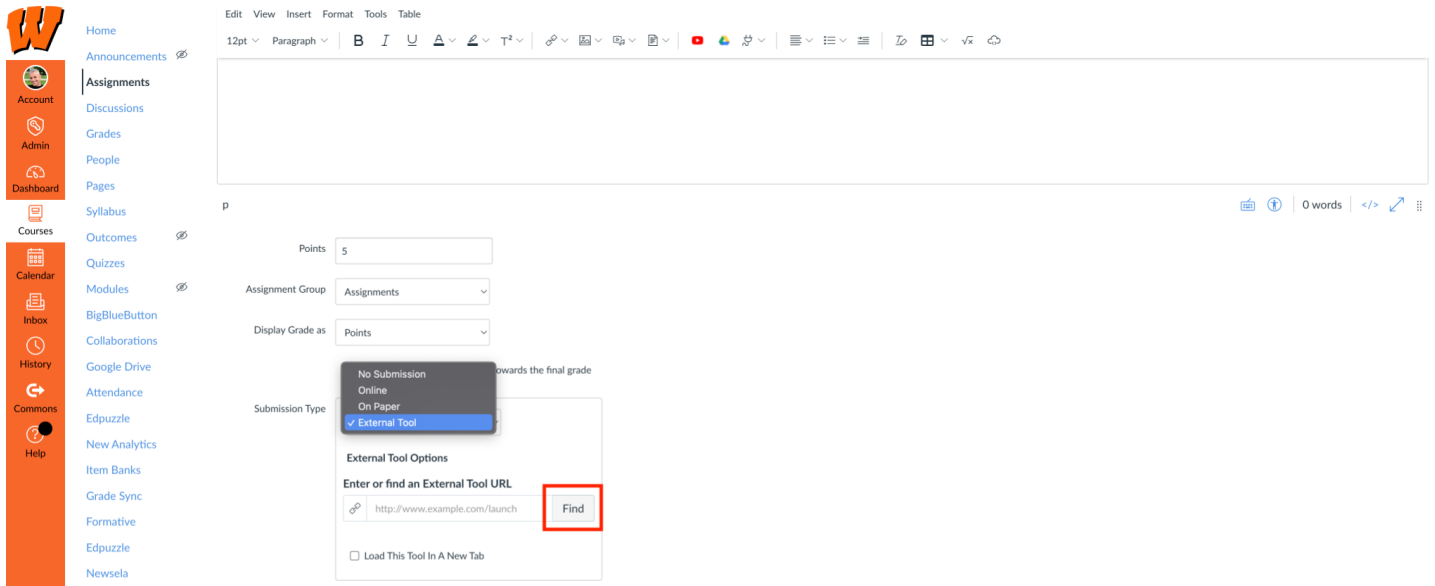


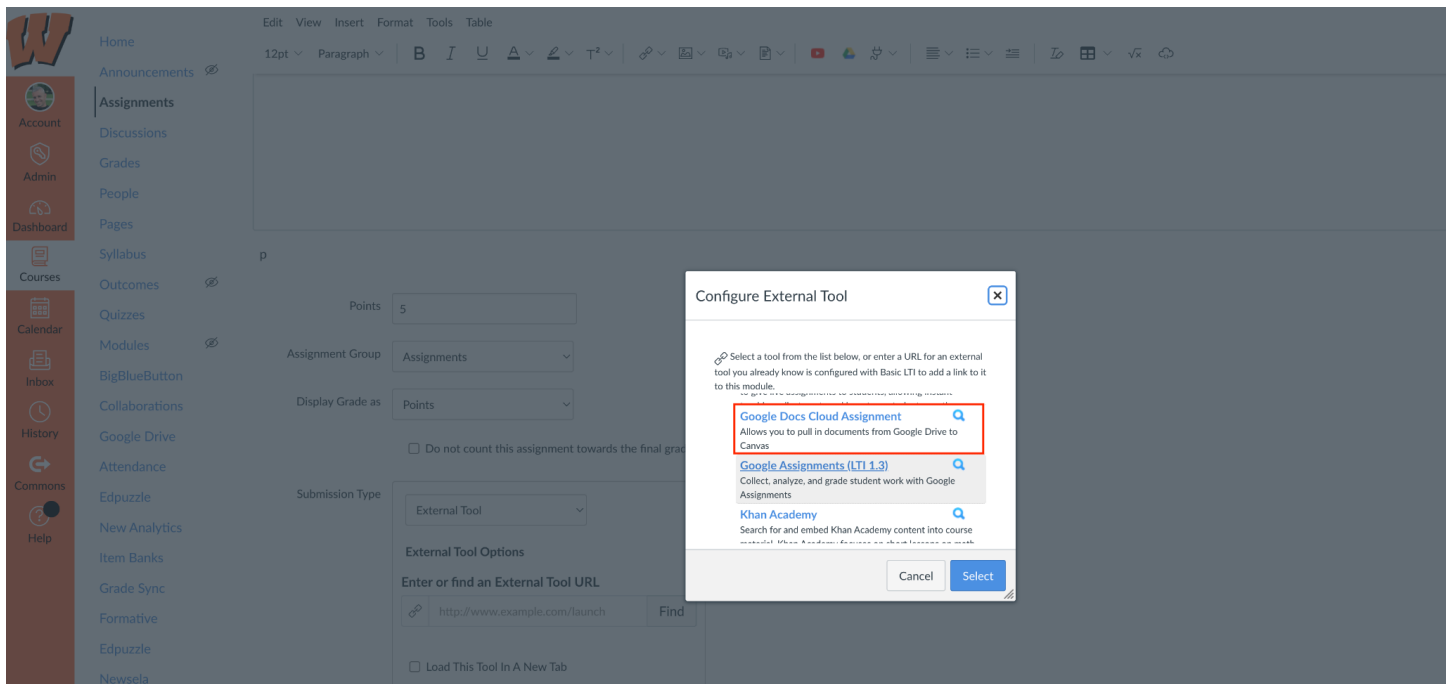
How to Make a Google Doc Assignment in Canvas

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).

