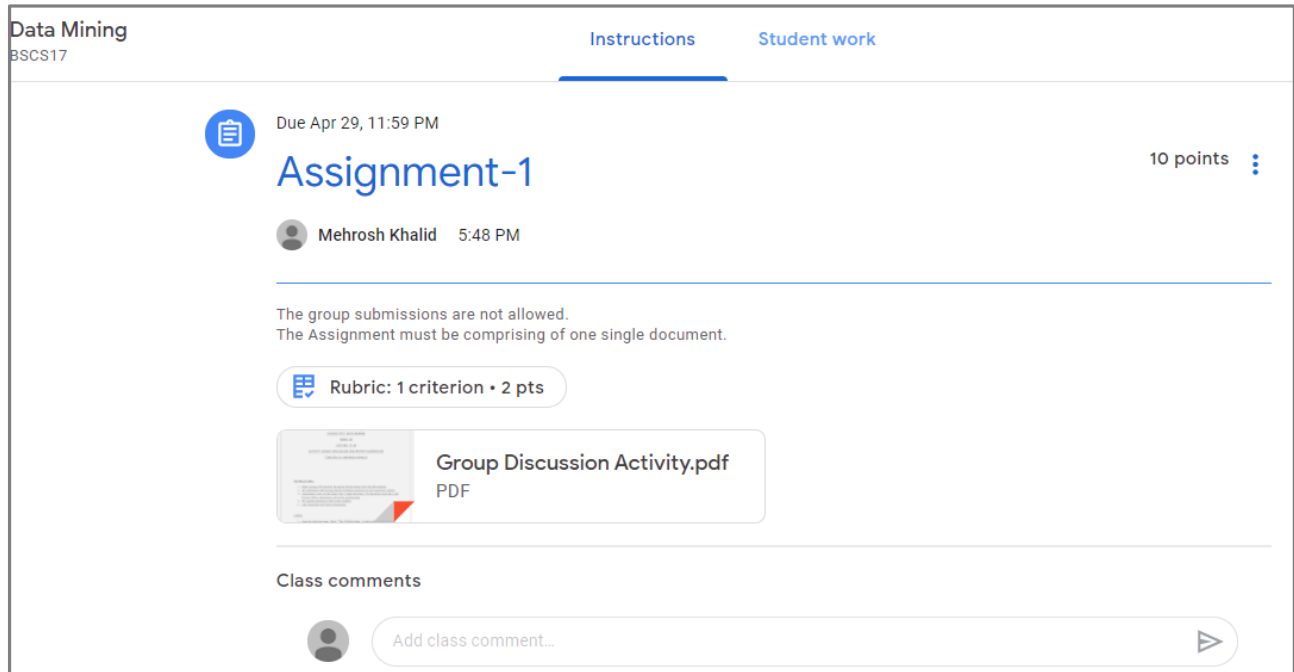
Figure 31: View Assignment - Instructions page

   ii. Student Work: - it will show the list of students, submission statistics, options for checking assignments, grading and communicating with the students. All these settings are discussed in the section 4.

Figure 32: View Assignment - Student work page

3.3 Student's View:

From the student's perspective, student will be getting the assignment view in his/her classwork section as given below:

Figure 33: Viewing Assignment - Student's View

1. The main page shows:

    a. Assignment title
    b. Due date
    c. The date on which assignment was posted
    d. Whether the assignment has been graded yet or not
    e. Rubrics
    f. Assignment document

