Google for Education

Get started with Assignments

Google for Education

May 2022

Let's get started

Follow these step-by-step guidelines to begin creating, distributing, analyzing, and grading schoolwork.

Start using Assignments

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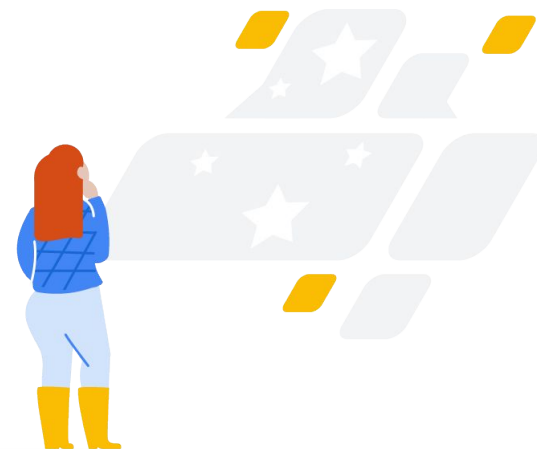Return classwork to students »
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Start using Assignments

View tutorial ↗

Create new classwork

⭐ First, make sure your admin has [turned on](#) Assignments within your learning management system (LMS)

1 Open your LMS and navigate to where you would create a new classwork

2 Fill in any important information as usual – for example, classwork name, description, and point value

3 Click the box for **External Tools** and select Assignments

4 An Assignments window will pop up and show you all of the classwork customizations you can enable, like originality reports, file attachments, rubrics, due dates, and so on
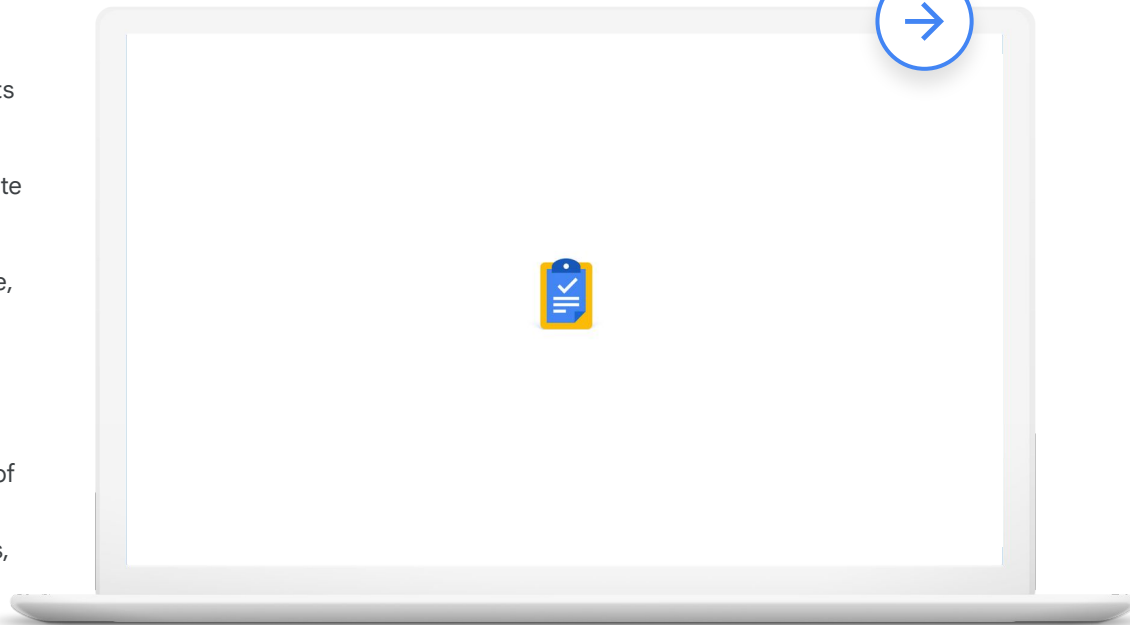
Turn on originality reports

1 Click the toggle next to **originality reports** to turn it on. Originality reports help educators assess authenticity of student work.
[Learn more](#) about originality reports.

Note: Educators can turn on five originality reports per class and students can scan their own work up to three times before submitting, within institutions that have Google Workspace for Education accounts.

Get unlimited access to originality reports with the Teaching and Learning Upgrade or Google Workspace for Education Plus accounts.


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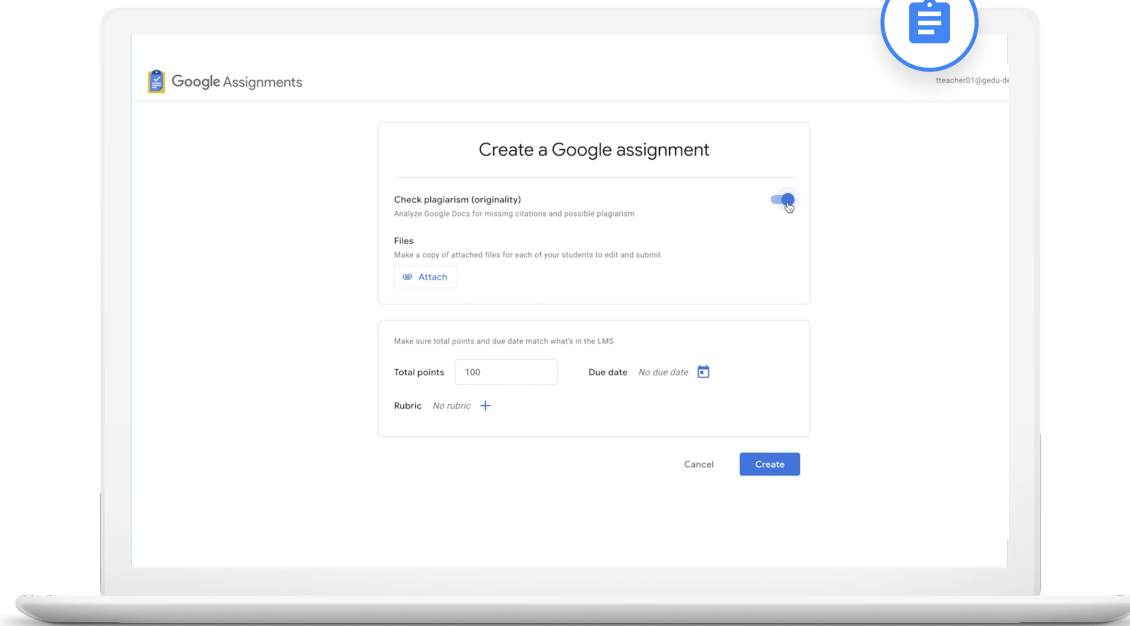
Attach a file

