TRAINING MANUAL

03– CREATING & MANAGING SIMPLE ASSIGNMENTS

Prepared by:

Dr. Mehrosh Khalid

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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 simple assignments by uploading an assignment document.

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 "Assignment" to add an assignment document into the course.

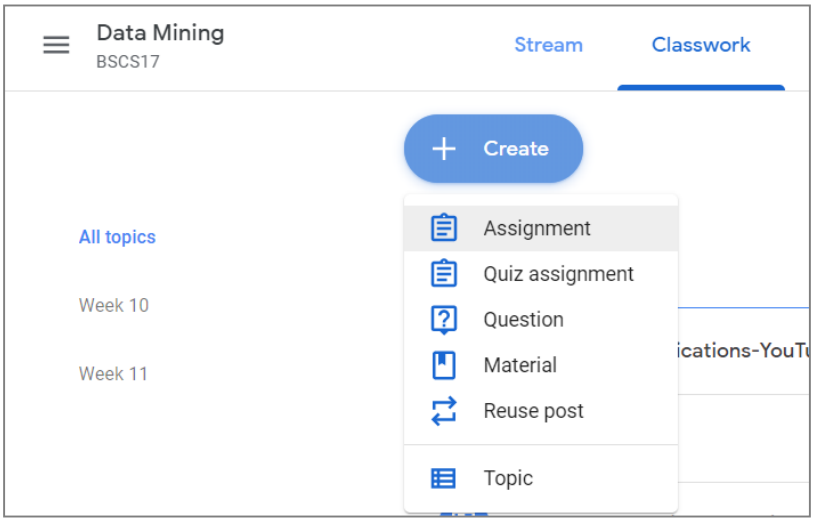


Figure 1: Starting with creating an assignment

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 "Add" button and select "File" to upload an assignment document.

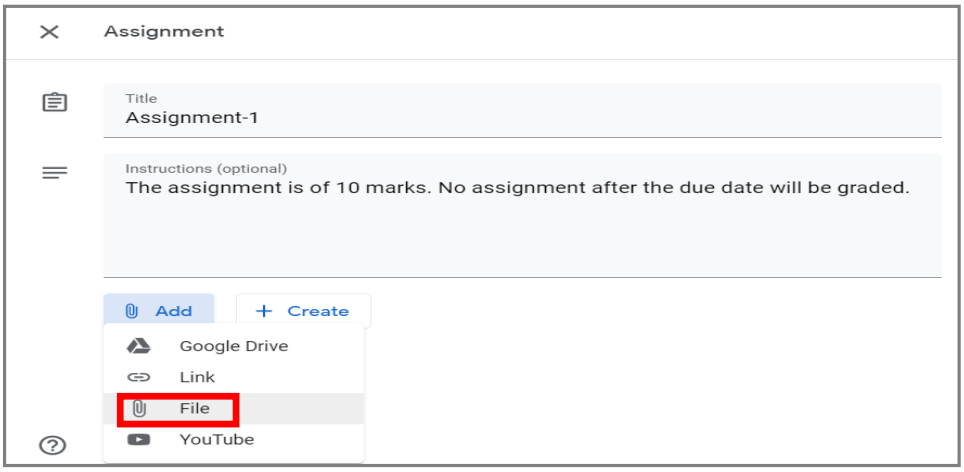


Figure 2: General Settings

4. In the Inserting file pop-up, click on "Select files from your device" or drag-drop file from your local drive to be uploaded and click on "Upload" button.

5. From the Assignments section, after uploading, set access rights for the students. Click on the drop-down arrow to the right of the uploaded assignment name and select from the given options:

a. Students can view file
b. Students can edit file
c. Make a copy for each student

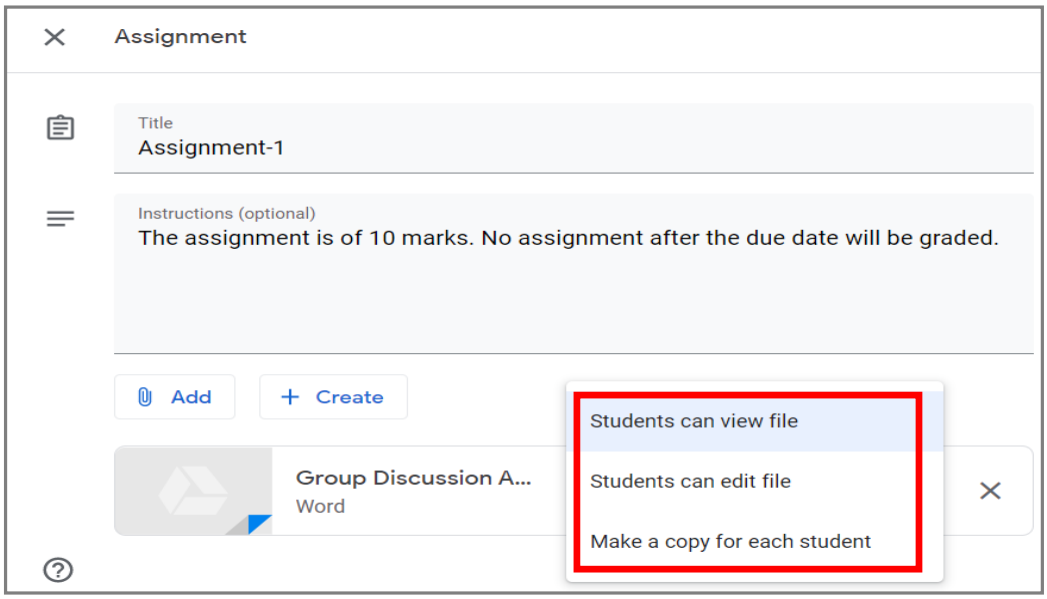


Figure 3: Settings for Students' Access Rights

5. 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.

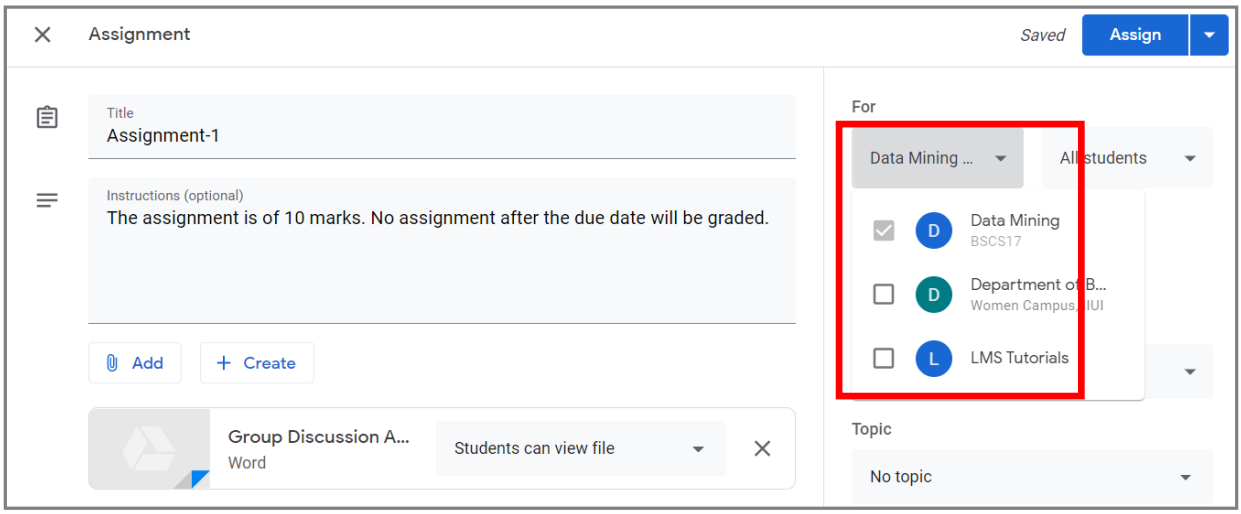


Figure 4: Selecting Multiple Courses

6. 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 5: Selecting Students

7. 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".

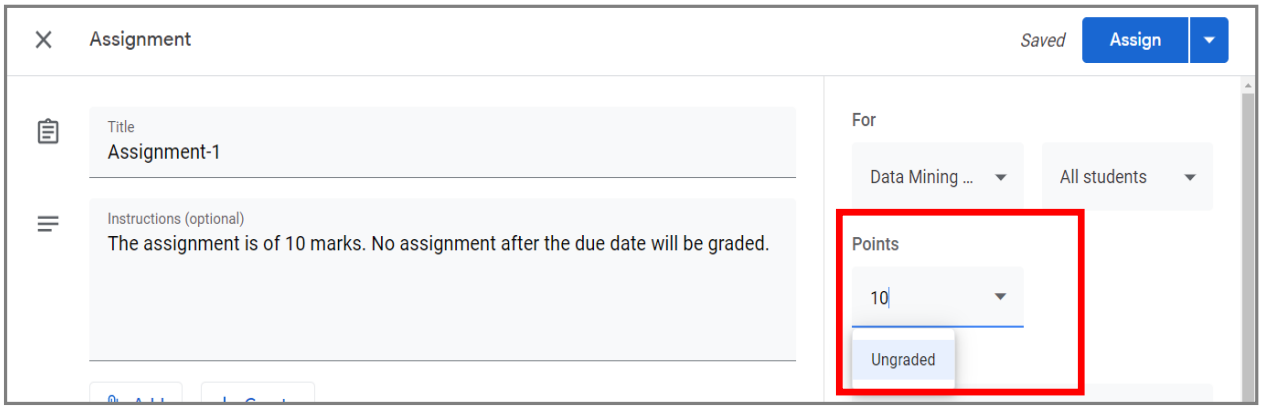


Figure 6: Assignment Point Settings

8. 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:

