How to Make a Google Doc Assignment in Canvas

There are 2 options to create assignments in Canvas where students submit a Google Document. Both methods start with creating an assignment in Canvas. Name the assignment and provide instructions in the description box. Both methods use "External Tool" as the Submission Type. Click the Find button (red box).

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Google Docs Cloud Assignment

Google Docs Cloud Assignment is the tool we have had since the beginning of Canvas. The main characteristic of this method is that teachers *must create a document template for students* to edit and submit. Students will all get a copy (shared with the teacher) of this template to complete their assignment. After you click the Find button above, scroll down the list to Google Docs Cloud Assignment.

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Commons		Submission Type	Collect, analyze, and grade student work with Google Assignments External Tool	
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The first time you do this, you'll have to "Authorize" or some type of prompt that has you log in to your Google account. After that, you will get the screen below where you can locate the Google Doc template you created earlier. Select it and then click Submit. You'll return to the screen above, just click Select again. Finish setting up your Canvas assignment with a due date, etc. - then save and publish.

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Students will go to the assignment in Canvas and click "Launch External Tool" (left below). On their first time, they will get a similar screen you received to "Authorize" (bottom right).

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Once students authorize, the tool will load and students will get the screen below (the Google Doc template you set up). Students will get a "Submit" button at the top of the document. When they are finished with the assignment, they simply click that button. With this method, students will not get a submission confirmation on the Google Doc after they click submit. However, if they click Done in the top left corner, they will go back to the assignment page in Canvas - if they pull down the screen and refresh it, it will say "Successfully submitted".

Done

The embedded document below is a document that your teacher has created for you called a Cloud Assignment. You'll be able to edit the document in Canvas or in Google Documents. Once you have completed the assignment, you'll be able to submit it by using the submit button located on this page.

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SUMMARY	+	Instructions: Write a 5 paragraph essay below the line. Use correct grammar, punctuation, and spelling.
		Resource: Use the website for your information Prompt: What are 3 of the most important characteristics of Ancient Egyption civilization that help define
OUTLINE		legacy of Ancient Egypt? Explain your answer with facts from the provided resource.

Google Assignments (LTI 1.3)

Google Assignments uses a different plugin and the main characteristic of this is that it allows students to choose a document in their Drive or create one from scratch. Select the Google Assignments (LTI 1.3).

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				Google Assignments (LTI 1.3) Q Collect, analyze, and grade student work with Google	
				Assignments	
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After you authorize the app (bottom left) with your Google account, the plugin will lead you through a set up process. You can choose to do the grading in Google Assignments, which gives you access to all the Google tools of commenting, collaborating, etc. or grade within the Canvas Speedgrader which essentially turns the Google Doc into a word file and you can't edit it, just grade like a PDF. I'll address the SpeedGrader option first, then the Google Assignment option, and then we will look at what students see on their end - both of the grading options create the same experience for students AND both options push into the Canvas gradebook!

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The **Speedgrader option** is what you are used to - after you click Create (above right), you will come back to the assignment in Canvas. Once the assignments are ready to grade, just click Speedgraders in the red box.

17	Assignme	ent > A	signments > TEST Newest Google Assignments LTI		6∂ Student View
Account	Home Announcements Assignments	ø	TEST Newest Google Assignments LTI Here are the instructions		% Edit Assignment Settings ৻৾৻ SpeedGrader™
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If you choose the **Google Assignment option**, you'll be prompted to choose a due date and point value (bottom left). Once you select that, you will return to the Canvas assignment. When you are ready to grade, click the arrow in the red box (bottom right).

Create a Goog	gle assignment		Home	TEST Newest Google Assignment test	2
Check plaglarism (originality) Analyze Google Doce for missing citations and possible Files Make a corp of attached files for each of your students OP Attach Create +		Account S Admin	Announcements Ø Assignments Discussions	Soogle Assignments	valij@apaches.
Select an option to grade this assignment: Google Assignments	Canvas SpeedGrader	Dashboar Courses	d Grades People Pages Syllabus	Total points 5 Due date Sep 29, Check plagiarism (originality) Rubric No rubric	
Submitted files are graded as original, live Google Docs, Sheets, Sidee, etc Give feedback using margin comments and suggested edits on the original files. Assign grades in Google Assignments' grading interface.	Submitted files are uploaded in Carwas SpeedGrader as converted view-only files. Annotate files and give video, audio, or text comments using Carwas Speedgrader. Assign grades in Carwas Speedgrader.	Calenda inbox	Outcomes Ø Quizzes Modules Ø		1 submitted O return Status 1
Make sure total points and due date match what's in the LMS Total points 5 Due date Sep 29, 11:59 PM		History Common	BigBlueButton Collaborations Google Drive	Kim Hodson Apax News	Assigned
Rubric No rubric +		(?) Help	Attendance Edpuzzle New Analytics	Zoe Vail Sep 23, 10:28 AM	Submitted