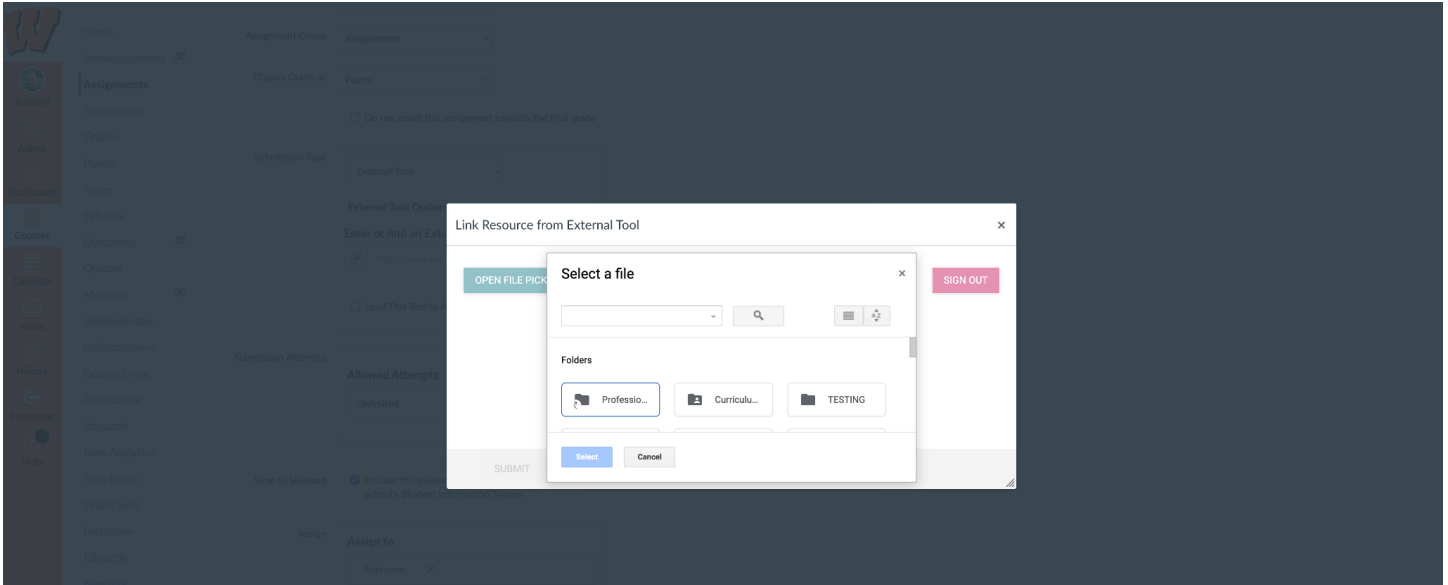


Google Docs Cloud Assignment

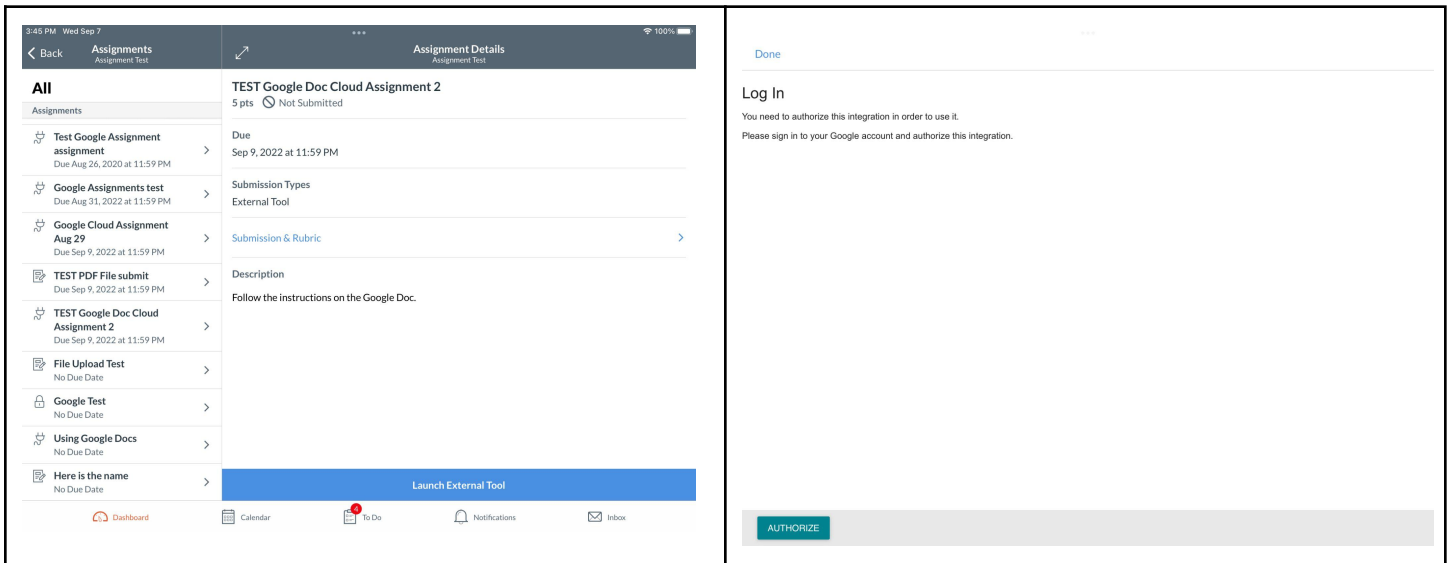
Google Docs Cloud Assignment is the tool we have had since the beginning of Canvas. The main characteristic of this method is that teachers *must create a document template for students* to edit and submit. Students will all get a copy (shared with the teacher) of this template to complete their assignment.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



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.



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).



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.

CLOUD assignment test for writing

Submit

File Edit View Insert Format Tools Extensions Help Last edit was seconds ago

100% Normal text Arial 11 B I U A

← SUMMARY +

OUTLINE

Headings you add to the document will appear here.

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 Egyptian civilization that help define the 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).

