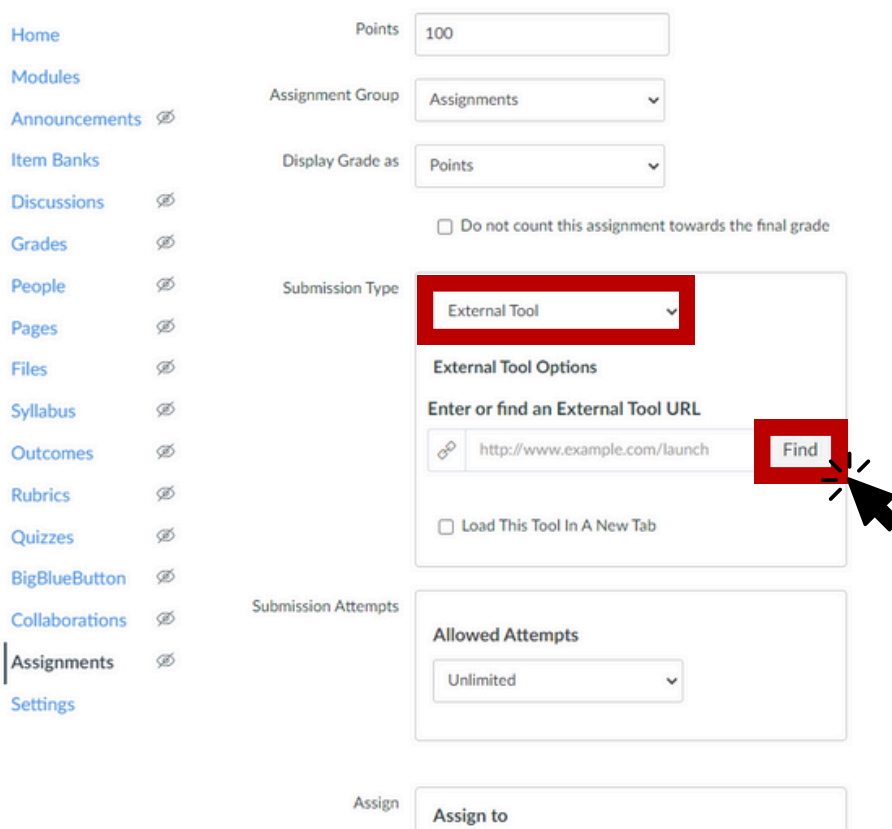


How to Allow Students to Submit an Assignment in a Teacher-Created Google File

When you create an assignment using **Google Assignments LTI 1.3 as an external tool submission**, students can complete their work directly within a **teacher-created Google file**. Teachers can monitor student progress and provide feedback before submission by accessing the files in Google Drive. Once students submit their work, teachers can choose to grade it using either the **Google grading platform or SpeedGrader**.

- 1) Follow the steps to create a new assignment. In the "Submission Type" drop down menu, select "External Tool." Then, click "Find" to search for the Google Assignments LTI 1.3 tool.