1 To attach a file to classwork, click the **Attach** button

2 From the Drive window, select the files you want to attach and then click **Add**

3 Students will each get their own copies of any files you attach, which will be organized in each student's specific Drive folder

★ Take full advantage of Google Workspace collaboration tools by adding Docs, Slides, Sheets, and even Sites templates for your students
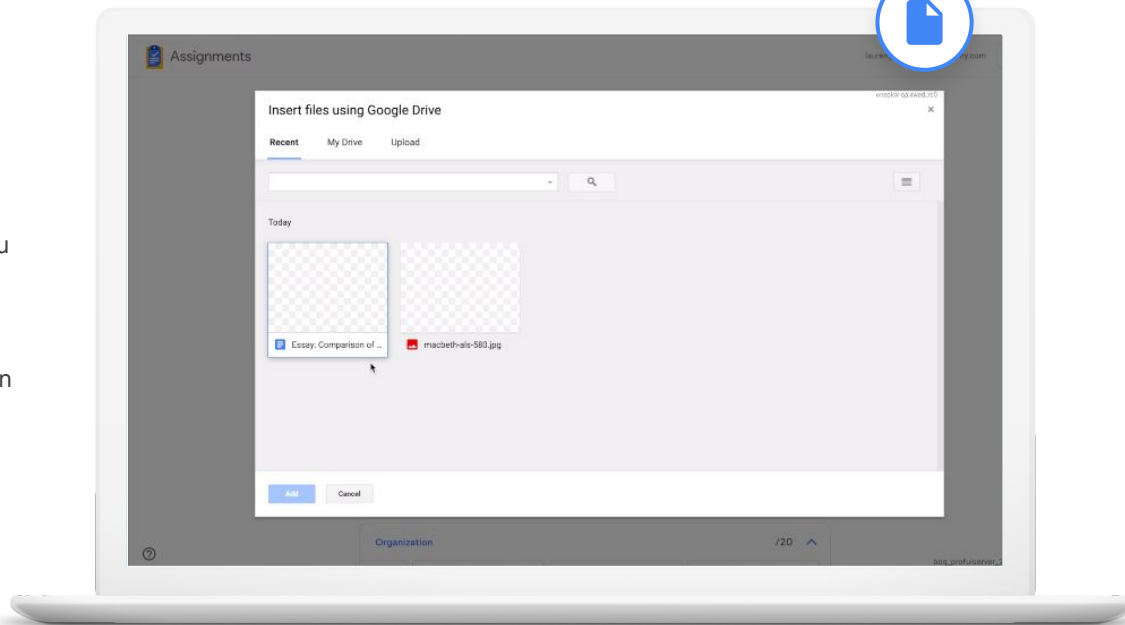
Create a new rubric

⭐ As a timesaver when setting up new classwork, you can import and reuse an existing rubric, or create a new one

1️⃣ In the **Create a Google assignment** window, click the + next to **Rubric** and select **Create rubric**

2️⃣ Type in a title and point value for the first criterion

3️⃣ To add more, click **Add a criterion** at the bottom of the form

4️⃣ When you've finished adding criteria to your rubric, click the **Save** button