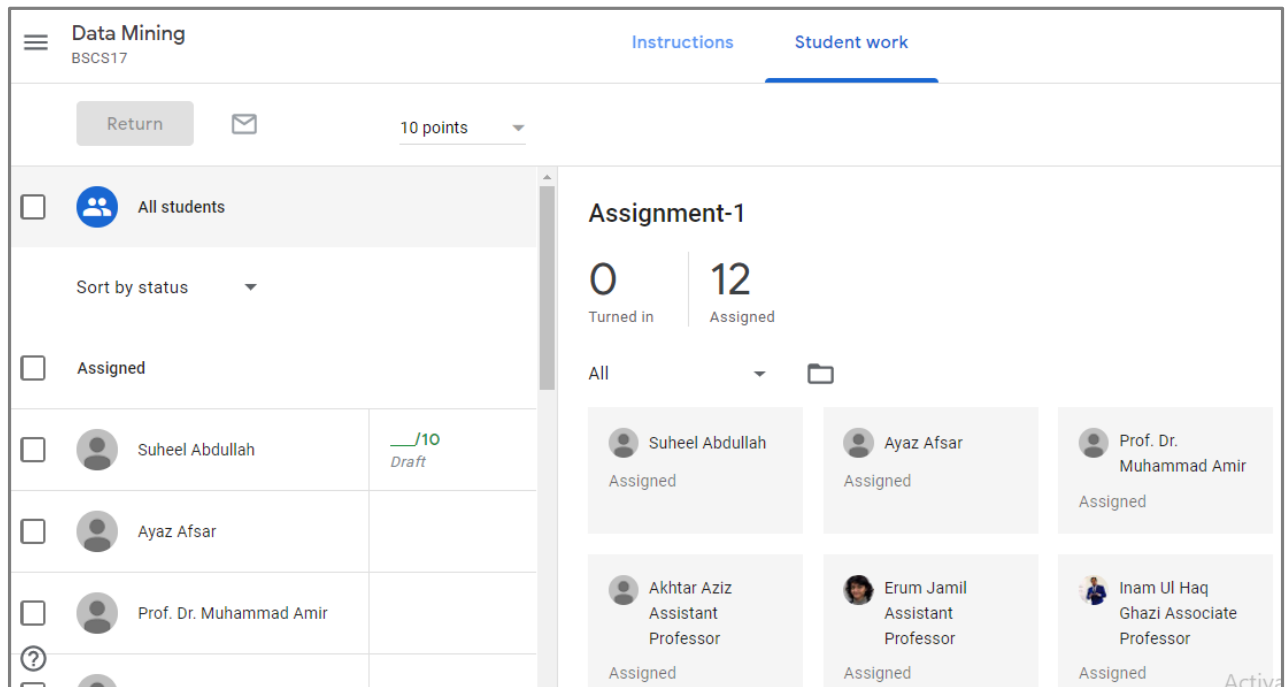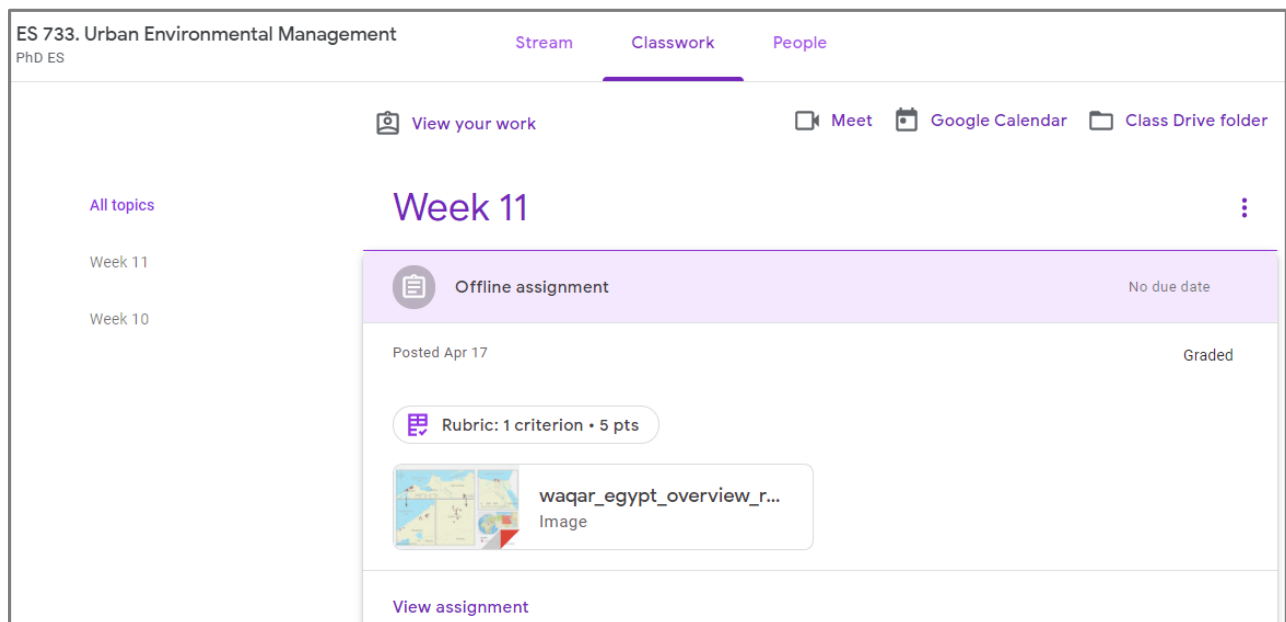2. Click on the "View Assignment" button.
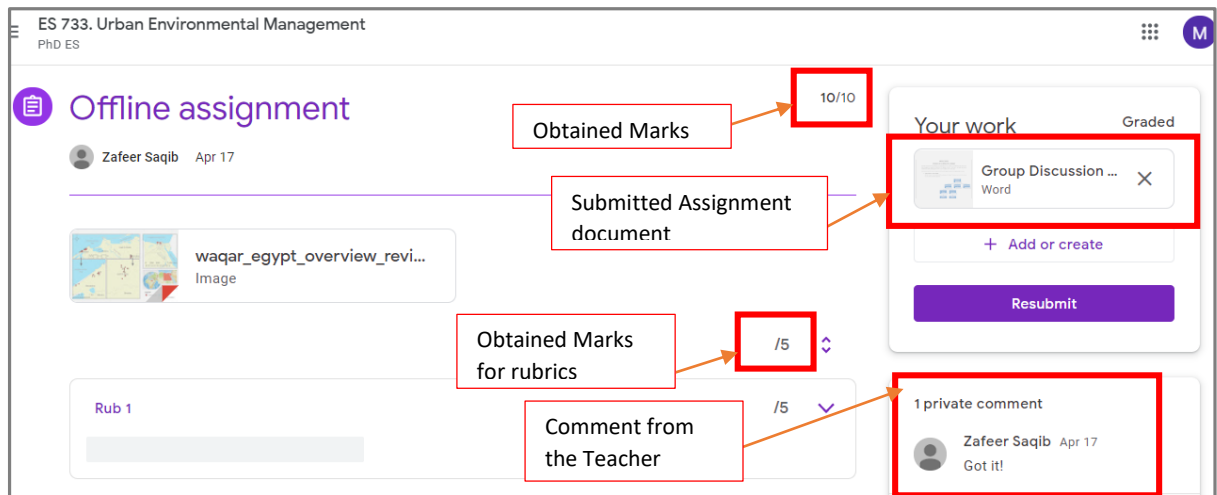
Figure 34: Student's View - Assignment Details

Student is able to:
    a. View his/her obtained marks
    b. View his/her submitted assignment document
    c. View obtained marks against the rubric criterion
    d. View the assignment document posted by the teacher
    e. Teacher's comment regarding the assignment
    f. Resubmit the assignment or can add more files.