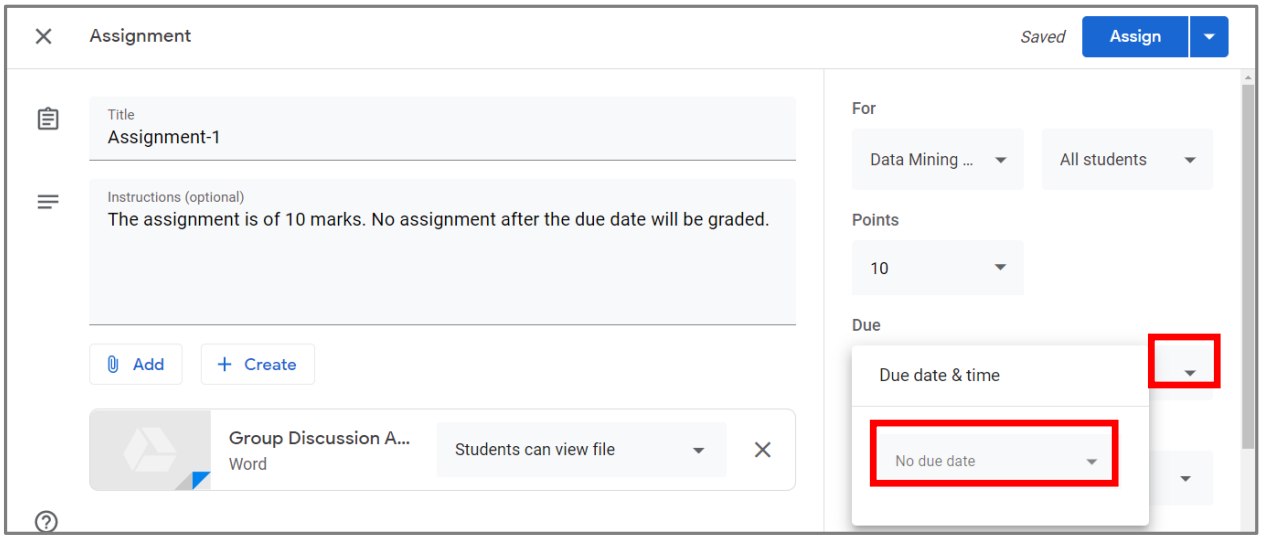


Figure 7: Assignment Due Date settings

9. From the opened calendar, select the desired due date and set time as shown below:

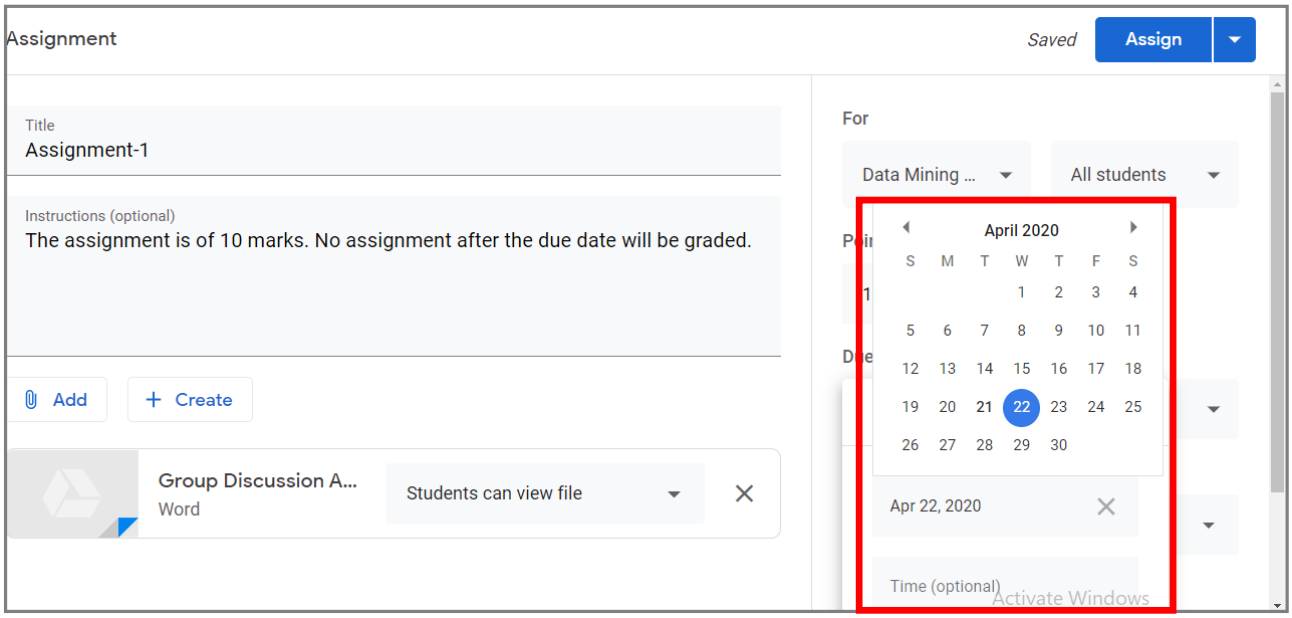


Figure 8: Selecting due date from Calendar

The due date and time will be selected and displayed as:

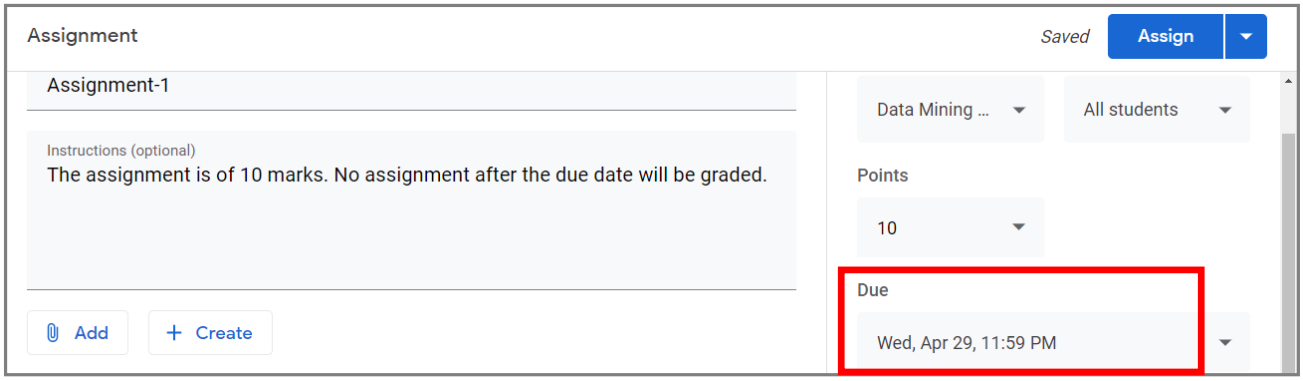


Figure 9: Due-date and Time display

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.

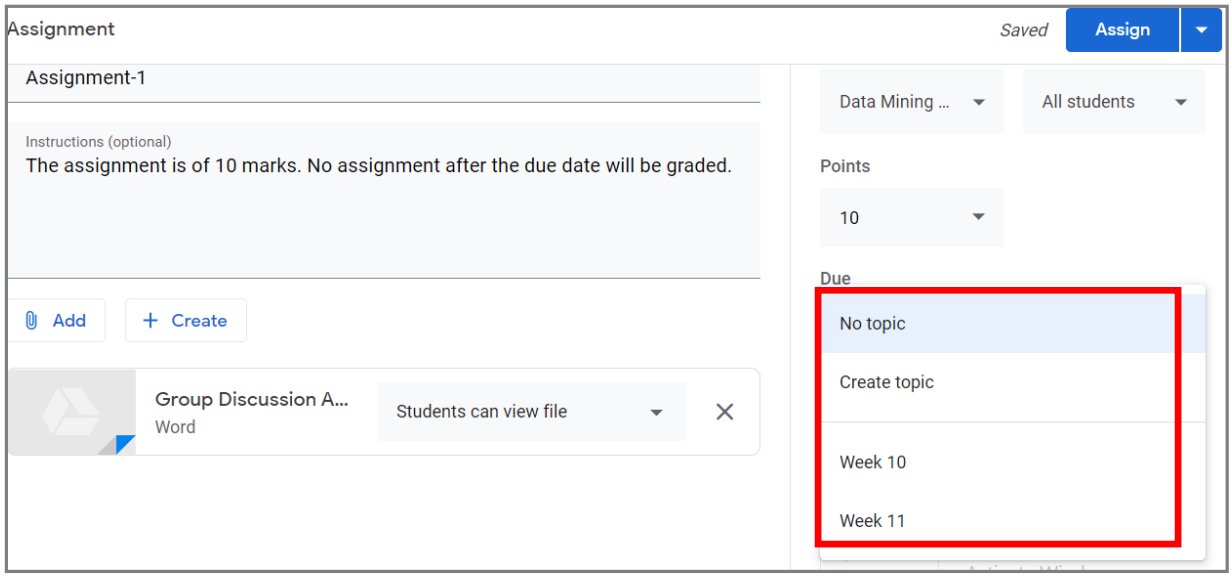


Figure 10: Assignment Topic settings

2.2 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:

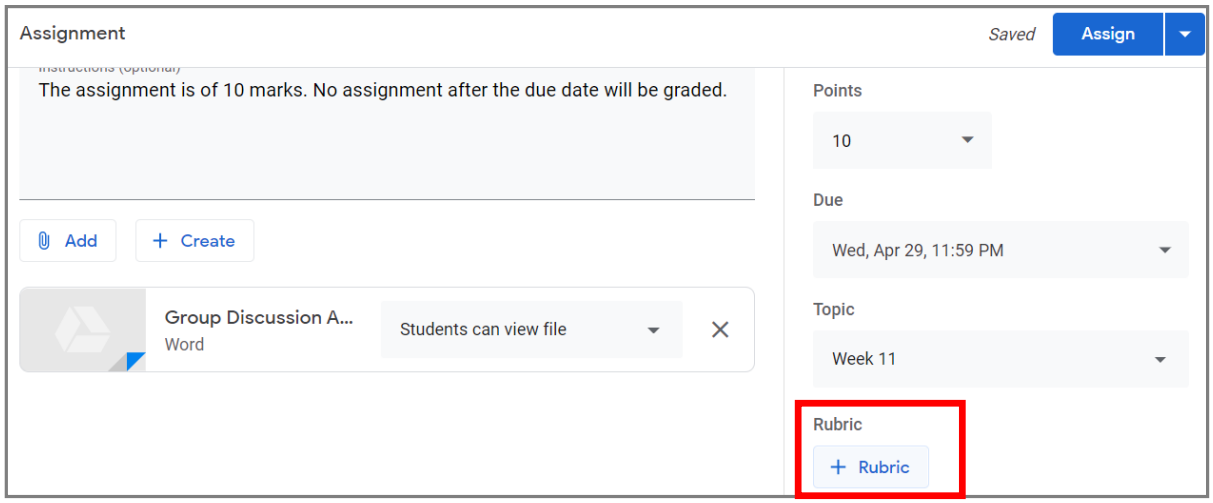


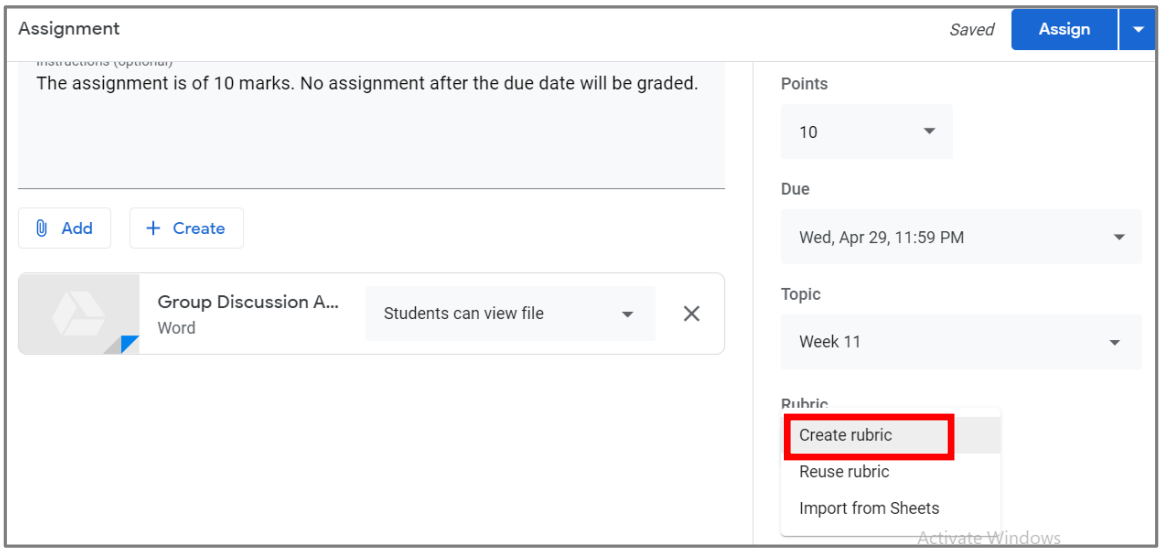
Figure 11: Creating Rubrics

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:

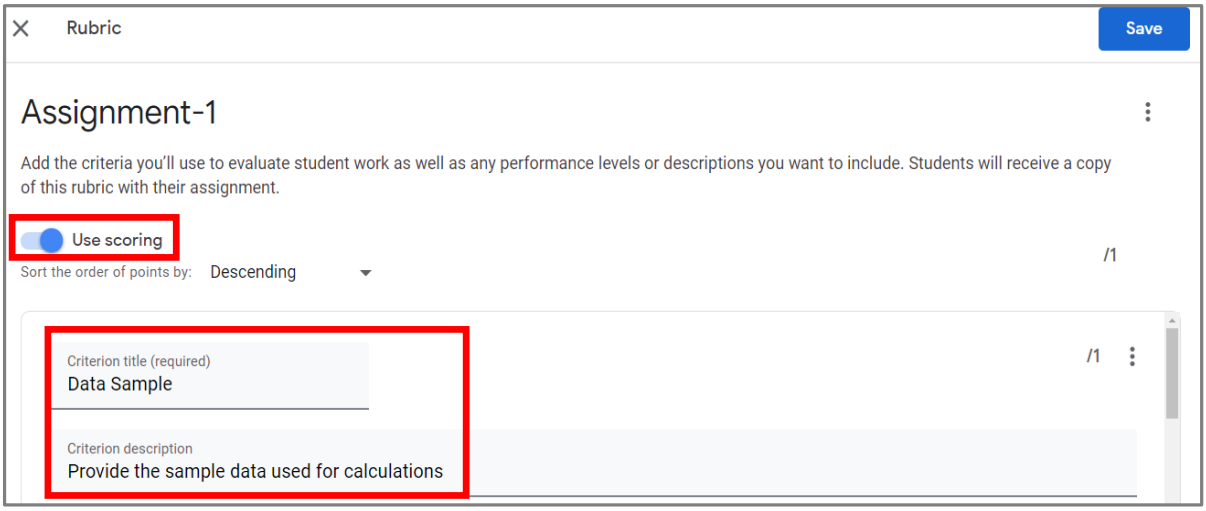


Figure 12: Creating Rubric - General Settings

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:

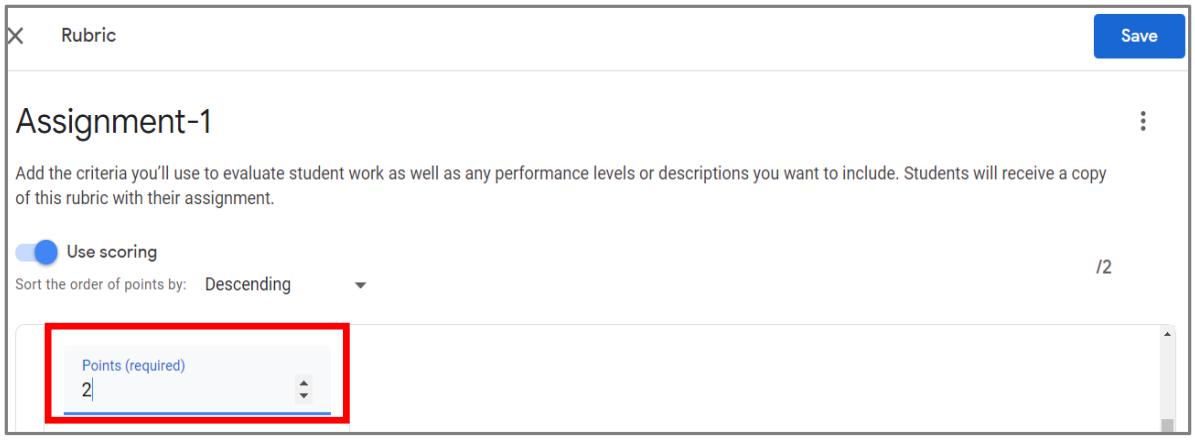


Figure 13:Creating Rubric - Scoring

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

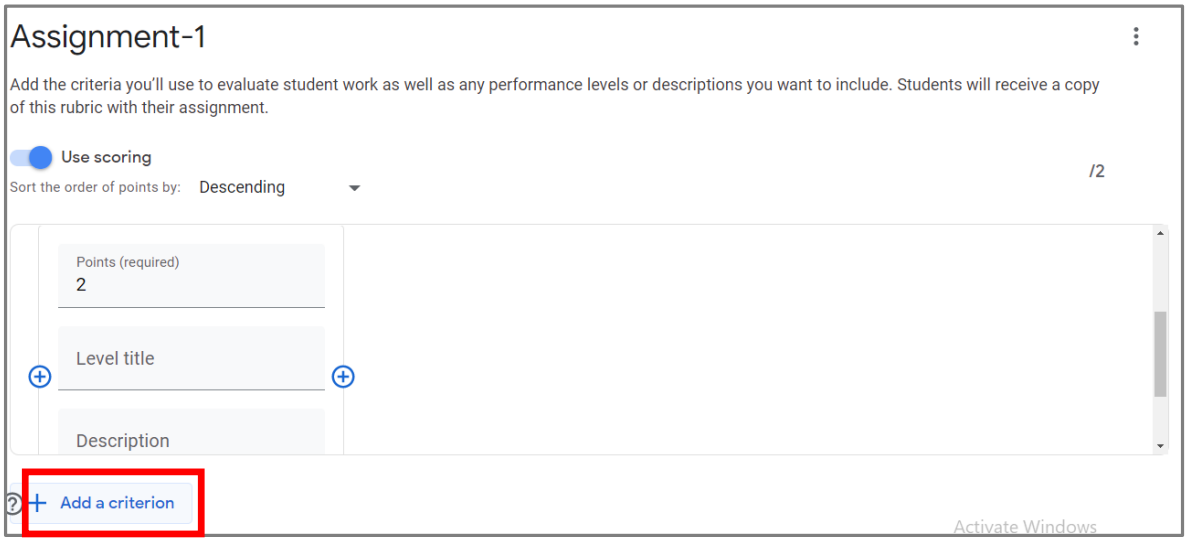


Figure 14: Creating Rubric - Add new criterion

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

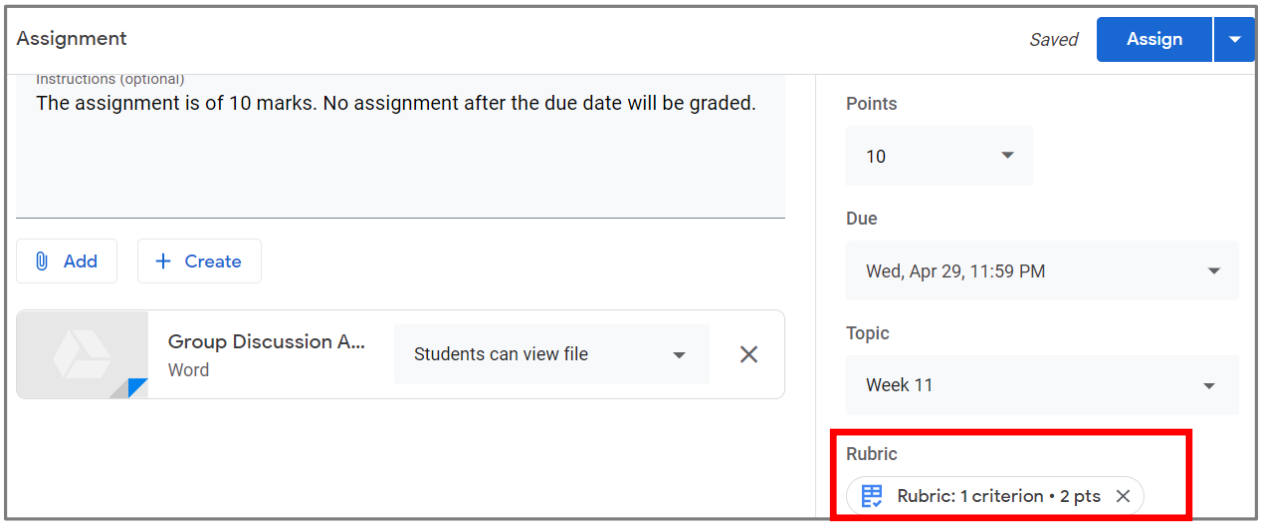


Figure 15:Saved Rubric

2.3 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.

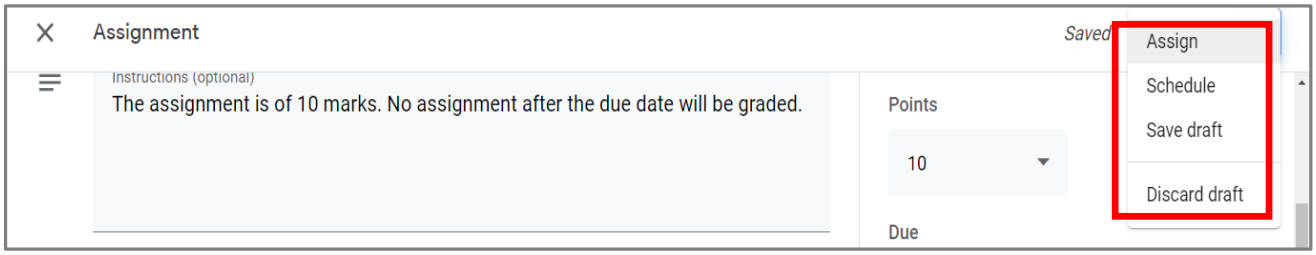


Figure 16:Assignment Posting Options

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:

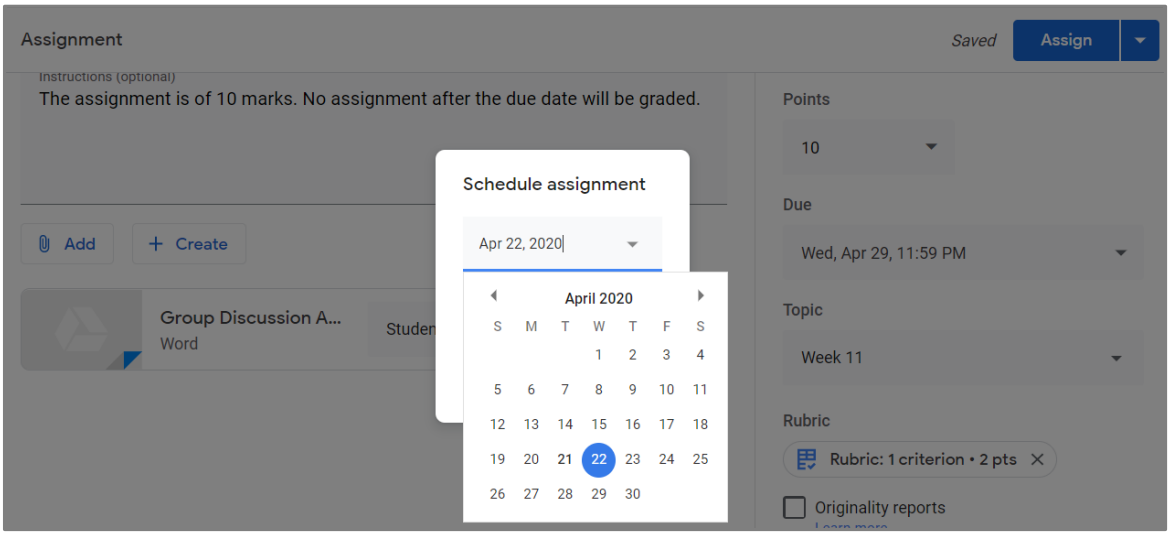


Figure 17:Posting Assignment - Scheduling Options

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:

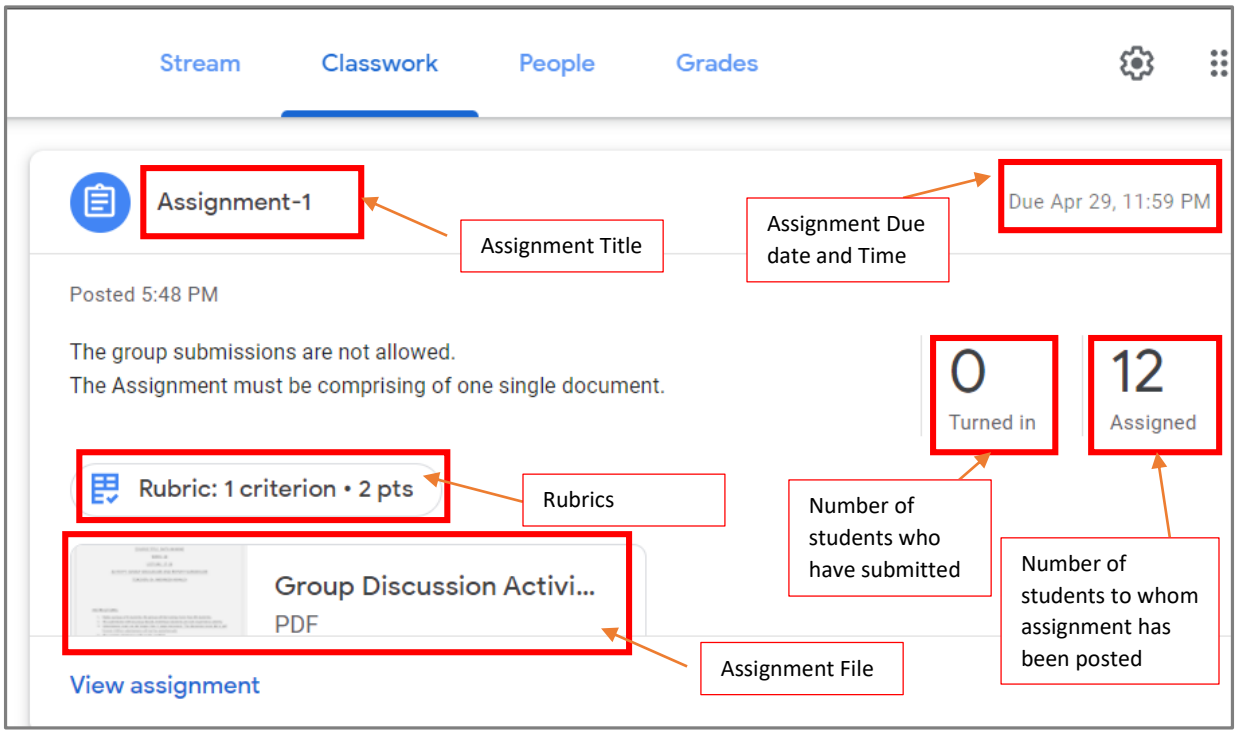


Figure 18: Assignment View

3.2 Teacher's View:

1. Click on the "View Assignment" button in the assignment section as shown in Figure 18. 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.

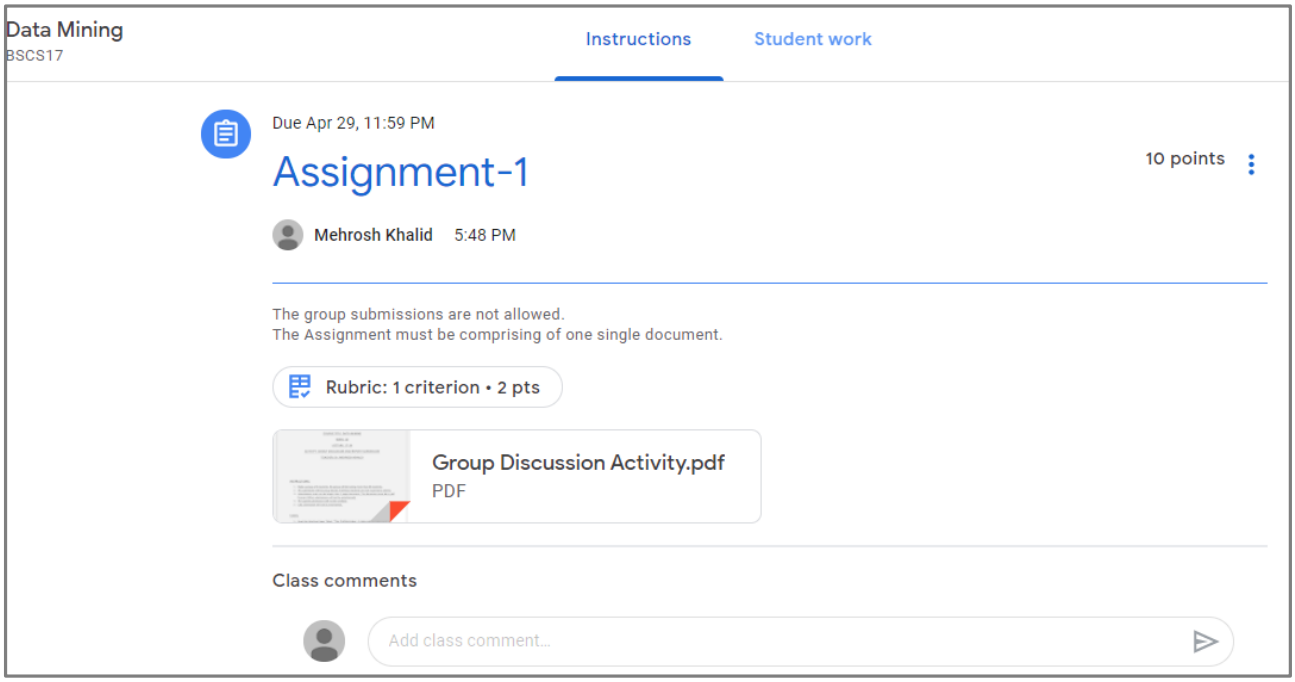


Figure 19: View Assignment - Instructions page

   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.