5️⃣ The completed rubric will display alongside student work
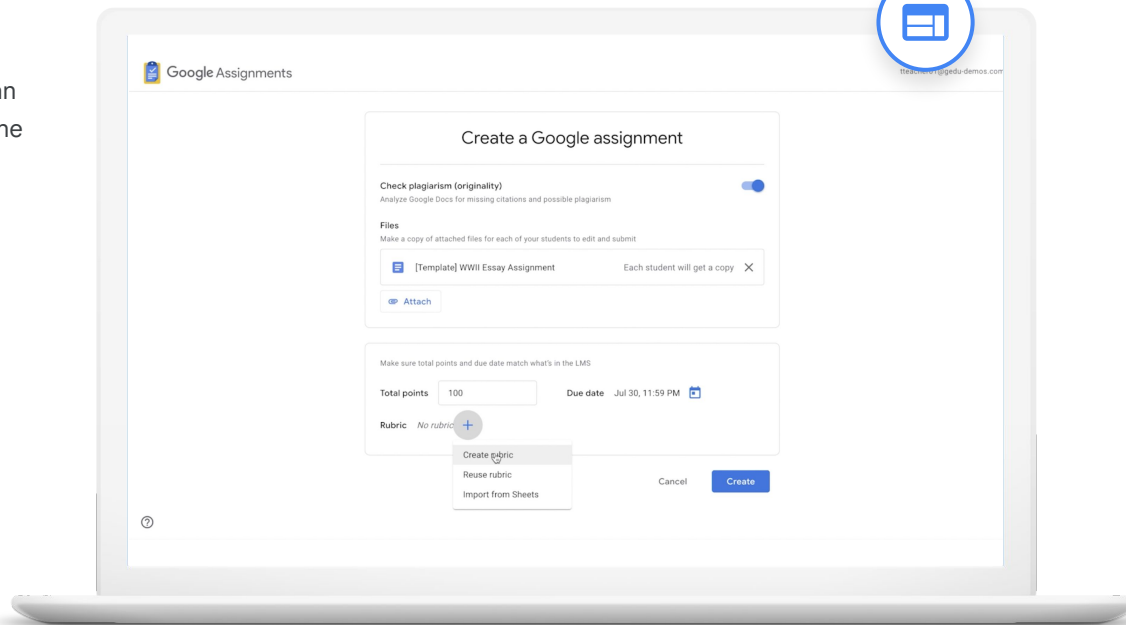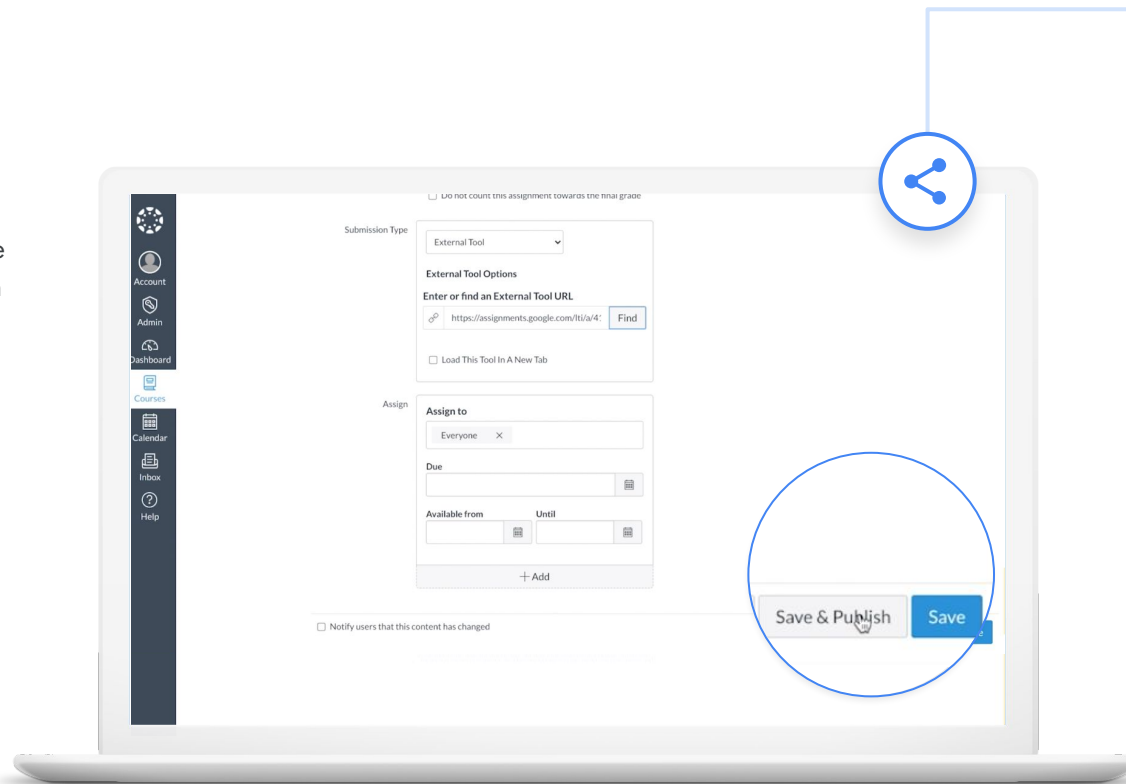
Share with your class

1 When you're finished adding details and ready to share the classwork with your students, click **Save & Publish** or **Save**

★ For any files that are attached to that classwork, Assignments will automatically create personalized versions and distribute them to each student's Drive folder

Note: You can save classwork and come back to it later. Each LMS is different, so confirm with your LMS to enable this functionality.
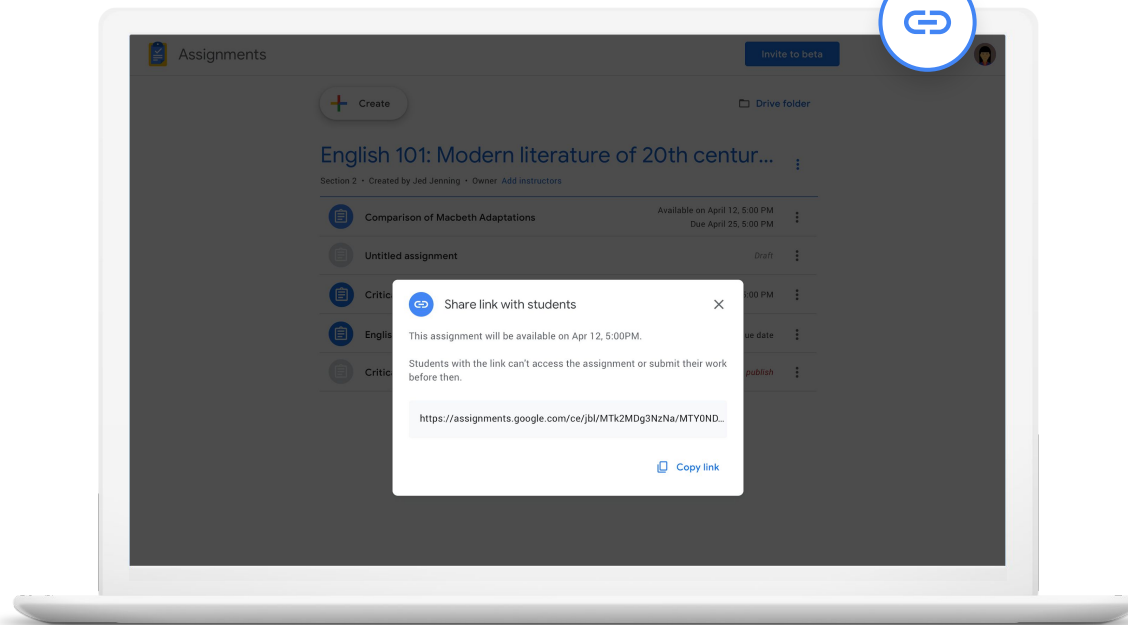
Share classwork via link