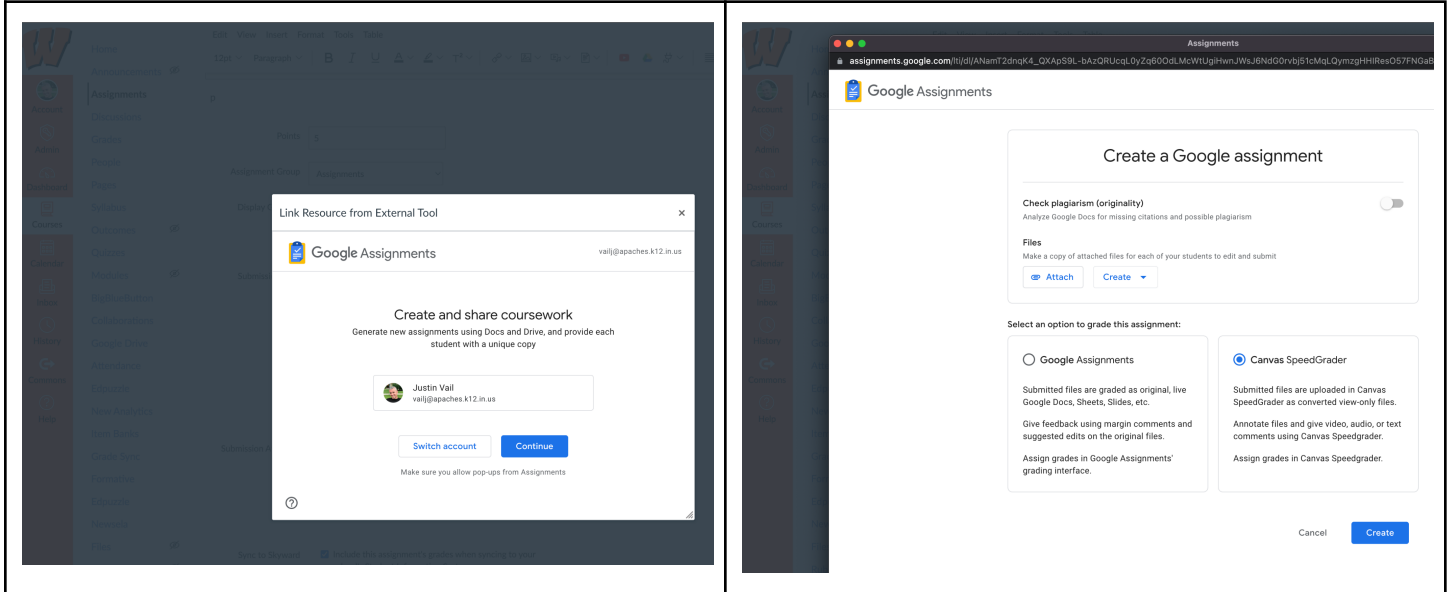
Configure External Tool

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 this module.

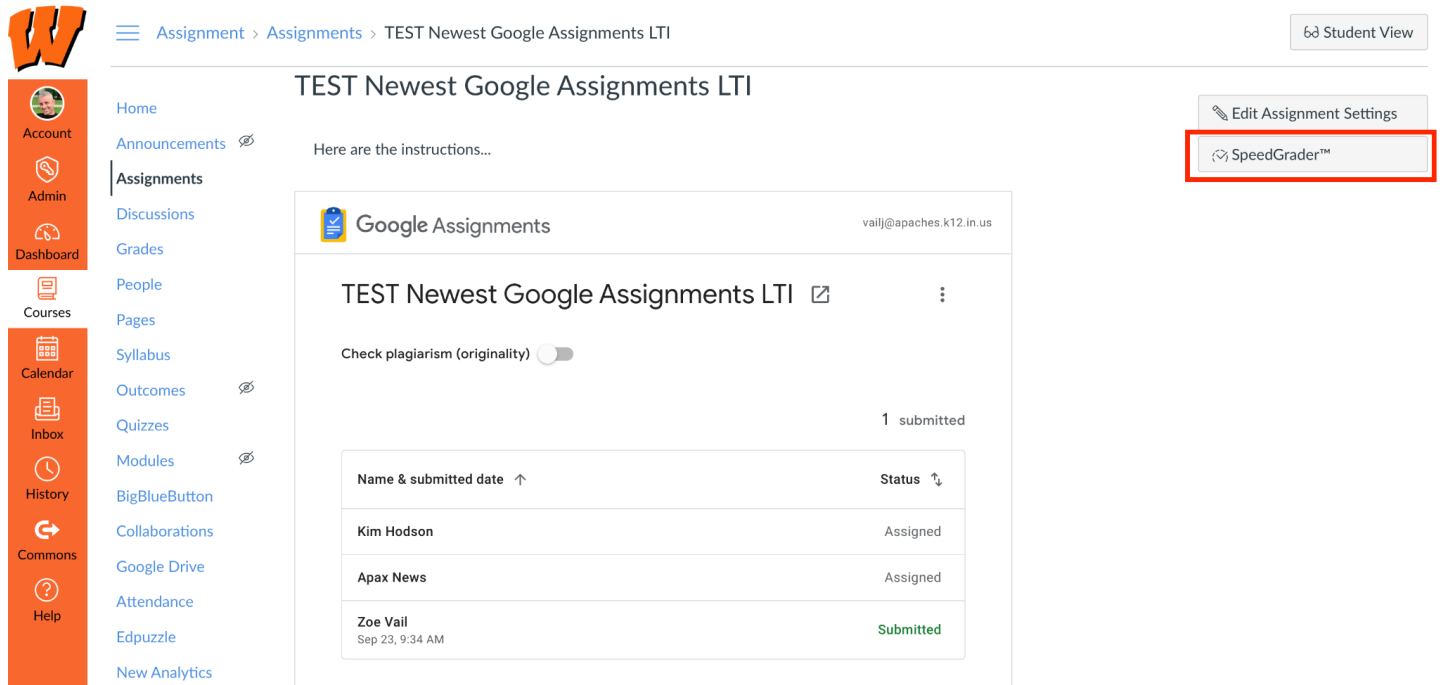
- Google Docs Cloud Assignment
Allows you to pull in documents from Google Drive to Canvas
- Google Assignments (LTI 1.3)
Collect, analyze, and grade student work with Google Assignments
- Khan Academy
Search for and embed Khan Academy content into course material. Khan Academy focuses on short lessons on math, science, and history.