3. If the student wishes to resubmit, click on "Resubmit" button, student will be asked to submit a new document:

Figure 35: Student's Assignment View - Resubmit

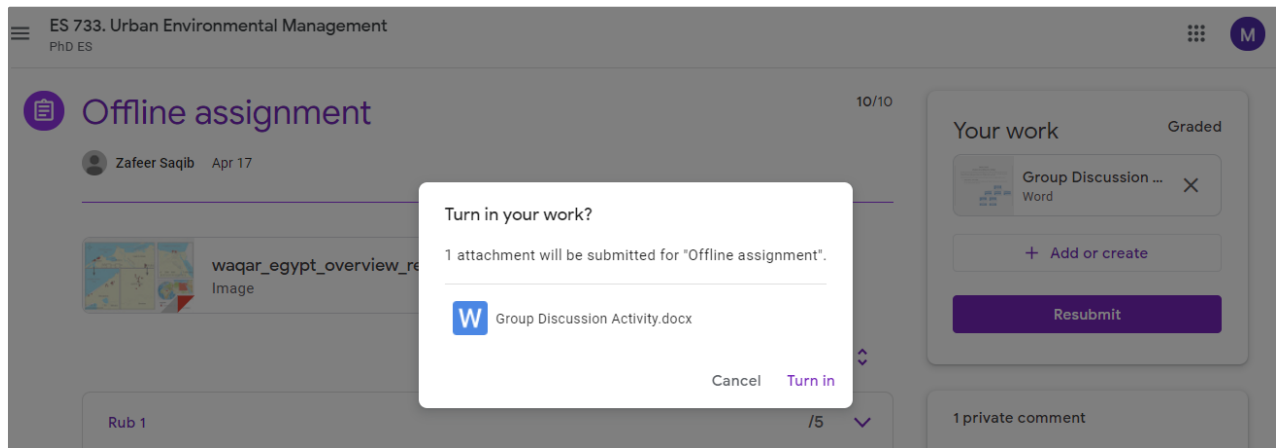4. Click on "Turn in" button and the assignment will be resubmitted to the teacher.

4   Managing Submissions:

Teacher can view the submitted assignment, manage and grade the assignments. Click on the "View Assignment" button in the classwork section for managing student submissions.

