

# 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](https://drive.google.com/file/d/1C5j28C_IAddIOEpGco6K-8EG2DVueK4r/preview)

1. Go to [classroom.google.com](https://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 <sup>Do?</sup> select the class or classes you want to include.
6. Post to individual students
  - Next to **All students**, click the Down arrow <sup>Do?</sup> 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 <sup>Do?</sup> 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 <sup>Do?</sup>
  - Next to No due date, click the Down arrow <sup>Do?</sup>
  - Click a date on the calendar.
10. Add a **Topic** to group similar assignments and materials: Under Topic, click the Down arrow <sup>Do?</sup>
  - 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:



- 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

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