Cancel Select

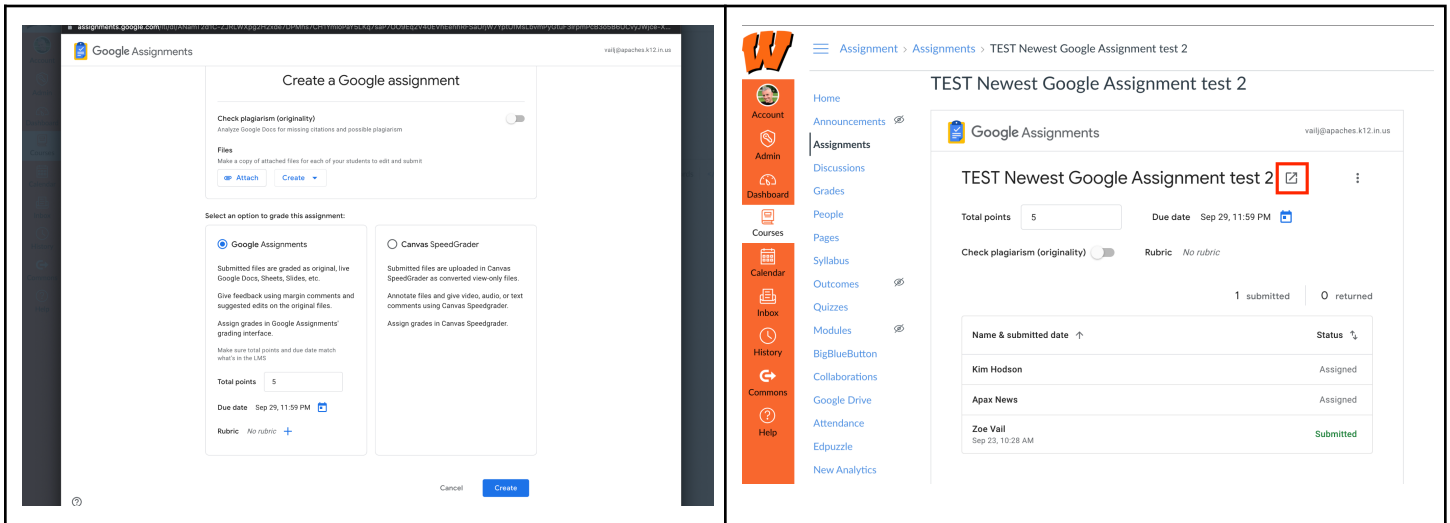
After you authorize the app (bottom left) with your Google account, the plugin will lead you through a set up process. You can choose to do the grading in Google Assignments, which gives you access to all the Google tools of commenting, collaborating, etc. or grade within the Canvas Speedgrader which 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!