4.1 Viewing Submissions:

In the Student work section, teacher has many controls to manage student submissions. The Student work section for a particular assignment will be shown as under:
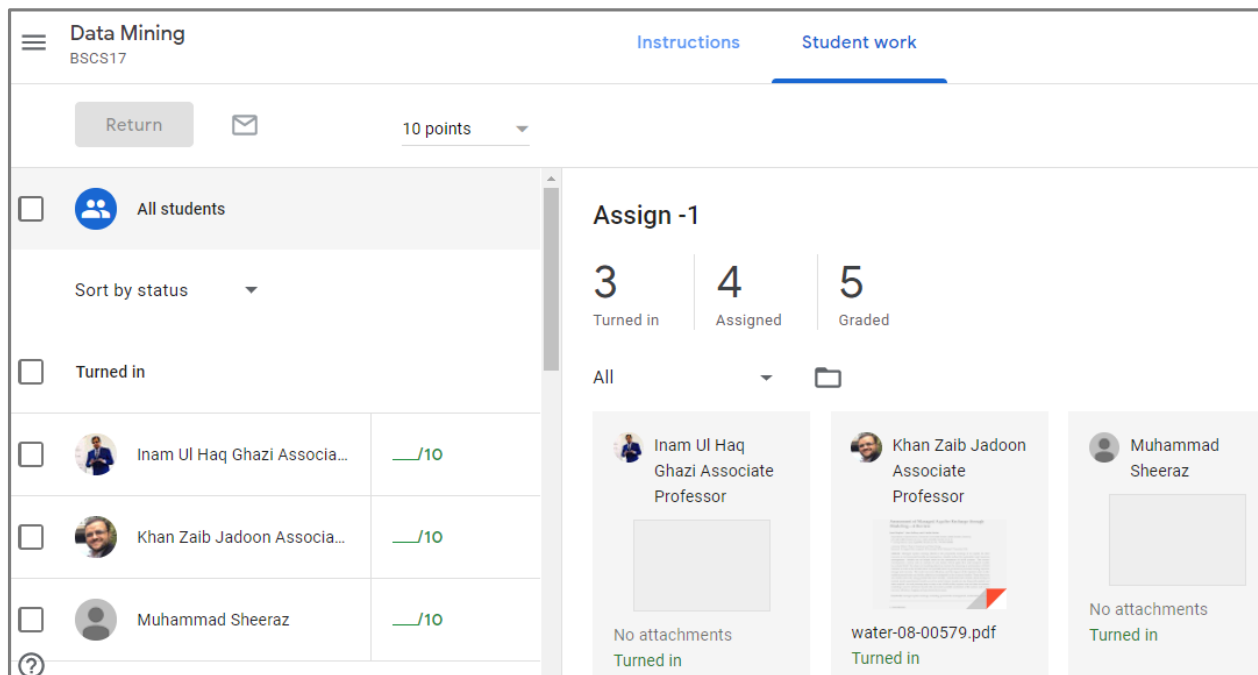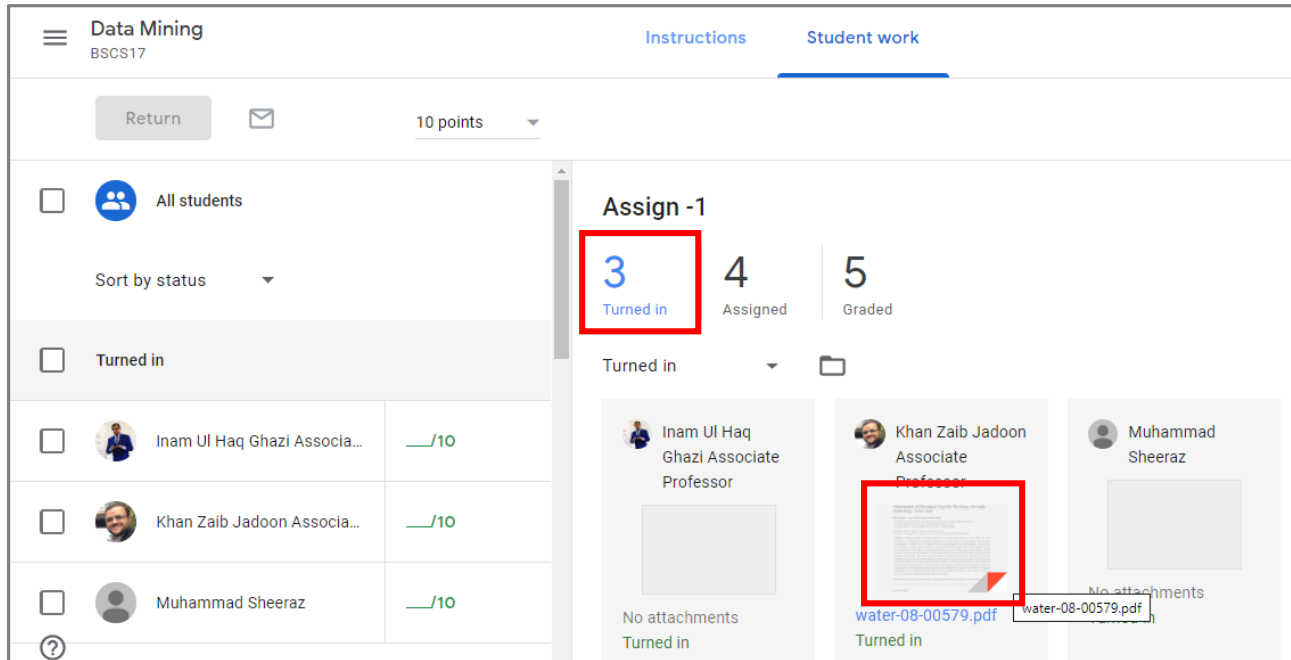

Figure 36: Managing Assignment Submissions

This section shows:

a. **Total marks of the assignment**

b. **List of all the students** – this list can be sorted by status, e.g., by students who have submitted the assignments, by students whose assignments have been graded, or by students who have not submitted the assignments yet.

c. **Individual students' graded marks** – if no marks have been assigned yet you will see _/10, means you have to assign marks to the student out of 10.

d. **Turn in Number** – Number of students who have submitted the assignments, but their assignments are yet to be marked and graded.

e. **Assigned Number** – Number of students who have not yet submitted the assignments

f. **Graded Number** – Number of students whose assignments have been checked / graded by the teacher.

g. **Submitted assignment documents** – by the student as a response.

4.2 Assigning Grades and Returning Back Submissions:

1. To check submitted assignment, click on the "Turn in" option. You will be get the details of the documents submitted by the students in tiled view.

2. Click on a particular document to be viewed as shown below:

Figure 37: Manage Submission - Viewing submitted assignment

The document will be opened in a new tab as shown below:

Figure 38: Managing Submissions - Checking Assignment

Teacher can:

a. Download or print the assignment
b. Add comments to the submitted assignment as shown below:
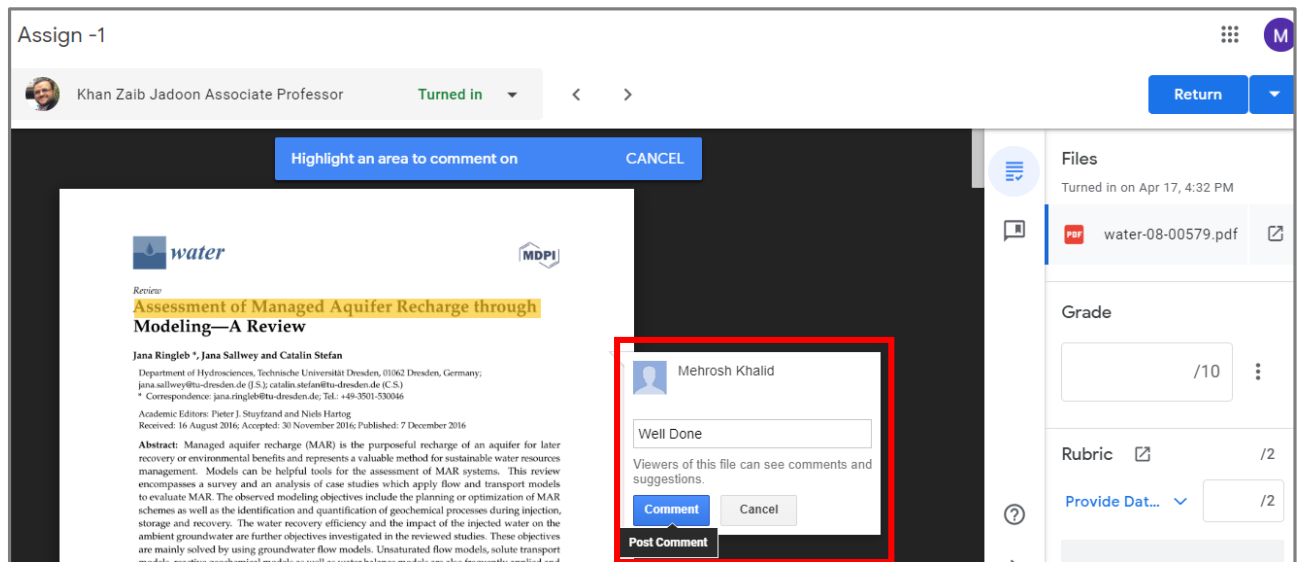

Figure 39: Managing Submissions - Making Comments in the assignment

c. Assign numbers to the student. The Figure 40, given below, shows in the highlighted red boxes that:
   a. Numbers have been assigned to the student but not yet returned / communicated back to the student. These numbers/ marks have been saved as draft.
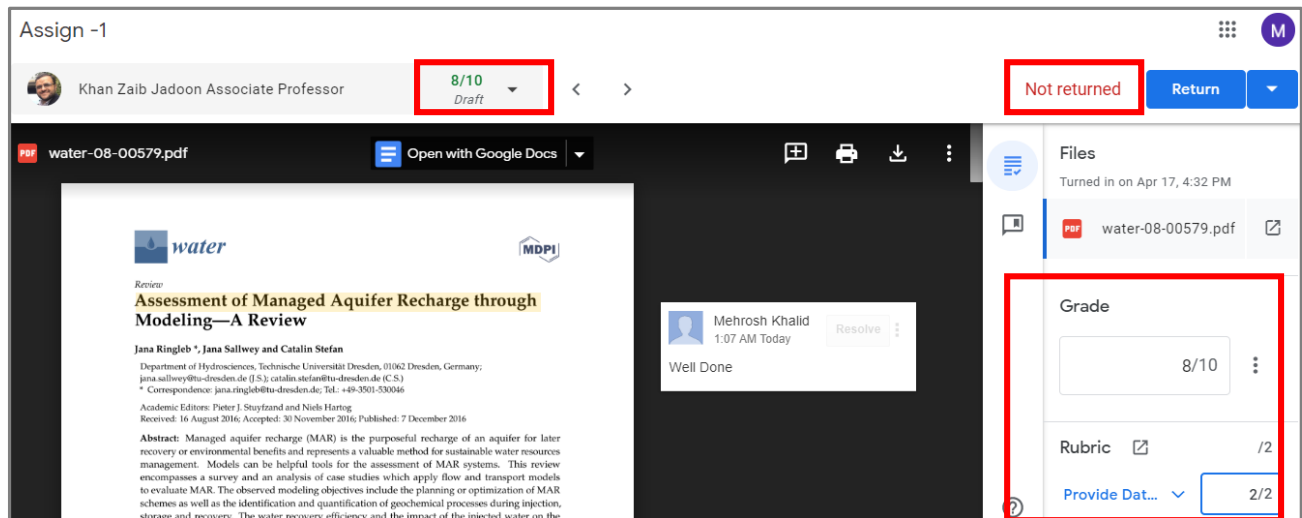
Figure 40: Manage Submissions - Assigning grades