The link will lead you to the **Google Assignment** grading interface. The first time you go there, it will lead you through an explanation of how it works. It's very simple, and just click the assignment to open the grading.

Assignments		
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	Zoe Vail Help students better manage their X Submitted Coursework and time Submitted X	
	Let them know how much an assignment is worth and when it's due	

You will notice the **Google Assignment** interface is very similar to Canvas Speedgrader. Just add the grade and any feedback. You can also make comments directly in the document (you are in "suggesting" mode when grading).

Zoe Vail	Submitted 💌 < >	Return
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arch the menus (Option+/)	$[\bullet \ \ \rightarrow \ \ \ \ \ \ \ \ \ \ \$	Files
		Submitted on Sep 23, 10:28 AM See history
		🗐 NJHS essay
	Character and Citizenship	Grade
	Zoe Vail	
	Hello, I'm Zoe Vail! The three character traits I've chosen for myself are	/5
	motivation, fairness, and kindness. These character traits are adequate to have when it	
	comes to leadership and being supportive when working in a group. I will be providing	Overall feedback
	explanations why these traits are important to be a part of the National Junior Honors	Add overall feedback
	Society!	
	Motivation is helpful and necessary everywhere in society! From helping your	
	siblings with homework they don't want to do, to being put on the bench, but still	
	screaming and shouting for your teammates! Spots I've been put in to use motivation	

When you are done, just click "Return". That completes the grading process, and sends the assignment back to the student. It also pushes the grade directly to the Canvas gradebook. If you require students to make revisions, they will have that opportunity and then can re-submit.

← TEST Nev	rest Google Assignment test 2				0
Zoe Vail	4/5 → < >		Not r	returned Return	
Search the menus (the negativity or to call them out! It's always admin Last, but certainly not least, kindness. As the really agree with that term. Kindness leads to more known for! No one wants to hang around a campfin your s'mores you put hard work into! For me, I alw whether it's towards a teacher, coach, family memil have good relations with. A couple days ago, a cert started cursing and yelling at me, but I stated to them that I did not hate them they are ready, they had a very inconst	able to stand up for others! ey always say, kindness is key! I friendships and a better role to be e with someone who keeps eating ays choose kindness over disrespect ber, friend, or even someone I don't		Files Submitted on Sep 23, 10:28 AM See history Image: NJHS essay Grade 4/5 Overall feedback Great job Zoe! I love your essay! There are a few minor punctuation changes I could make, but nothing major. Great job honey!	2 :
	Motivation, fairness, and kindness are aways som forget! I really think I am a great student and friend				

For the **student experience**, they start by clicking "Launch External Tool" (left), and authorizing the app. On the first time or signing in with their Google account (right).

19 AM Fri Sep 23			***		9-30 AM Fri Sep 23	
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Google Assignments test Due Aug 31, 2022 at 11:59 PM	>	Due Oct 6, 2022 at 11:59 PM				Welcome to Assignments
Google Cloud Assignment Aug 29 Due Sep 9, 2022 at 11:59 PM	>	Submission Types External Tool				Receive and review assignments and share course materials easily through your Google Drive
TEST PDF File submit Due Sep 9, 2022 at 11:59 PM	>	Submission & Rubric		>		Sign in with your Google Account
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TEST Newest Google Assignments LTI Due Oct 6, 2022 at 11:59 PM	>	Here are the instructions				
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Google Test No Due Date	>					
Using Google Docs No Due Date	>					
Here is the name No Due Date	>		Launch External Tool			
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Students will then see the screen below. Here students are able to Create a new Google Document or Add a file that is already in their Drive. Students will get a Success message after they select their file and submit it.

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Google Assignments			ignment	S vailzl@student.apaches.k12.in.us	Swit	tch

Assignment Test