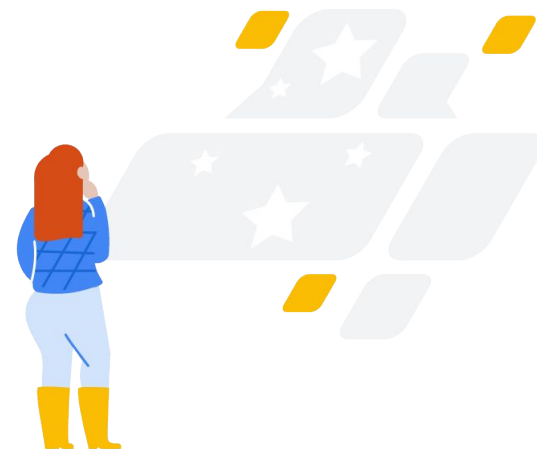**1** Use the classwork link to communicate the new assignment on your class website or in an email

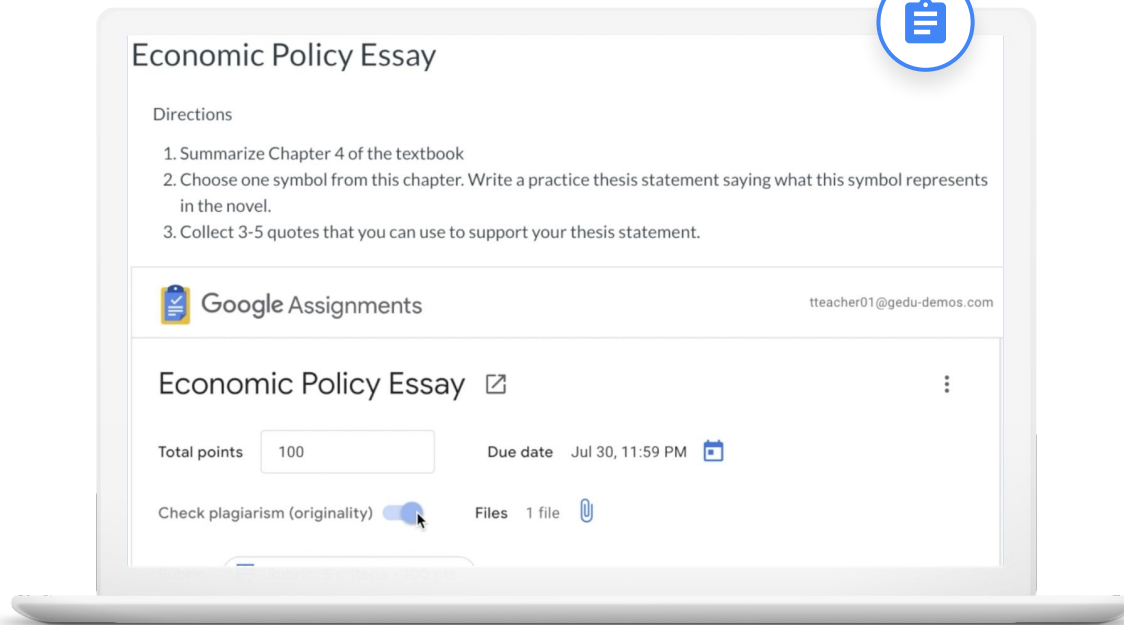**2** Students can click the link to view the classwork within your LMS

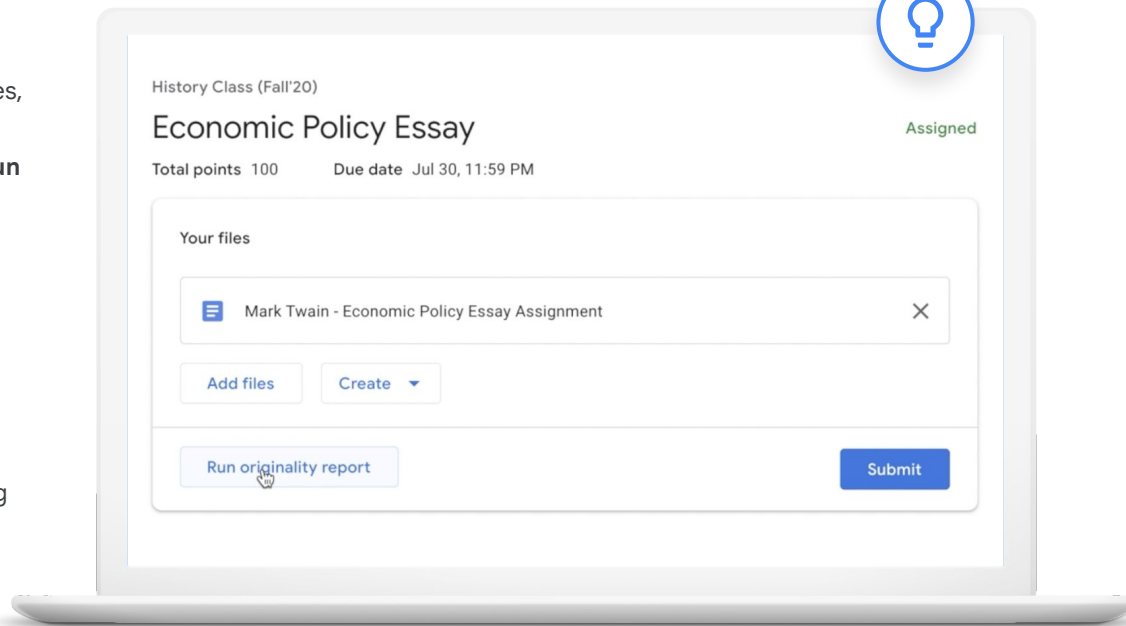# Running originality reports

View tutorial

Turn on originality reports for classwork

1 First, make sure originality reports are turned on

2 Start by creating a new assignment, or turn on originality reports for an existing assignment by going to the archive of your classes' assigned schoolwork

3 In the Assignments window, find **Check plagiarism (originality)** and click the toggle to the right of it to turn it on

★ Congratulations, you've turned on originality reports for that classwork! This will allow students to scan their own work to check for missing citations up to three times before turning it in – available in multiple languages.