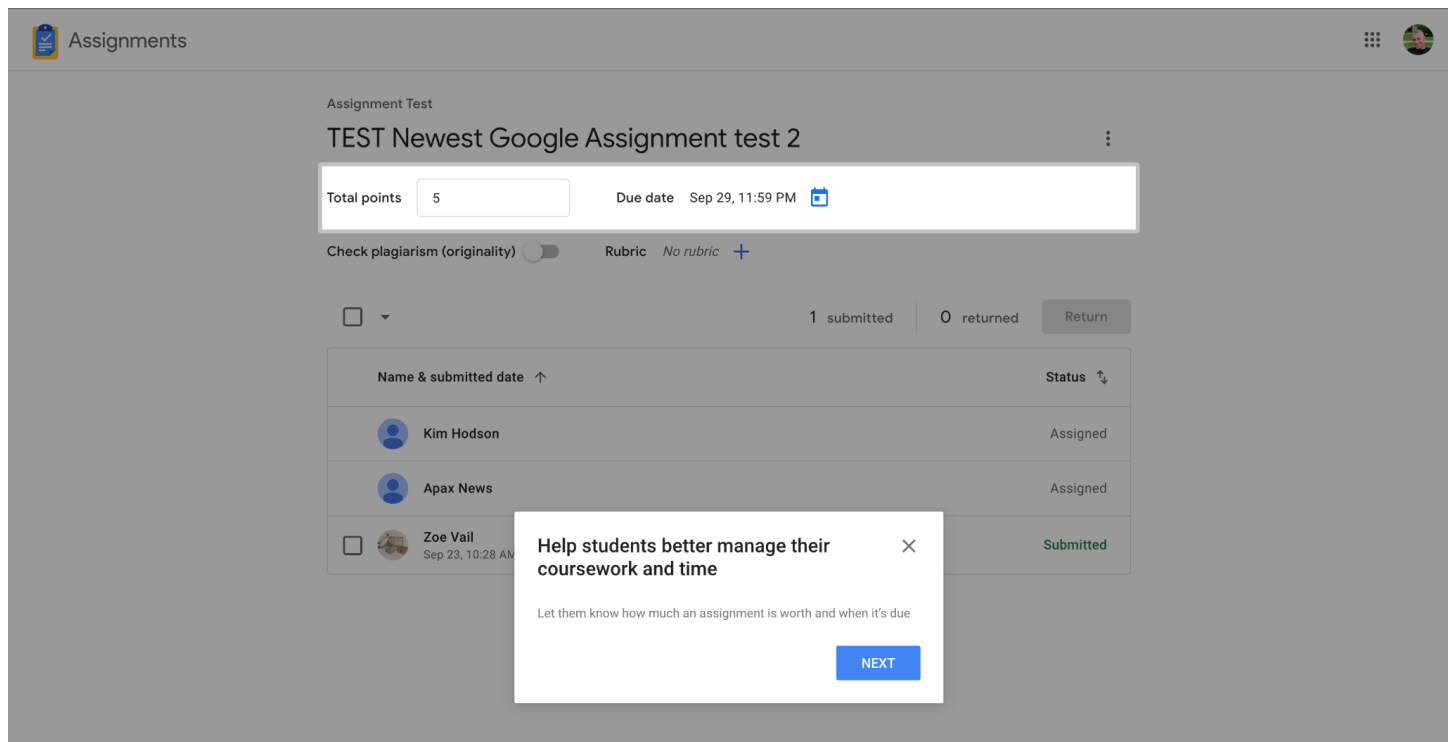
The **Speedgrader** option is what you are used to - after you click Create (above right), you will come back to the assignment in Canvas. Once the assignments are ready to grade, just click Speedgraders in the red box.



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).



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.



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).

The screenshot shows the Google Assignment interface for a student named Zoe Vail. The document title is "TEST Newest Google Assignment test 2". The student's submission is titled "Character and Citizenship" and is marked as "Submitted". The document content includes the following text:

Character and Citizenship
Zoe Vail

Hello, I'm Zoe Vail! The three character traits I've chosen for myself are 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 explanations why these traits are important to be a part of the National Junior Honors 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

The right sidebar shows the "Files" section with the submission "NJHS essay" and a "Grade" field set to "/5". The "Overall feedback" field is empty.

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.

