Posting assignments and tests in Google Classroom

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Check out this 45-second screen recording - no sound needed

https://drive.google.com/file/d/1C5j28C_IAddIOEpGco6K-8EG2DVueK4r/preview

1. Go to classroom.google.com.
2. Click the class ? **Classwork**.
3. At the top, click **Create** ? **Assignment**.
4. Enter the **Title** and any **Instructions**.
5. Post to additional classes
   • Under **For**, click the Down arrow Do? select the class or classes you want to include.
6. Post to individual students
   • Next to **All students**, click the Down arrow Do? All students again to deselect students.
   • Click a student's name to select them.
7. Add a **Grade category** to organize assignments. Click the Down arrow Do? select a category from the menu.
8. Change the point value
   • Under **Points**, click the value (by default, assignments are set at 100 points).
   • Enter a new point value or select Ungraded.
9. By default, an assignment has no due date. To set a **due date**:
   • Under Due, click the Down arrow Do.
   • Next to No due date, click the Down arrow Do.
   • Click a date on the calendar.
10. Add a **Topic** to group similar assignments and materials: Under Topic, click the Down arrow Do.
    • To create a topic, click **Create topic** and enter a topic name.
    • Or, click a topic in the list to select it.

11. Add **Attachments**: click **Add** ? choose an option:
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    - File
    - Google Drive (Google Drive items are view-only to students).
    - YouTube
    - Link

12. You can post an assignment immediately, or schedule it to post later.
    - Click **Assign** to immediately post the assignment.
    - **Schedule** the assignment to post later

Revision #5
Created 2024-07-30 09:52:56 EDT by Matthew Goldflam
Updated 2024-08-12 12:23:06 EDT by Matthew Goldflam