Economic Policy Essay

Directions

1. Summarize Chapter 4 of the textbook
2. Choose one symbol from this chapter. Write a practice thesis statement saying what this symbol represents in the novel.
3. Collect 3-5 quotes that you can use to support your thesis statement.

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Economic Policy Essay ↗   ⋮

Total points   [100]   Due date   Jul 30, 11:59 PM 📅

Check plagiarism (originality) 🔵   Files   1 file 📎

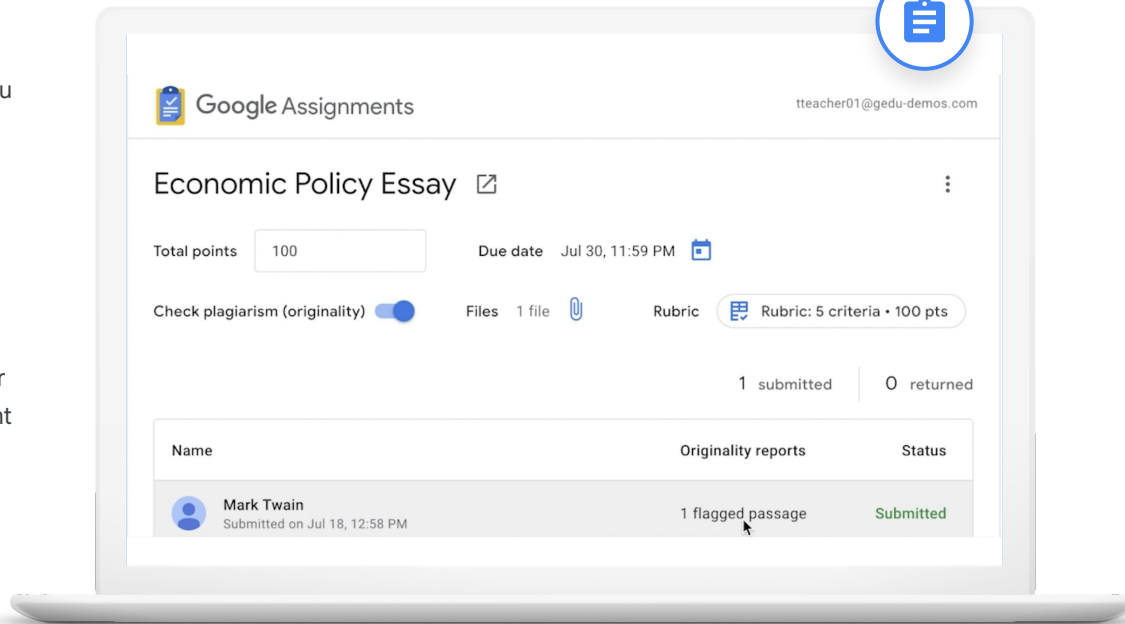Google for Education

Enable students to support their ideas

1 Once a student adds their file from Google Docs, Slides, or Microsoft Word to the assignment, they can run a report by clicking **Run originality report**, and then **Run** in the pop-up window

2 When the report is complete, click **View originality report** to explore the report

3 Students can then edit or add citations as needed by clicking the yellow highlighted text and reviewing the matched passages in the right window

4 Once finished, return to the **Summary** view by clicking the back arrow ←

5 Click **Submit** to turn in the classwork

History Class (Fall'20)

Economic Policy Essay

Assigned

Total points 100   Due date Jul 30, 11:59 PM

Your files

Mark Twain - Economic Policy Essay Assignment   ✕

Add files   Create ▾

Run originality report   Submit

Run originality reports to ensure authenticity

1 Open a student submission within the right panel – you will be able to see the originality report automatically

2 The number of flagged passages will be listed under the file name

3 Click the **X flagged passage** notification to see the report

Educators can view the flagged passages as a number or as a percentage. Flagged passages in the document are highlighted in gray.

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tteacher01@gedu-demos.com

Economic Policy Essay

| Total points | 100 | | Due date | Jul 30, 11:59 PM |

Check plagiarism (originality) | Files 1 file | Rubric: 5 criteria • 100 pts

1 submitted   0 returned

Name	Originality reports	Status
Mark Twain Submitted on Jul 18, 12:58 PM	1 flagged passage	Submitted

Run originality reports to ensure authenticity (cont.)

4 To examine flagged passages, click the highlighted text to display the student's passage right above the web match in the right column

5 Click the link under the web match to go directly to the online source as needed

6 To return to the **Summary** view, click back arrow ←

Note: Educators can turn on five originality reports per class. Get unlimited access to originality reports with the Teaching and Learning Upgrade or Google Workspace for Education Plus accounts.

Originality report
Mark Twain · Economic Policy Essay Assignment

Over the course of the past 50 years, the employment landscape for low- and middle-skill workers has changed dramatically - structurally, economically and socially. However, these changes have often come at the expense of individuals, bringing about unwanted and uncomfortable changes to jobs and workplaces. The new reality for this class of workers is often challenging and unstable, with predictions for future opportunities seeming increasingly grim and pessimistic. Yet, in order to understand the future prospects of low- and middle-skill workers, it is important to understand the changes these occupations have endured, the historical events that have driven this evolution and the current state of affairs.