The screenshot shows the Google Assignment interface for the same student, Zoe Vail. The document title is "TEST Newest Google Assignment test 2". The student's submission is titled "NJHS essay" and is marked as "Draft" with a grade of "4/5". The document content includes the following text:

the negativity or to call them out! It's always admirable to stand up for others!

Last, but certainly not least, kindness. As they always say, kindness is key! I really agree with that term. Kindness leads to more friendships and a better role to be known for! No one wants to hang around a campfire with someone who keeps eating your s'mores you put hard work into! For me, I always choose kindness over disrespect whether it's towards a teacher, coach, family member, friend, or even someone I don't have good relations with. A couple days ago, a certain person got mad at me. They started cursing and yelling at me, but I stated to them that I did not hate them they are ready, they had a very incons rest of my night, and did not let someo

These three traits are important

Motivation, fairness, and kindness are always something that can be improved on, don't forget! I really think I am a great student and friend, I'm confident in all my work. Please

The right sidebar shows the "Files" section with the submission "NJHS essay" and a "Grade" field set to "4/5". The "Overall feedback" field contains the following text:

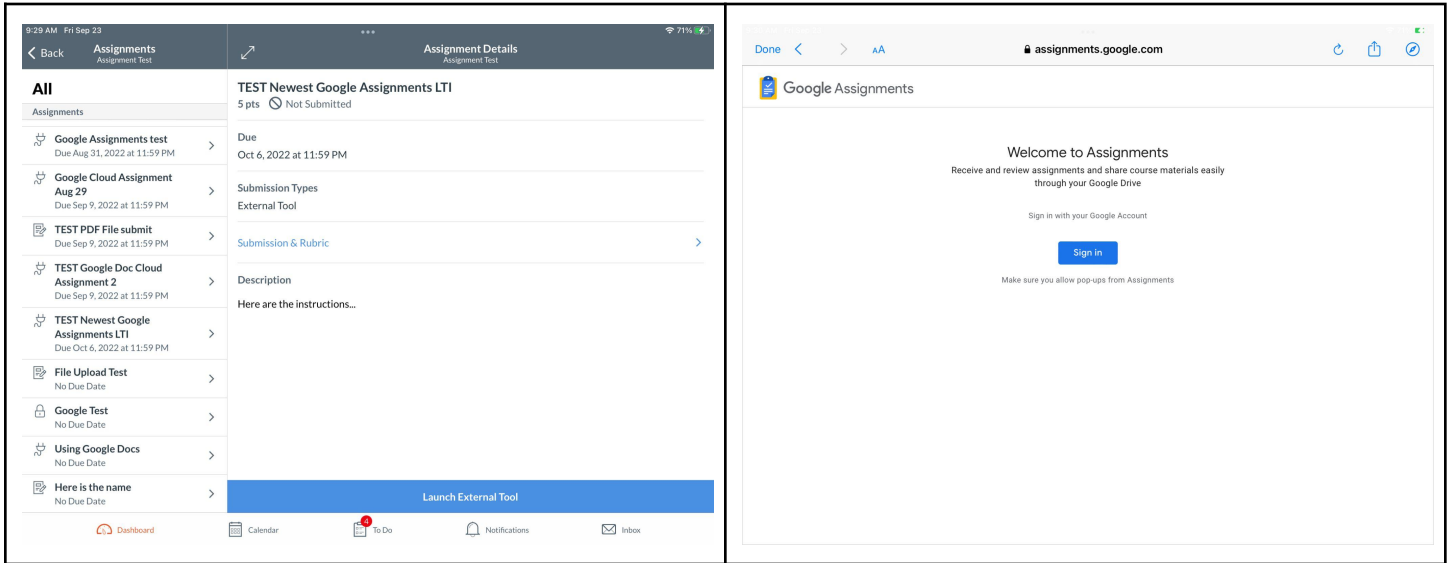
Great job Zoe! I love your essay! There are a few minor punctuation changes I could make, but nothing major. Great job honey!

A modal dialog box is open in the center of the screen, asking "Return work to 1 student?". The dialog box contains the following text:

Return work to 1 student?
Student will be notified and can check any grade you've left

The dialog box also shows the student's profile picture and name "Zoe Vail" and the grade "4/5". There are "Cancel" and "Return" buttons at the bottom of the dialog box.

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).



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.

