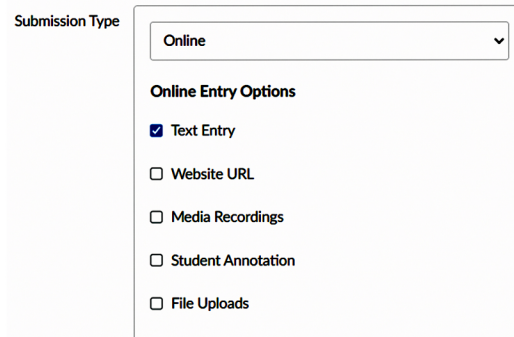


CREATING A GOOGLE ASSIGNMENT

Google Assignments allows you to distribute, review, and grade student work. You can attach assignment files that will automatically distribute a personalized copy for each student. To create a Google Assignment:

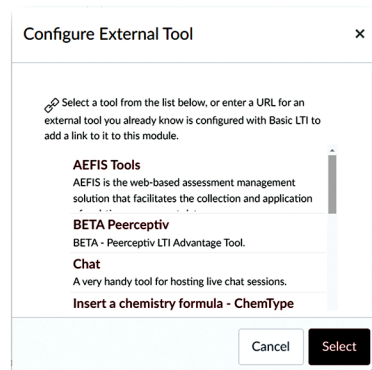
1. Navigate to Assignments in your course navigation pane.
2. Create a new assignment by clicking **+Assignment**
3. Add assignment details such as Assignment Name, points, and due dates
4. Select **External tool** from the Submission Type



The screenshot shows the 'Submission Type' dropdown menu. The 'Online' option is selected. Below the dropdown, under 'Online Entry Options', the following options are listed with checkboxes:

- Text Entry
- Website URL
- Media Recordings
- Student Annotation
- File Uploads

5. Click on the **Find** button from the External Tool Options and then locate **Google Assignments LTI 1.3**



The screenshot shows the 'Configure External Tool' dialog box. It contains the following text:

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 it to this module.

AEFIS Tools
AEFIS is the web-based assessment management solution that facilitates the collection and application

BETA Peerceptiv
BETA - Peerceptiv LTI Advantage Tool.

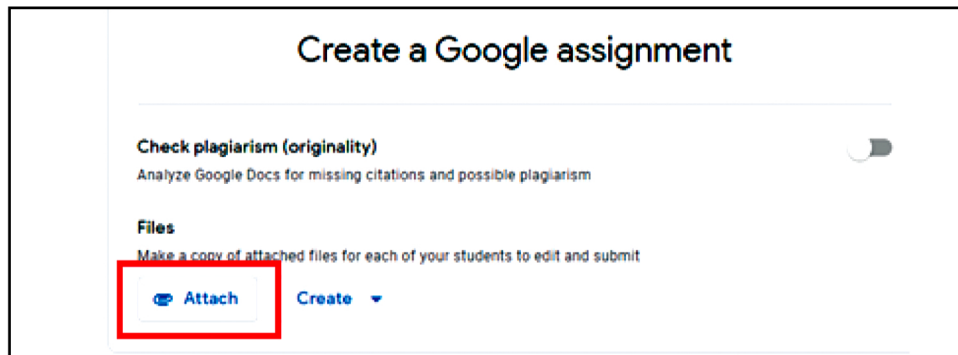
Chat
A very handy tool for hosting live chat sessions.

Insert a chemistry formula - ChemType

At the bottom of the dialog box, there are 'Cancel' and 'Select' buttons.

6. Sign in using your TAMU Google credentials
 - *If this is your first-time using Google in this course, you must link your Canvas account to your Google Account.*

7. Click **Attach** to go to your Google Drive.



8. Locate the file that you would like to make copies of to be distributed to each student.

9. Ensure that the Google Assignment due date and points matches what is in Canvas

10. If you will be using a rubric, you will need to add the rubric here. Click Add next to Rubric. Choose whether to Create or Re-Use a rubric if you would like to use a rubric with the assignment

- To create the rubric, enter the necessary criteria, descriptions, and rating levels. Once complete, click Save.

The 'New rubric' form includes a 'Use scoring' toggle (checked), a 'Sort the order of points by' dropdown (set to 'Descending'), and a list of criteria. Each criterion has fields for 'Criterion title (required)', 'Criterion description', 'Points (required)' (set to 1), 'Level title', and 'Description'. An 'Add a criterion' button is at the bottom.

11. Click **Create**

12. In Canvas, click the Select button

13. To save the assignment click Save. Don't forget to Publish the assignment in Canvas to make it available to students.