Individual jobs for low- and middle-skill workers have become increasingly challenging, particularly in contrast to the state of work at the peak of "The Organization Man" era. During the mid-1950's, individuals had greater security in their jobs, linking their personal identity to their employer, largely advancing within a single firm and reaping the benefits of predictable markets and increasing demand for managerial talent.[1] Yet, the decline of "The Organization Man" era has steadily taken over in the modern economy, shifting from an **internal labor market** system to a heavier reliance on the **external labor market**.[2] This shift from internal to external has led to decreased retention and tenure within firms, greater turnover, decreased investment in training and the necessity for individuals to look outside the firm for new work rather than within.
These changes represent the decline of the **Old Deal** and the consequential rise of the **New Deal**. The norms of reciprocity and psychological contracts of the Old Deal are being readily replaced by the unwilling attitudes of employers to invest in their workers brought about by the New Deal. These shifts have created a modern workplace for low- and medium-skill workers that is more uncertain than ever.

In addition to macro-social structural changes, low- and middle-skill jobs have become increasingly precarious over time in both the big-picture and the day-to-day routines of workers. **Precarious work** is perceived to be uncertain and unpredictable, often manifesting in shorter tenures, long-term unemployment and insecure contingent work. Individuals engaging in precarious work may face adverse health outcomes, are more likely to be involved with domestic conflict and may develop mental health conditions such as depression and substance abuse.[3] Additionally, low-skill workers' decision-making capabilities may be impaired by precarious work as they find themselves in a "**scarcity trap**", making decisions to mitigate short term discomfort at the expense of greater long term impacts.[4] The rise of precarious work has also manifested in a pattern of high **occupational-switching** for low-skill workers, resulting in more uncertainty.[5] Furthermore, minorities, groups that often disproportionately work low-skill jobs, face discriminatory wage rates.[6] Collectively, the rise in more precarious work, uncomfortable conditions and inadequate wages have contributed to the increasing disbelief in the

← All matches (1)

STUDENT'S PASSAGE — FLAGGED

The Taft–Hartley Act, is a United States federal law that restricts the activities and power of labor unions. It was enacted by the 80th United States Congress over the veto of President Harry S...

TOP WEB MATCH

The Labor Management Relations Act of 1947, better known as **the Taft--Hartley Act, is a United States federal law that restricts the activities and power of labor unions. It was enacted by the 80th..**

Taft–Hartley Act - Wikipedia
https://en.wikipedia.org/wiki/Taft%E2%80%93Hartle...

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Save, share, and print originality reports

Educators can now save, share, and print originality reports directly through the application.
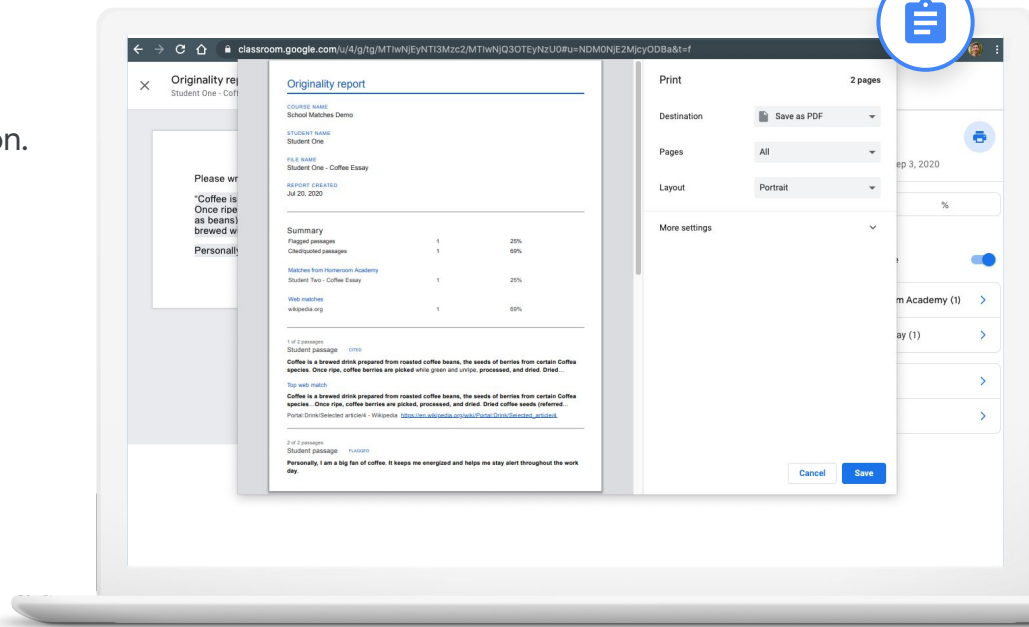
1 Within the originality report, click the print icon at the top right of your screen

2 Choose between:
- Save as a PDF
- Save to your Google Drive
- Print the report

Note: Educators can also share the report with others by sending via Gmail.

View student-to-student matches

With the Teaching and Learning Upgrade or Education Plus, student-to-student matches are available within your secure, private repository of student work, which is solely owned by your school.

You'll automatically have student-to-student matches available in the report – there's no need to turn anything on.

In the report, you'll not only see web matches but also matches to other students' previous submissions.

⭐ Soon, educators will be able to build up the content available to scan by backfilling your school repository with previously submitted student work from past classes.

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Grading using Assignments

View tutorial ↗

Start to grade classwork

1 Open your LMS and choose the specific classwork you would like to grade.

2 It will display your class roster with the status of each student's submission, including submission date. Click the name of the student whose work you would like to grade.

3 Within the student's submission, you can suggest edits, provide feedback, run an originality report, and grade using rubrics.

Provide feedback and save time using your comment bank

Assignments comes with a comment bank for you to store your most commonly used feedback.

1 Add comments by selecting copy and then clicking the **Add comment** button that appears on the right edge of the document. Enter your feedback into the comment box and click **Submit**.