3. Click on the "Return" button, and the marks and added comments will be returned to the student.
4. Click on the "Settings icon" in the top right corner of the screen, you will be provided with the options to view all grades in Google sheets or download grades as .csv file.
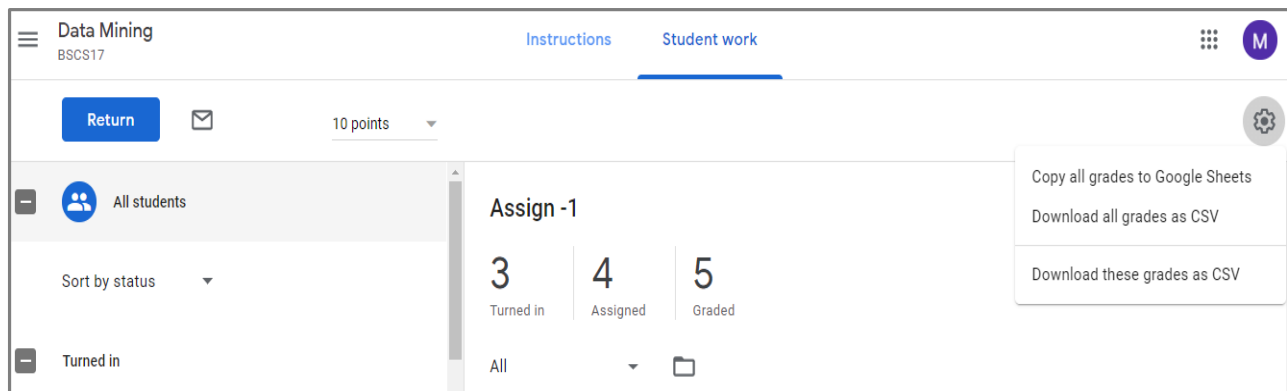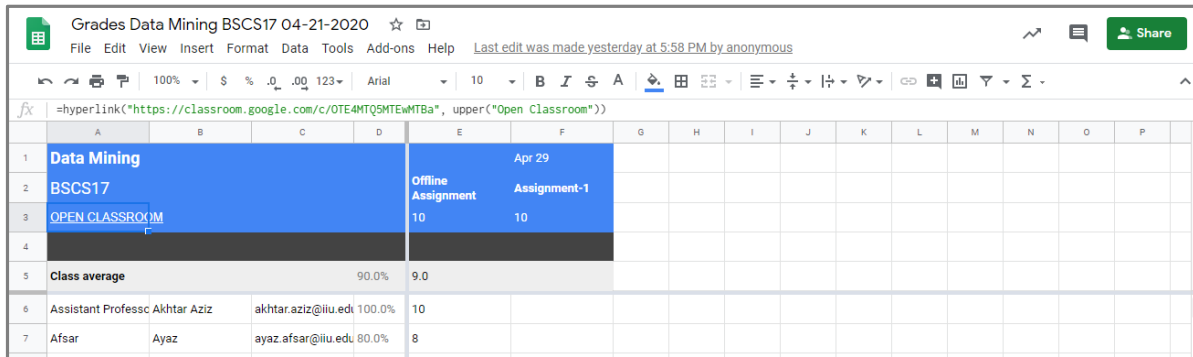

Figure 41: Grade sheet options

5. Click on "Copy all grades to Google Sheets". A Google Sheet will be created in your Google drive and opened as:

Figure 42: Assignment grades in Google Sheets

6. You can manage and work with in this Google Sheet just like you do in your simple Excel Sheets.
7. Click on Share button, in the top right corner, you will be able to share this Google Sheet with anyone in the IIUI.
8. In the "Share with others" dialogue box, type in the name of the person in IIUI and his/her email address will be appeared:
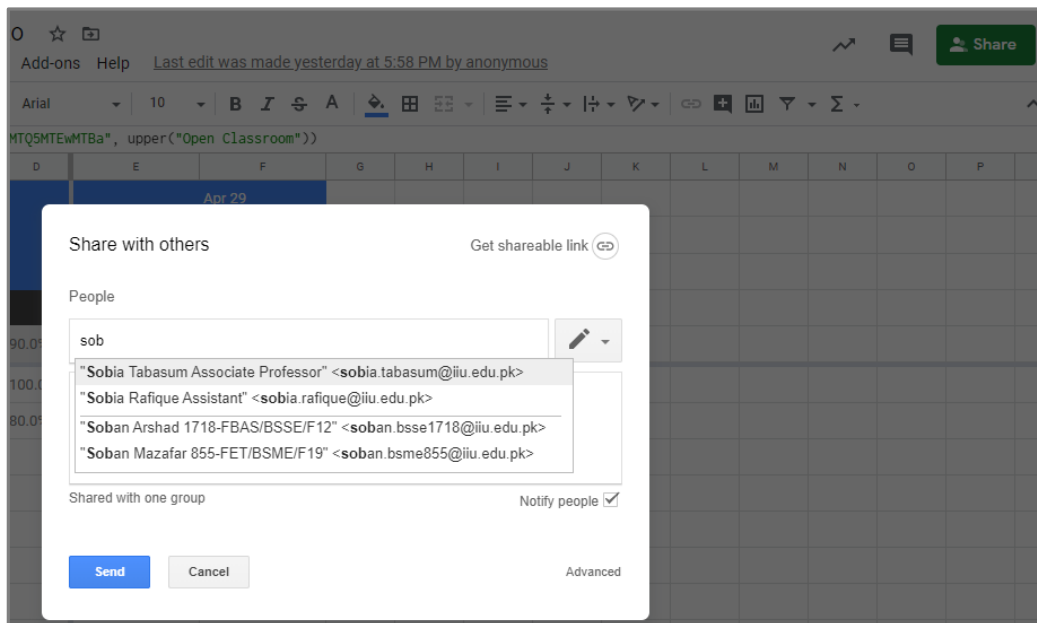