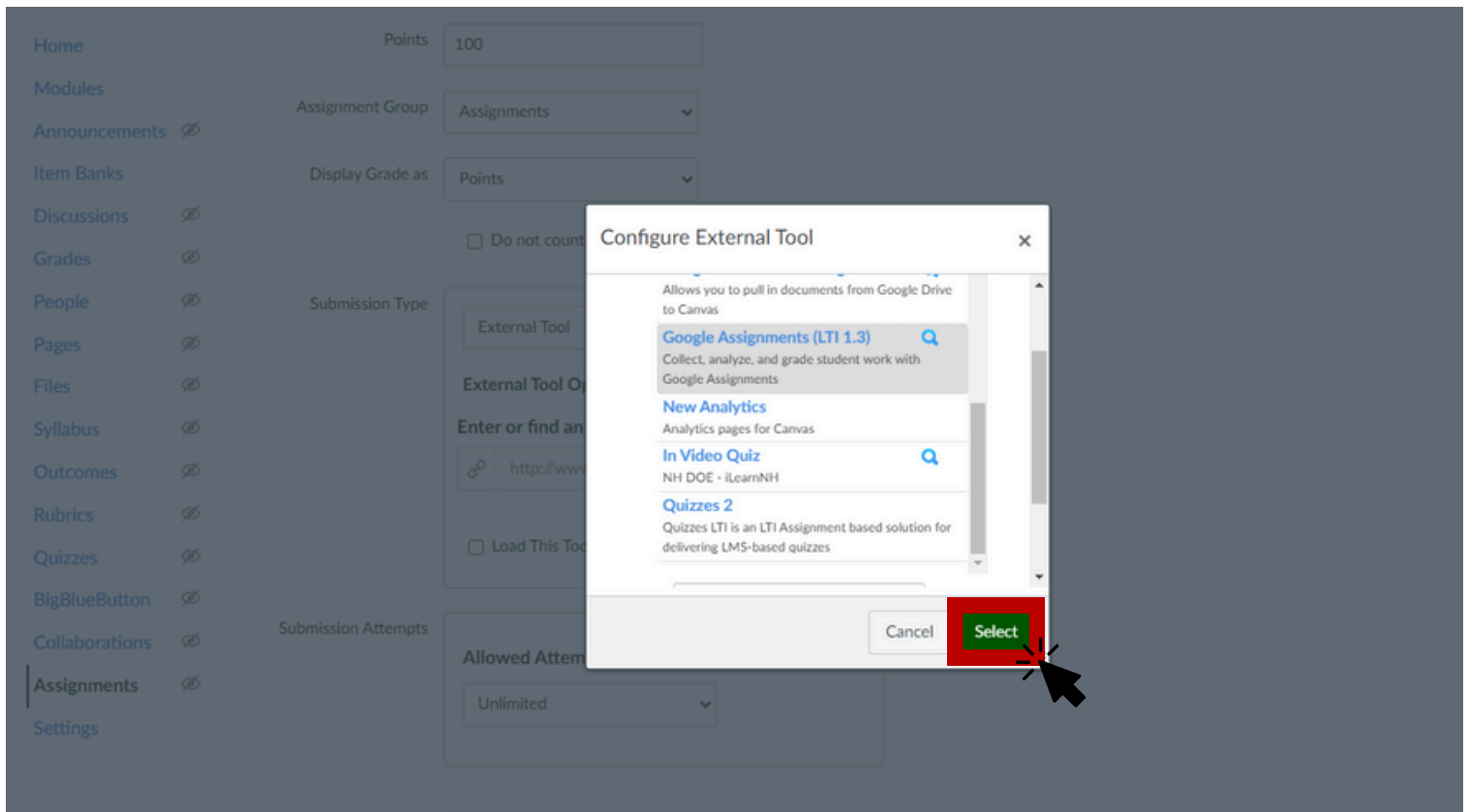


The screenshot shows the assignment creation interface. On the left is a navigation menu with items: Home, Modules, Announcements, Item Banks, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Rubrics, Quizzes, BigBlueButton, Collaborations, Assignments, and Settings. The main form includes the following fields:

- Points: 100
- Assignment Group: Assignments
- Display Grade as: Points
- Do not count this assignment towards the final grade
- Submission Type: External Tool (highlighted with a red box)
- External Tool Options:
 - Enter or find an External Tool URL: (highlighted with a red box)
 - Load This Tool In A New Tab
- Submission Attempts:
 - Allowed Attempts: Unlimited
- Assign to:

A mouse cursor is pointing at the "Find" button, which is also highlighted with a red box.

2) Once you locate Google Assignments LTI 1.3 in the list of tools, click "Select." A screen will appear that asks you to link your Google account (if you haven't done so previously).



3) Once you have done this, a new screen will appear, which is where you will create the assignment. You can either attach a document from your Google Drive or create a new Google document. You can choose whether you want to grade the assignment using SpeedGrader or in the Google Assignments platform. Once you've made these decisions, click "Create."

Create a Google assignment

Check plagiarism (originality)

Analyze Google Docs for missing citations and possible plagiarism

Files
Make a copy of attached files for each of your students to edit and submit

Select an option to grade this assignment:

Google Assignments

Submitted files are graded as original, live Google Docs, Sheets, Slides, etc.

Give feedback using margin comments and suggested edits on the original files.

Assign grades in Google Assignments' grading interface.

Canvas SpeedGrader

Submitted files are uploaded in Canvas SpeedGrader as converted view-only files.

Annotate files and give video, audio, or text comments using Canvas Speedgrader.

Assign grades in Canvas Speedgrader.

Cancel

4) You will see the "Configure External Tool" popup once more; click "Select". Finish adding details to the assignment in Canvas and click "Save."