2 You can bring up comments from your **comment bank** by typing in a keyword, selecting a comment to add, and then clicking **Submit**.

3 You can add to your comment bank by clicking **Add to bank** in the right column. In the dialog box, type in your new comment, then click **Add**.
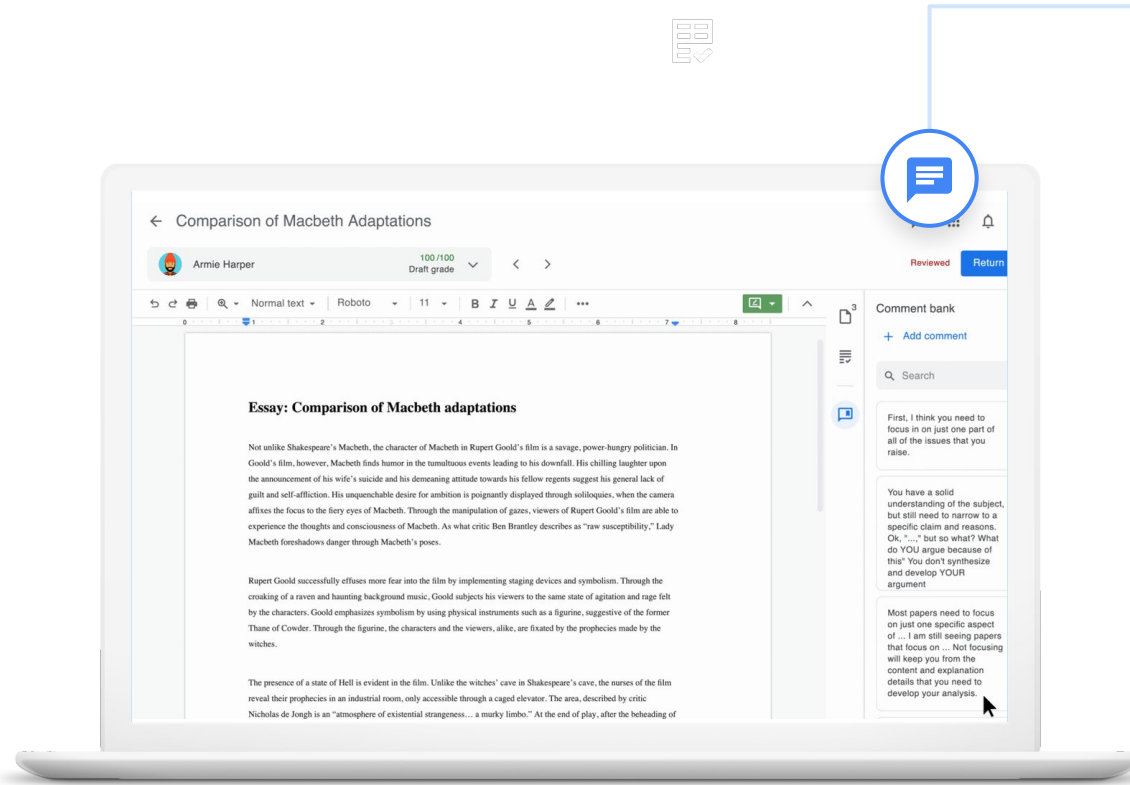
Provide additional feedback using Suggesting mode

1 Turn on **Suggesting mode** in the upper-right corner

2 Select the copy you would like to edit and start typing to track your direct edits within your student's work

3 Provide further explanation to this edit by adding a comment under the suggested edit comment box and clicking **Submit**

★ All of your feedback is automatically saved, so you won't lose any of your input

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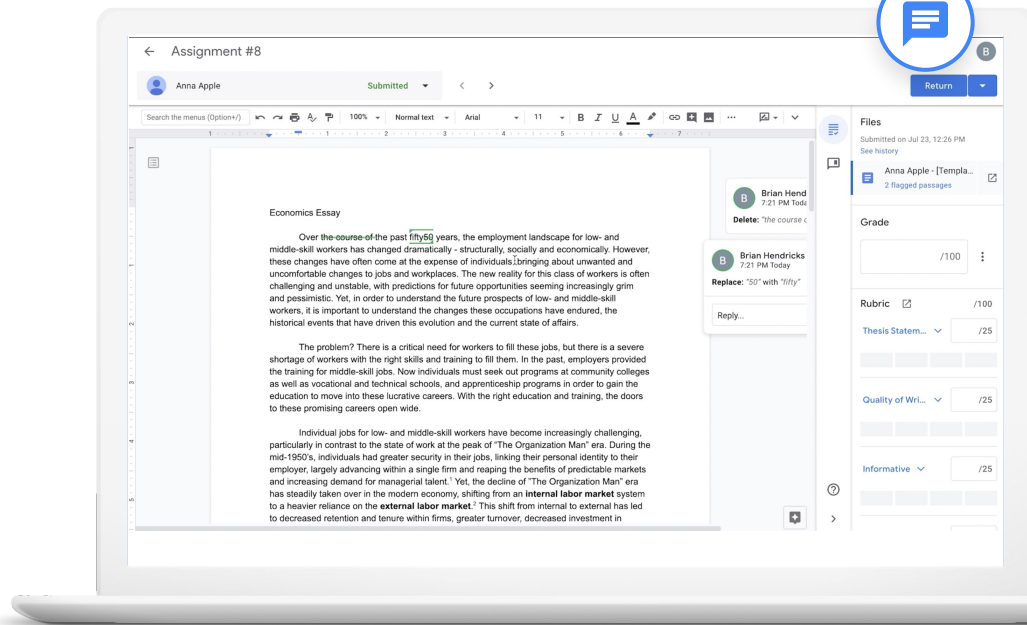
Grade with your rubric

If you set up a rubric for your classwork, click the **rubric** icon to display the criteria in the right column.

1 You can assign a point value to each criterion by clicking on the scale below the criterion name. The total points will automatically display in the **Total grade** box at the top.