Figure 43: Grades Google Sheet sharing options

9. Select the email addresses of the persons with whom you want to share the grades, and set access rights by clicking on the drop-down arrow with the "pencil icon" as:
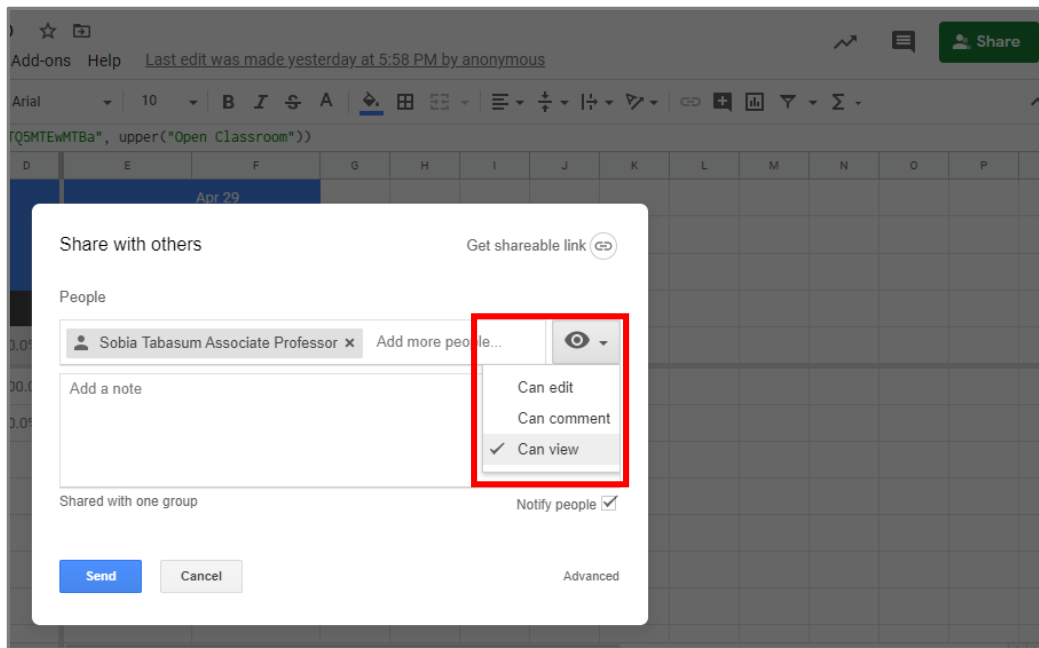
Figure 44: Assignment grades Google Sheets - Access rights

10. Click on the "Send" button, and the sheet will be shared via email.

4.3   Communicating with the Students:

1. Check the check boxes for the students, with whom, teacher wishes to communicate. Either they can be all students or some particular students.
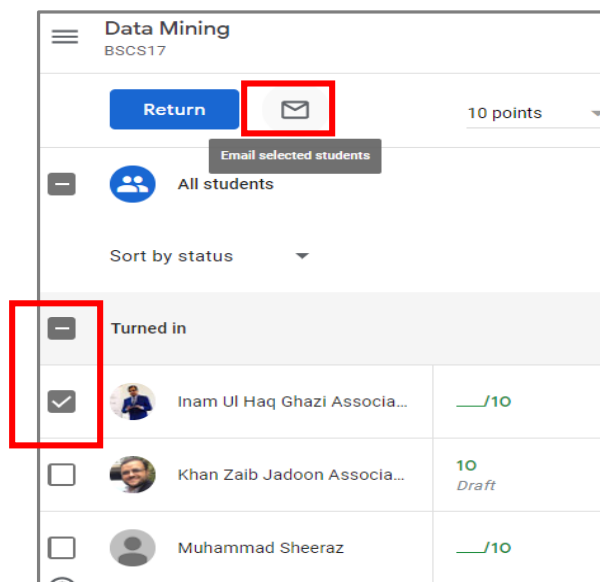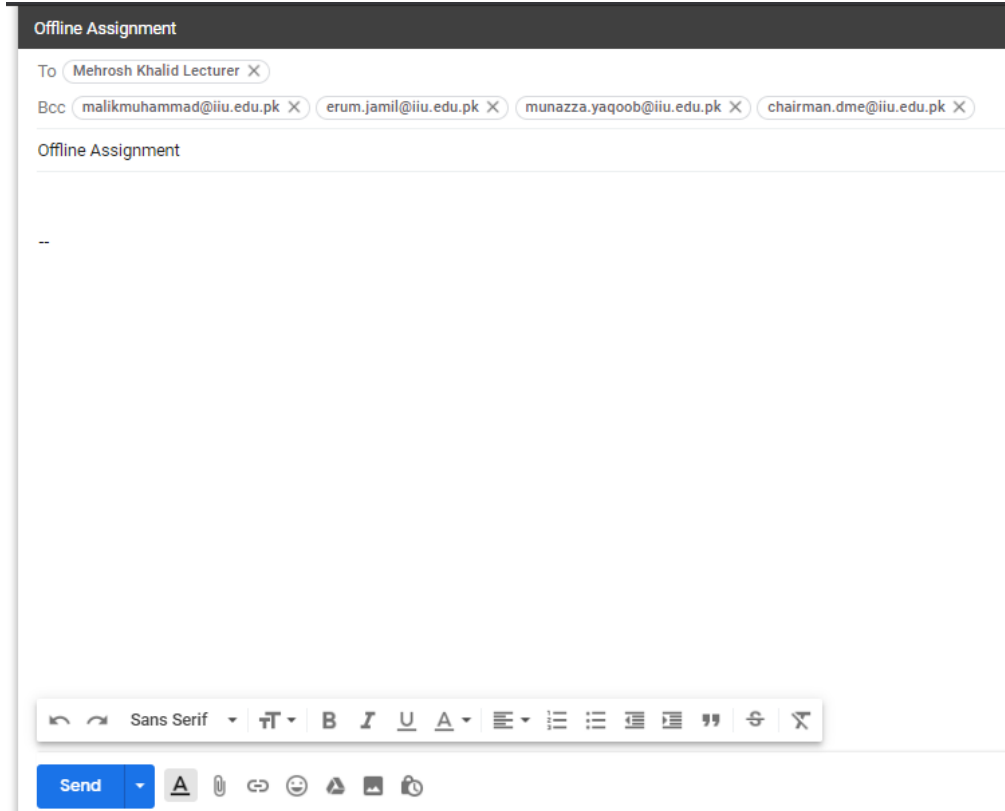2. Click on the "email icon".