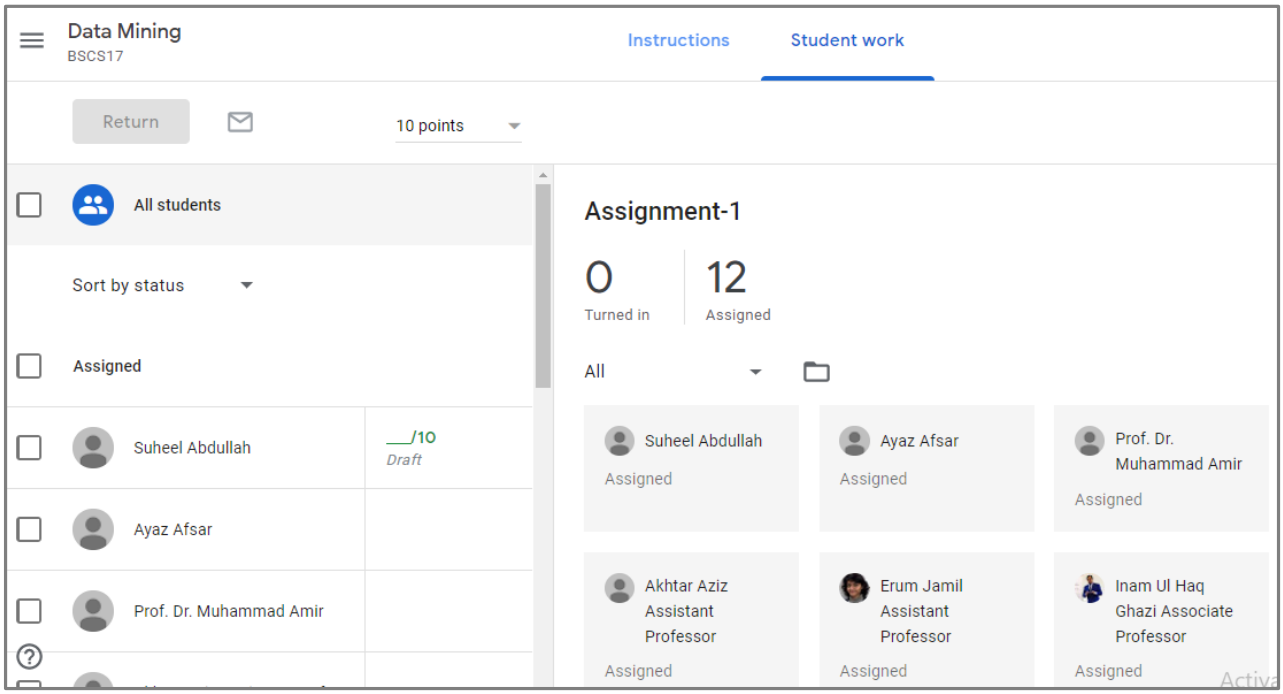


Figure 20: View Assignment - Student work page

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:

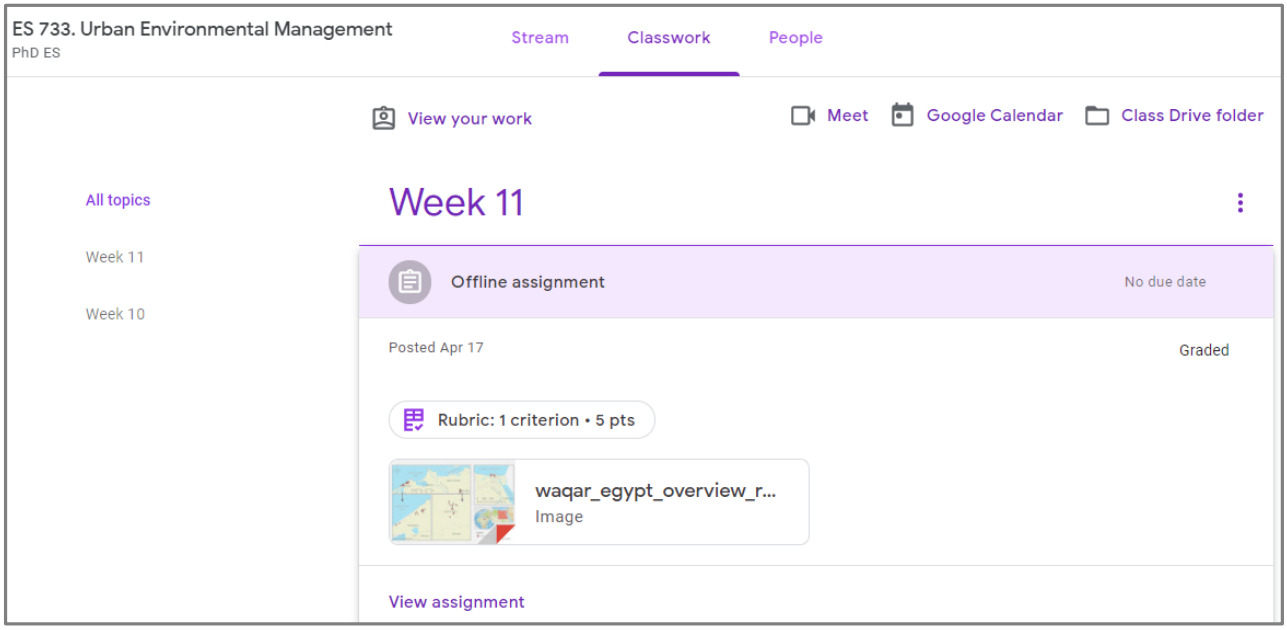


Figure 21: Viewing Assignment - Student's View

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.

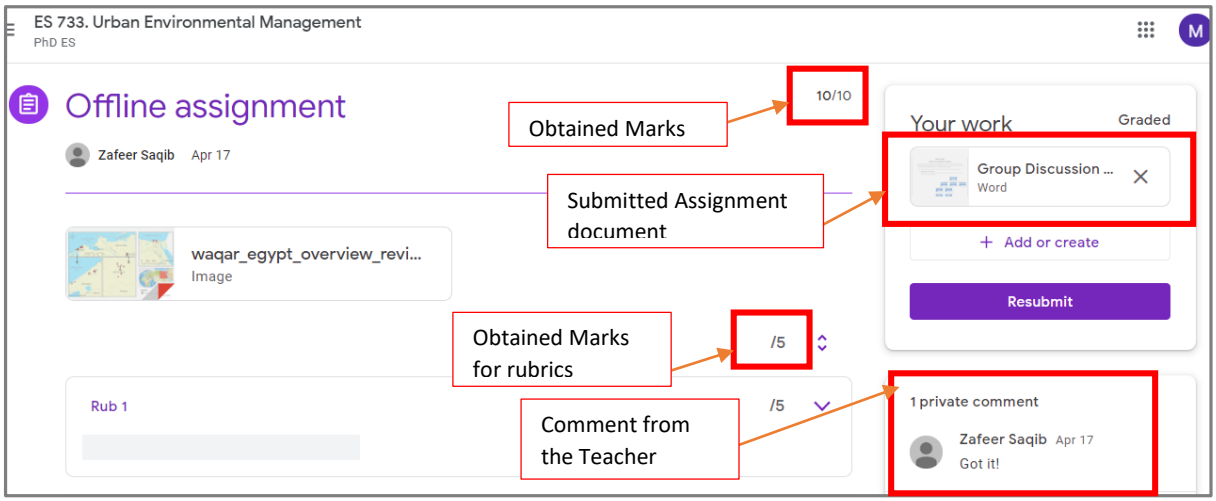


Figure 22: Student's View - Assignment Details

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:

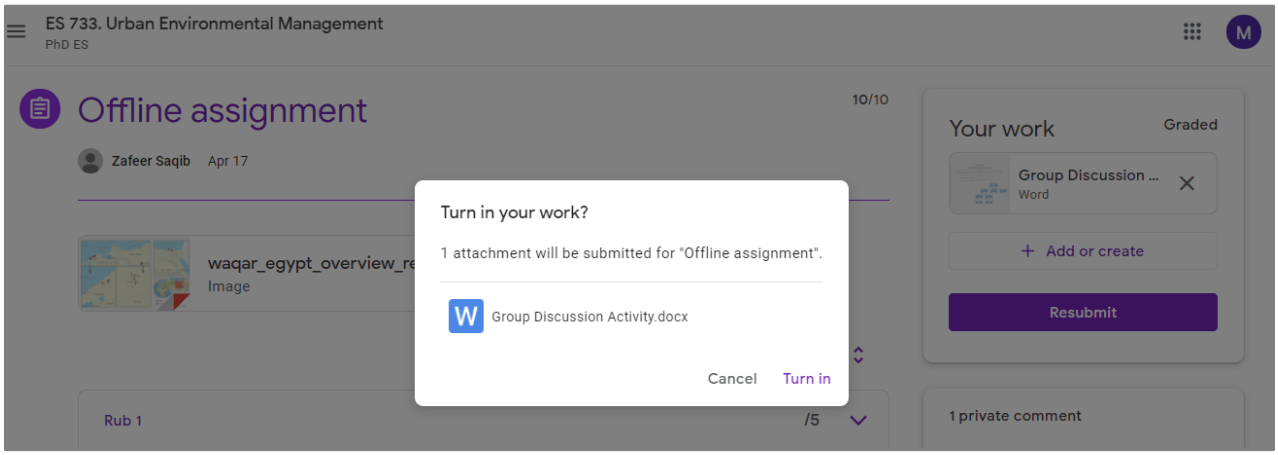


Figure 23: Student's Assignment View - Resubmit

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:

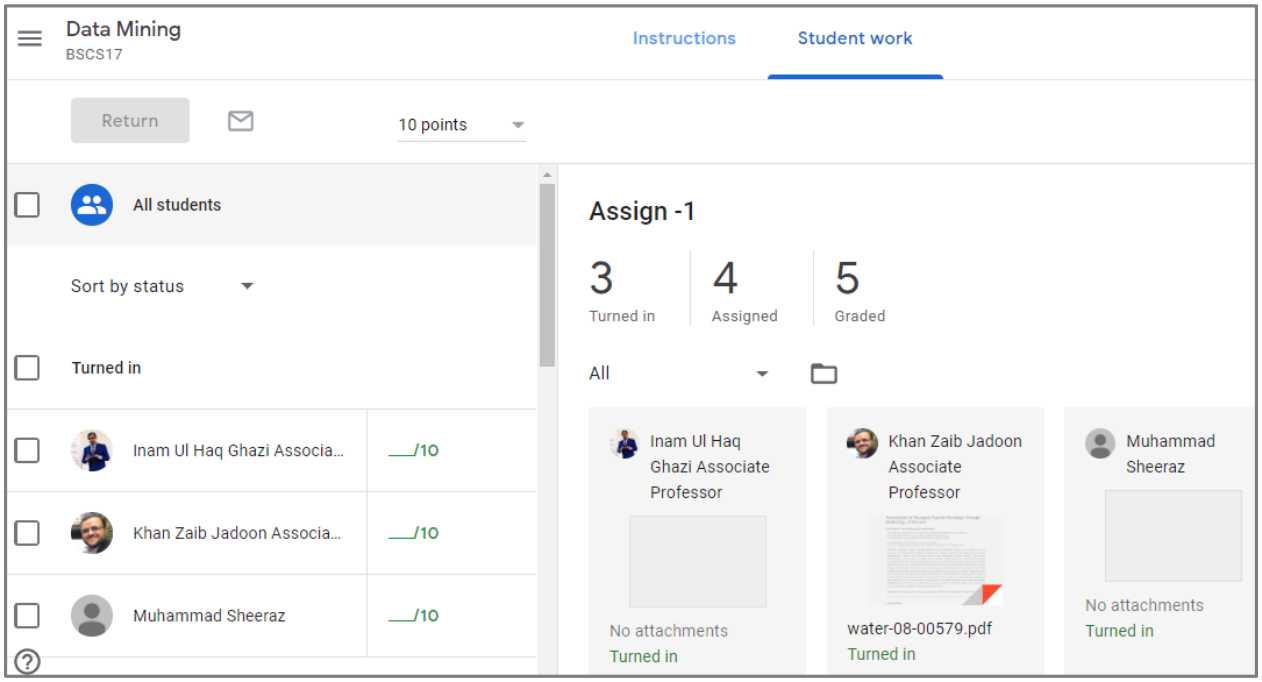


Figure 24: Managing Assignment Submissions

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:

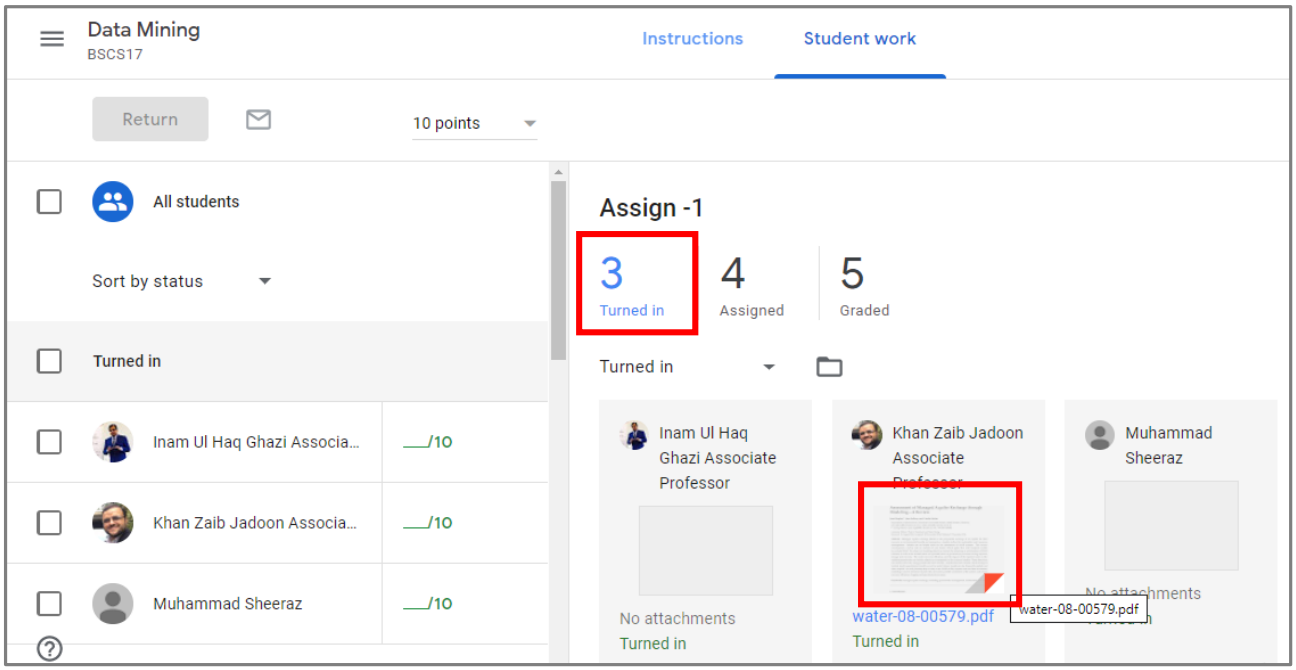


Figure 25: Manage Submission - Viewing submitted assignment

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

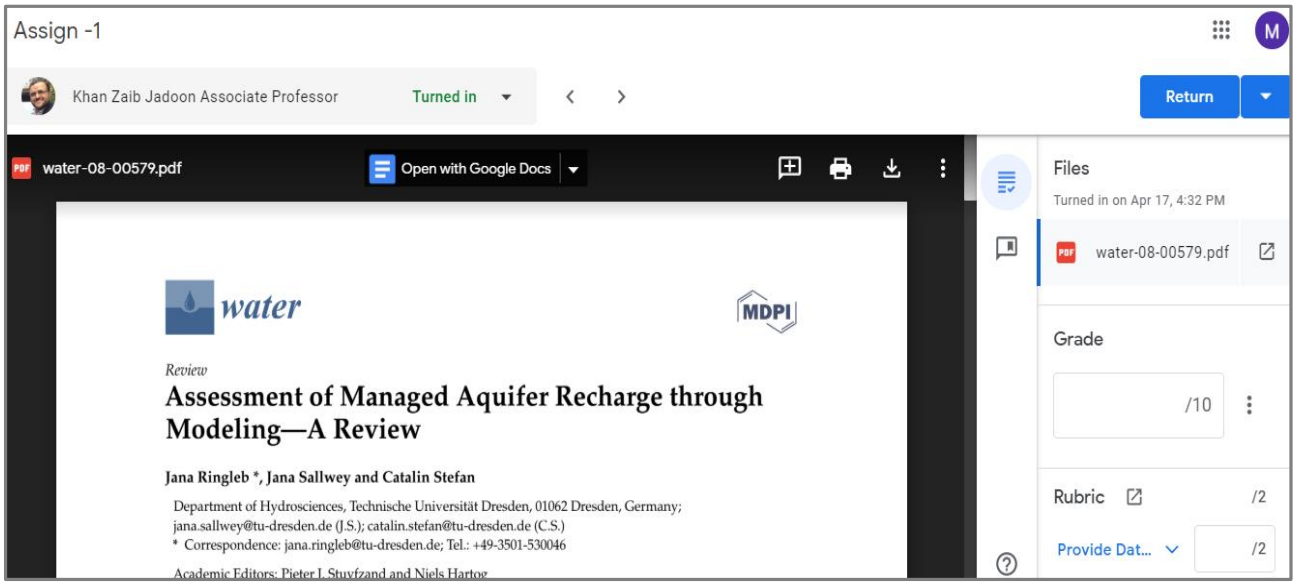


Figure 26: Managing Submissions - Checking Assignment

Teacher can:

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

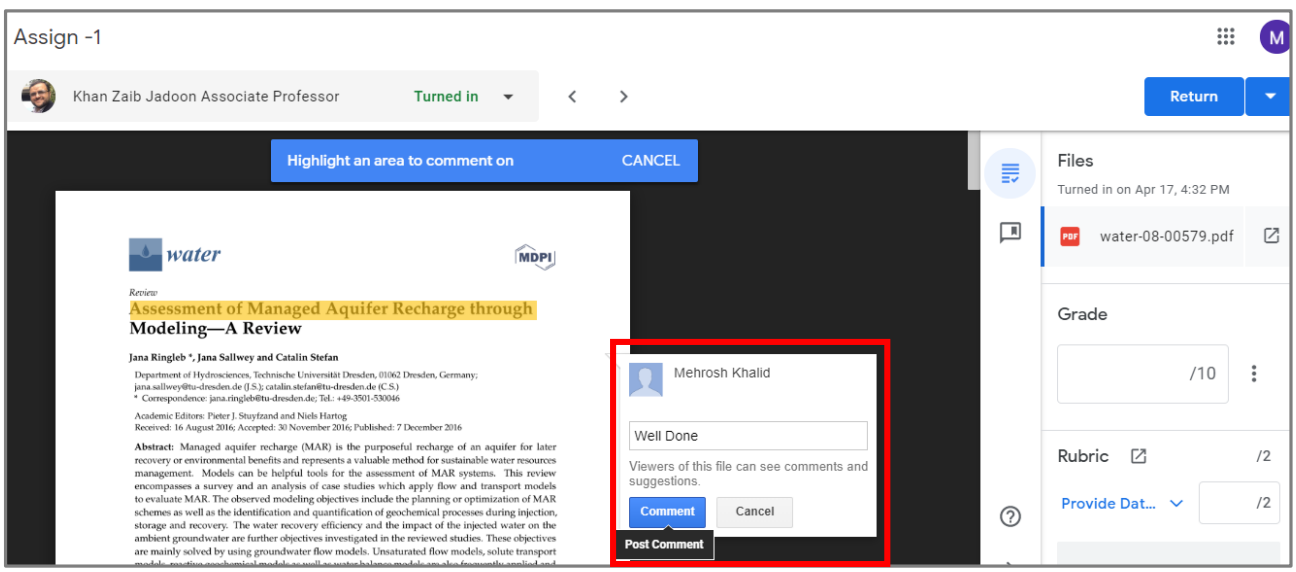


Figure 27: Managing Submissions - Making Comments in the assignment

c. Assign numbers to the student. The Figure 28, 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.

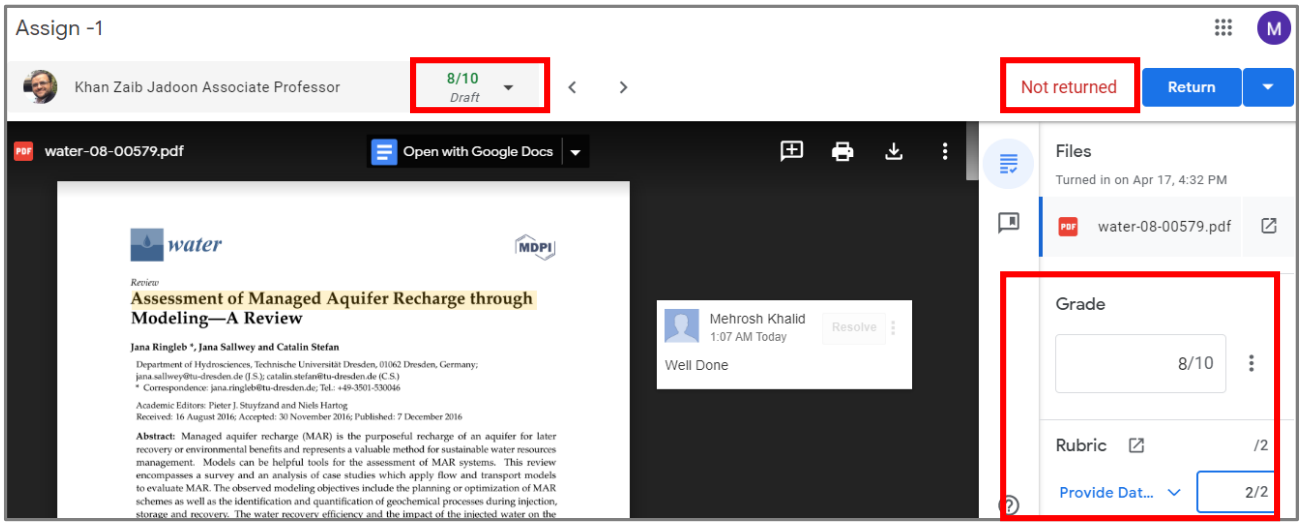


Figure 28: Manage Submissions - Assigning grades

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.

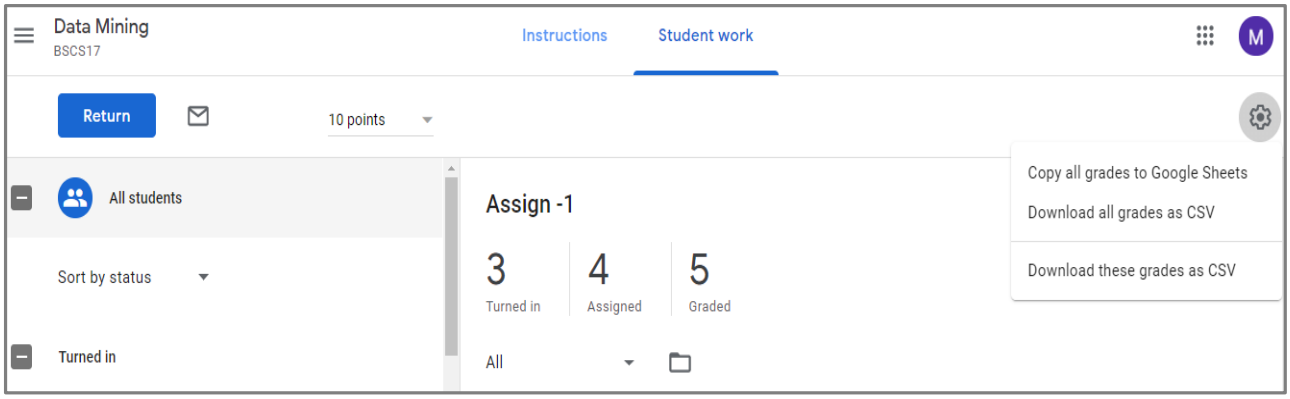


Figure 29: Grade sheet options

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

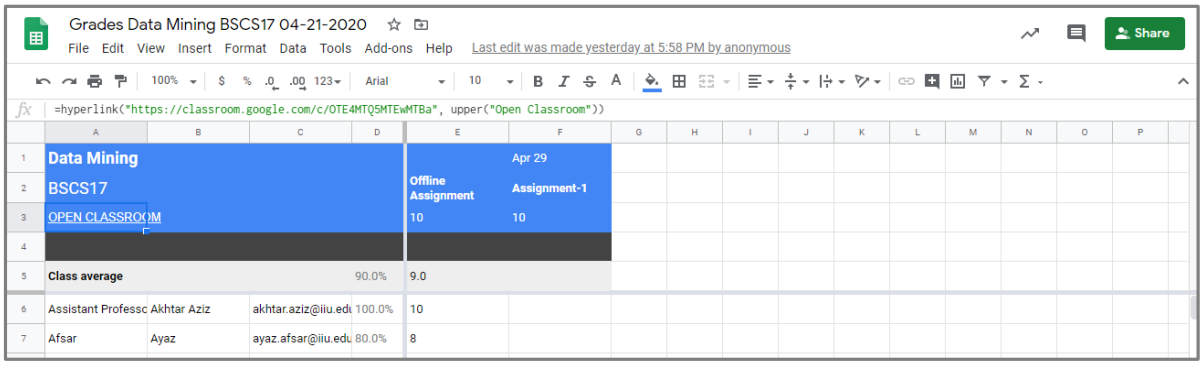


Figure 30: Assignment grades in Google Sheets

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:

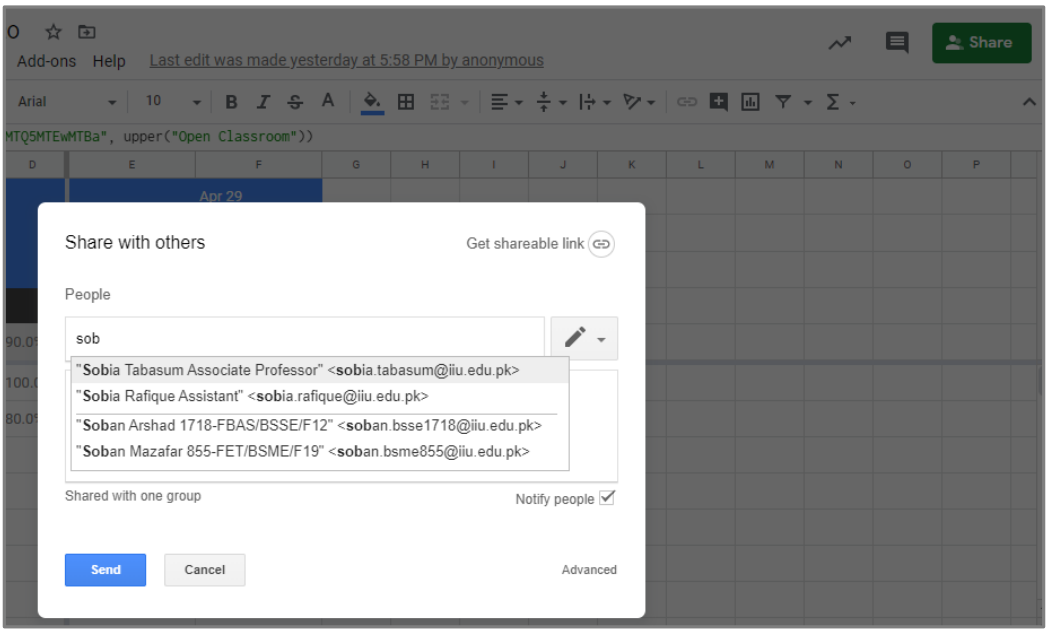


Figure 31: Grades Google Sheet sharing options

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:

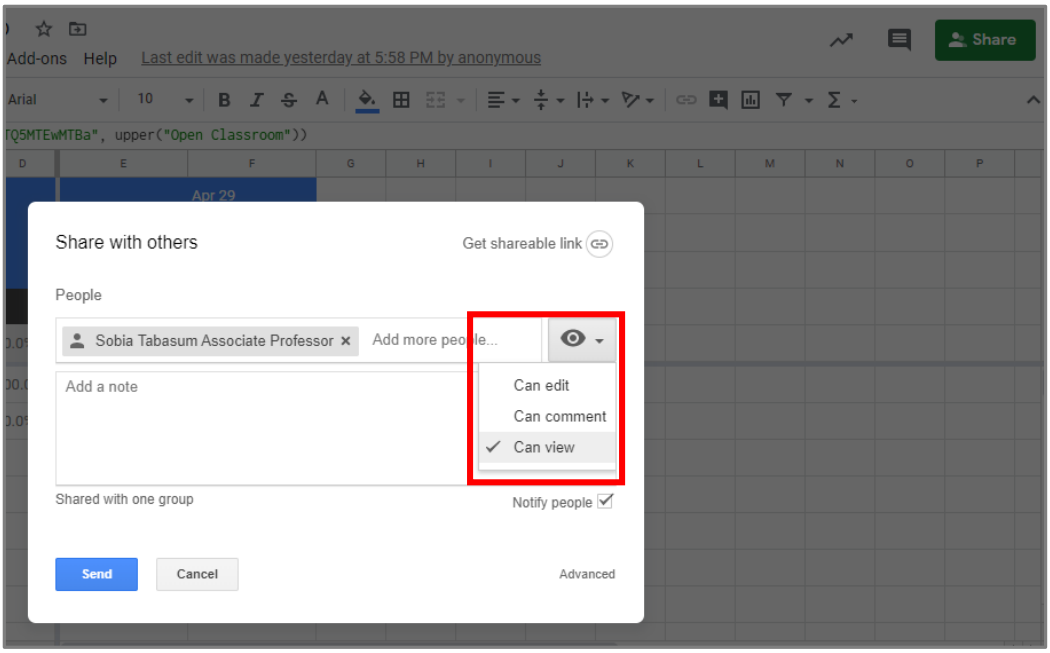


Figure 32: Assignment grades Google Sheets - Access rights

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".

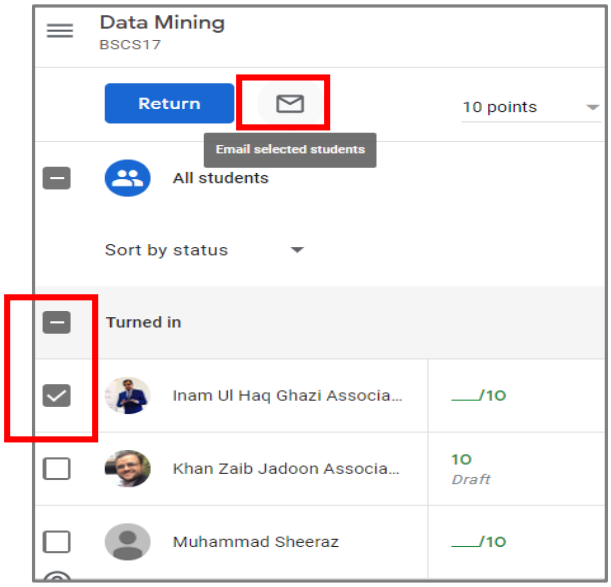


Figure 33: Email to Students

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.

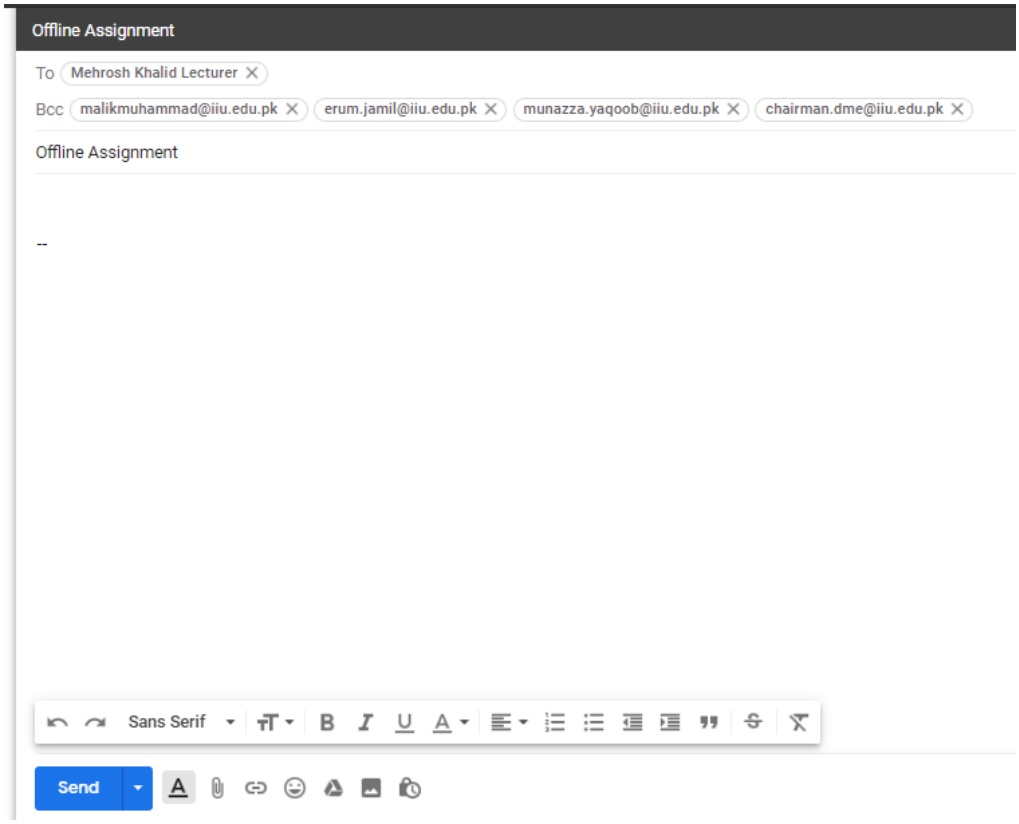


Figure 34: Compose Email

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

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:

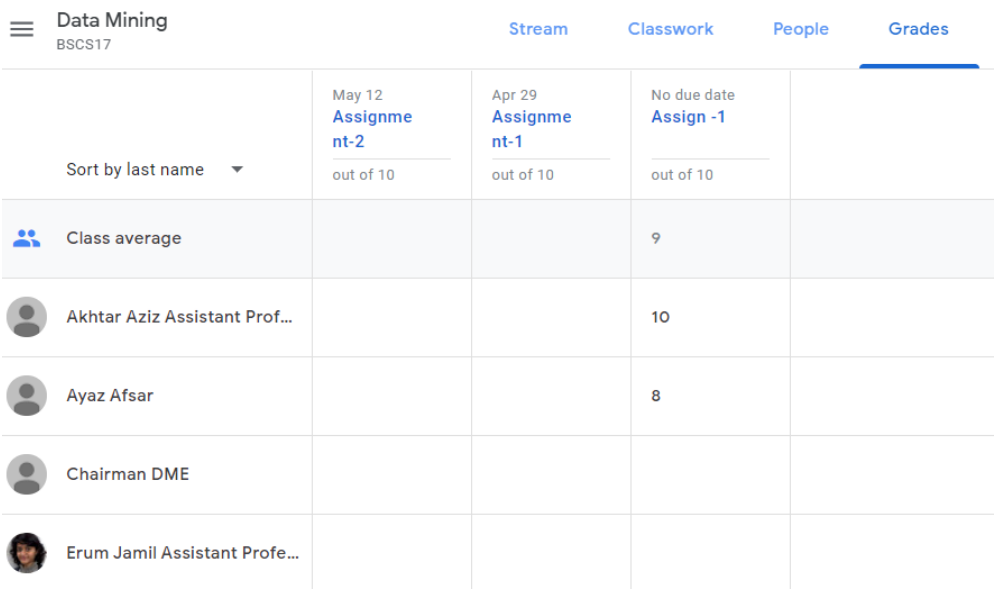


Figure 35: The Grades Section

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:

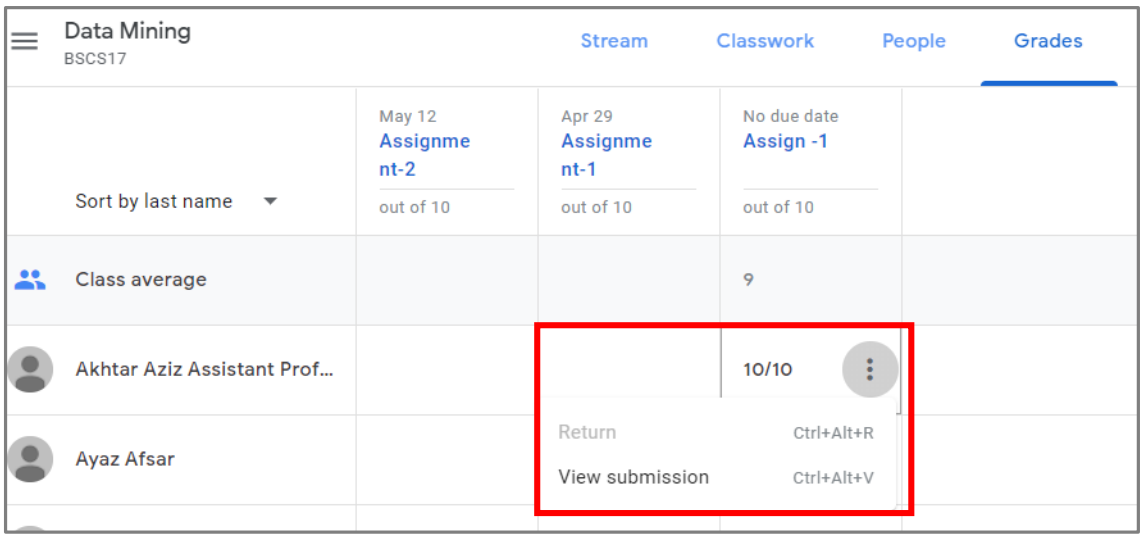


Figure 36: Grades Section - View Submissions