2 Enter general comments in the **Overall feedback** section.

★ This automatically saves and your student will not see any of the grading or feedback until you return the classwork back to the student.

Return classwork to students

1 When you're finished grading, send the assignment back to the student by clicking the **Return** button in the upper right-hand corner of your screen. When the drop-down menu appears, select either:
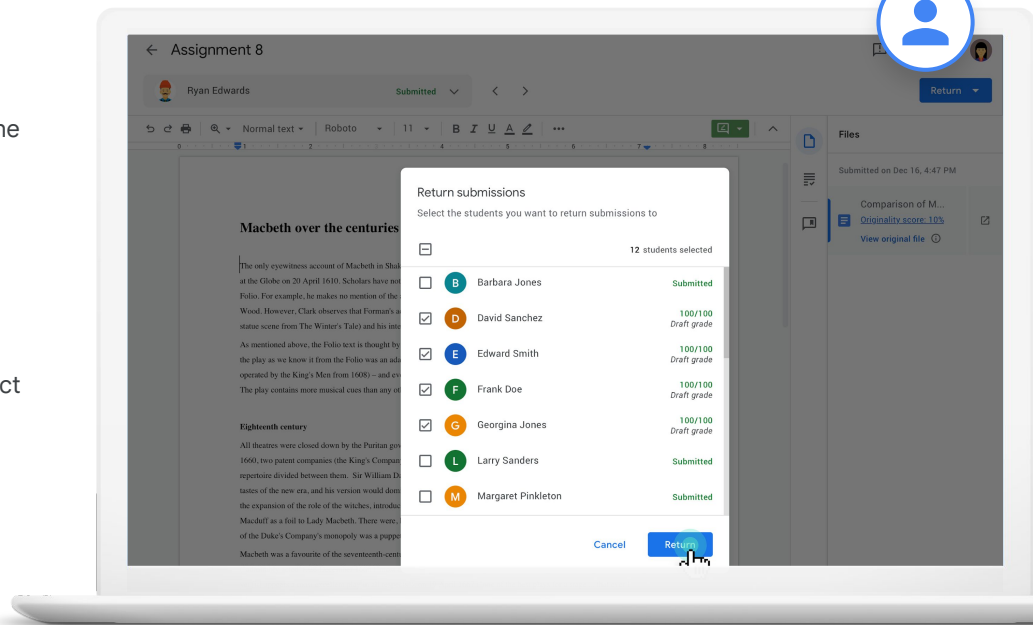- Return this submission
- Return multiple submissions

2 When the list of students appears, select individual students or check the box at the top of the list to select all students.
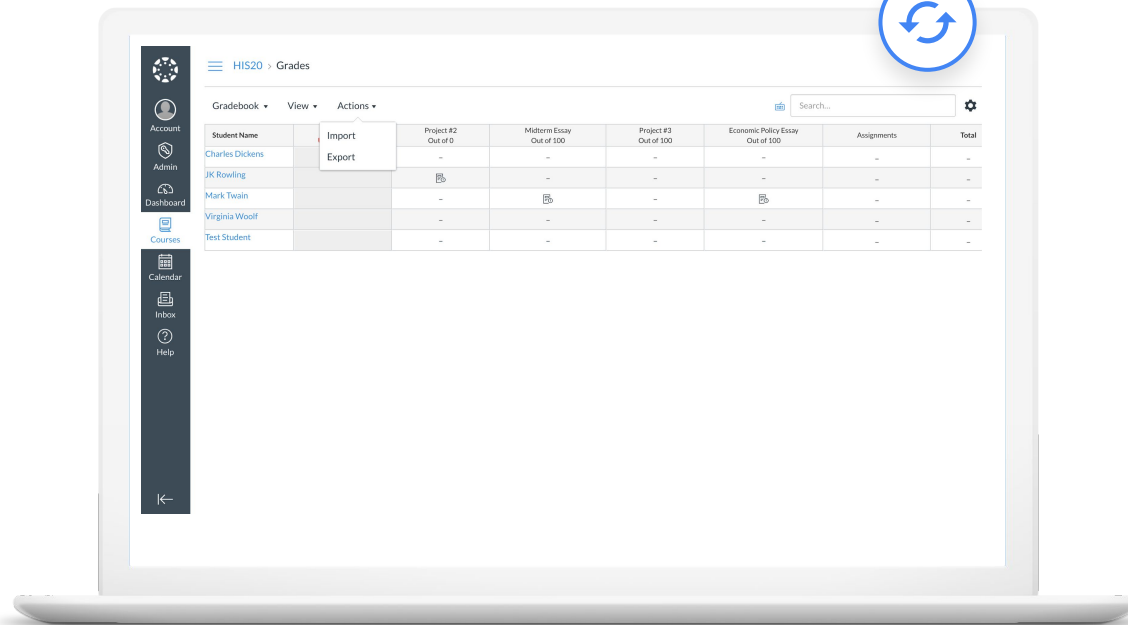
3 Click **Return** to send the submissions back to the selected students.
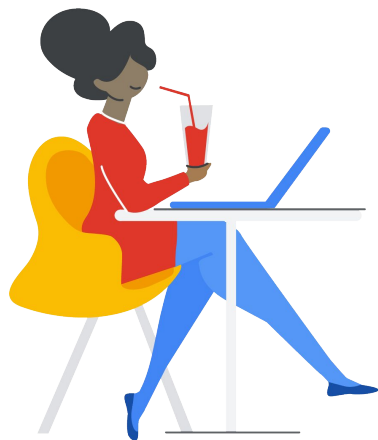
Sync grades automatically with your LMS

1 Navigate to your class's grades within your LMS

2 Here you'll find the rubrics grades automatically synced

3 You can export or even import grades, if needed

Get started

Admins can turn on the Assignments application within your LMS.

Learn how to get set up ↗

Thank you

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