Figure 45: Email to Students

3. An email window will be opened, including the email addresses of the students. Teacher has just to compose the email message. There is no need of entering the email addresses.
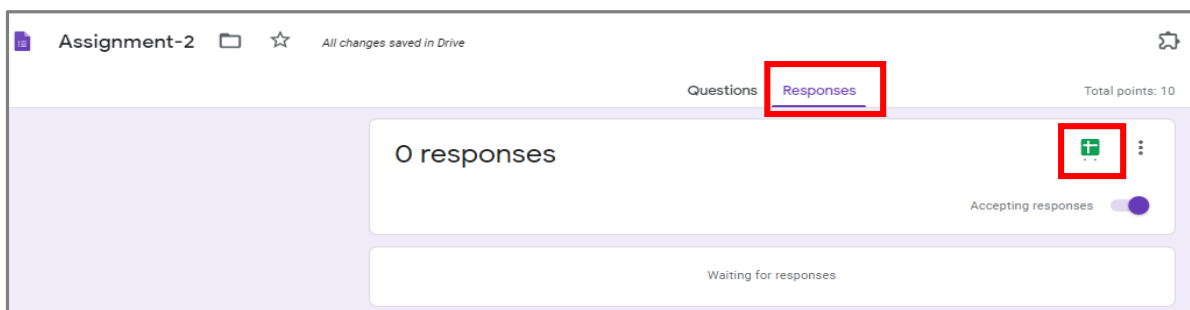

Figure 46: Compose Email

4. Click on "Send" button. The email will be sent to all the selected students.

4.4 Collecting Responses in Google Sheets:

1. On the Google Form Assignment Page, click on the "Responses" tab to set the way how you will be collecting responses for this assignment:

Figure 47: Response in Google Forms Assignment

2. Click on the green-colored Google Sheet icon, a pop-up window will be appeared asking you to either select a new Google Sheet for collecting responses or use some existing one:
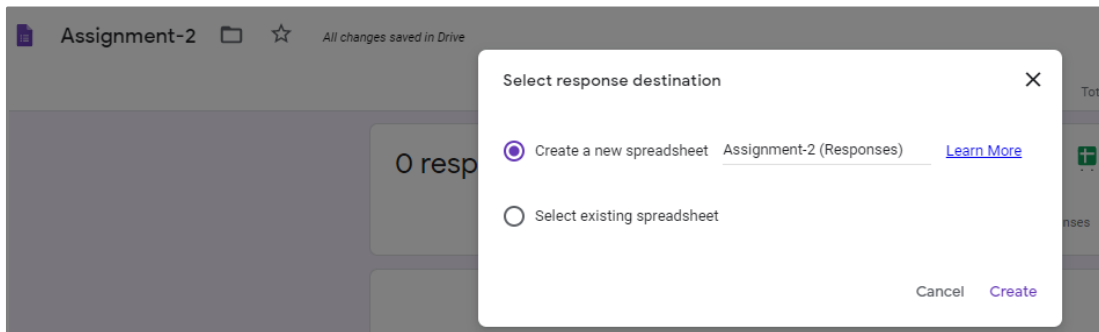

Figure 48: Selecting options for Google Forms Assignment Responses

3. Select "Create a new spreadsheet" option and click on "Create" button. A new Google Sheet will be created and opened in which student's responses will be collected automatically and stored.
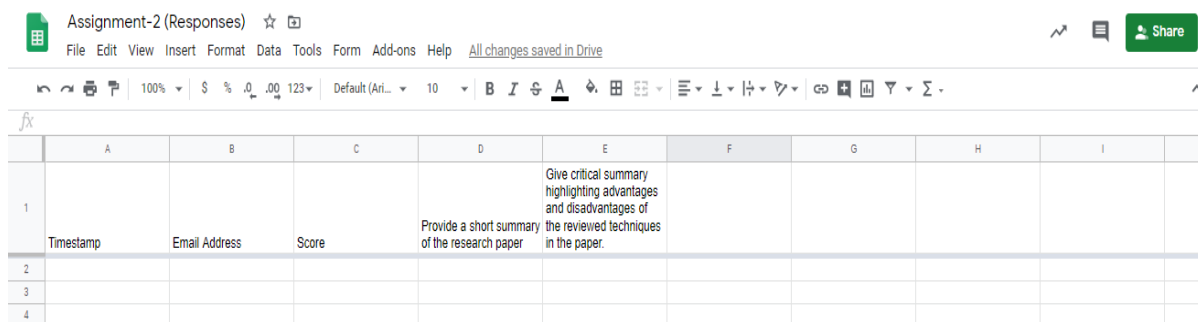

Figure 49: Google Sheet for collecting responses

4. When the students will respond to the assignment questions and click on the submit button, the responses will be populated in this Google Sheet automatically.

5. The Grades Section:

The grades section in the Google classroom let the teacher manage with the grade sheets of the student.

1. In the main course homepage, click on the "Grades" tab. The Grades section will be viewed as shown below:

Figure 50: The Grades Section

2. Here you can see the grades of all the students in each of the assigned graded assignment / quiz and the class average scores.
3. Select marks in any assignment of any particular student and click on the dotted setting button by right-clicking, you will be able to view the submitted assignment as well:

Figure 51: Grades Section - View Submissions