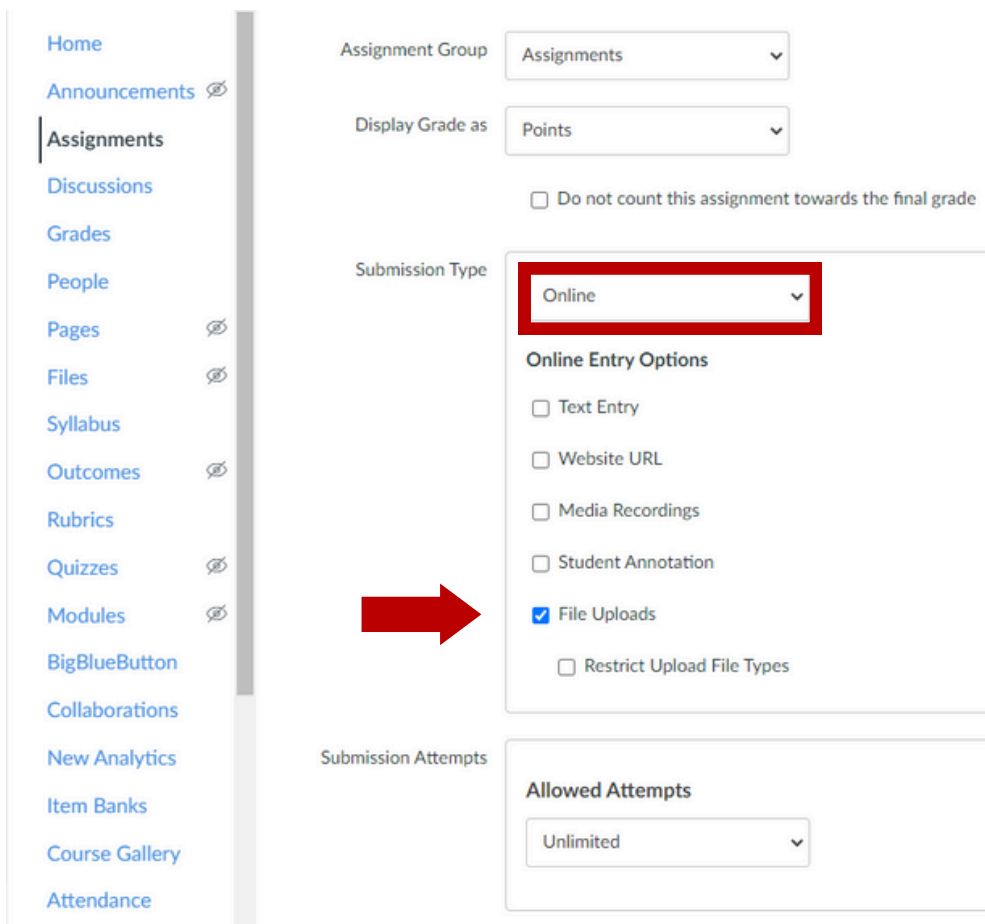


# How to Let Students Submit Files From Their Google Drive

When you create an assignment as a **file upload submission**, it allows students to upload content directly from their Google Drive. This creates a **snapshot** of the file at the time it is submitted (so you are not viewing a live document when you grade). It also allows you to grade the assignment using **SpeedGrader**.

1) Follow the steps to create a new assignment. In the "Submission Type" drop down menu, select "Online." Then, select "File Uploads."



The screenshot shows the assignment creation interface. On the left is a navigation sidebar with links: Home, Announcements, Assignments (highlighted), Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Rubrics, Quizzes, Modules, BigBlueButton, Collaborations, New Analytics, Item Banks, Course Gallery, and Attendance. The main form contains the following fields:

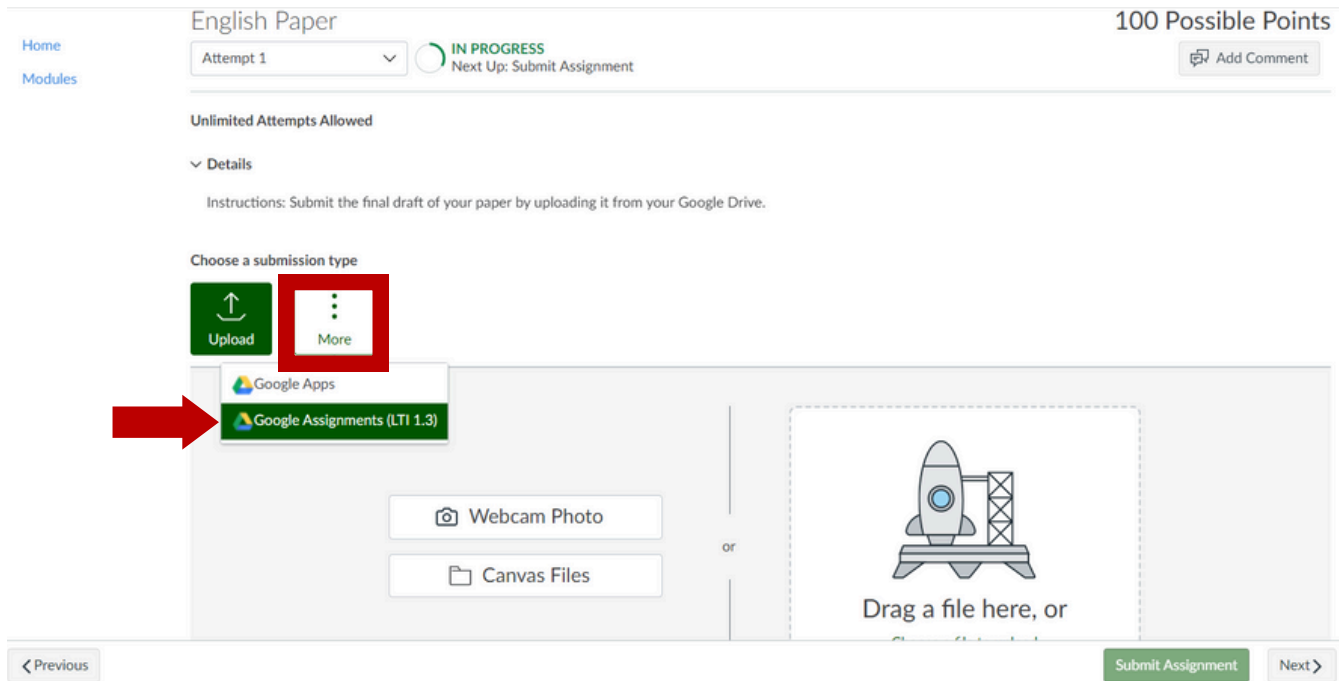
- Assignment Group: Assignments
- Display Grade as: Points
- Do not count this assignment towards the final grade
- Submission Type: Online (highlighted with a red box)
- Online Entry Options:
  - Text Entry
  - Website URL
  - Media Recordings
  - Student Annotation
  - File Uploads
  - Restrict Upload File Types
- Submission Attempts: Allowed Attempts: Unlimited

A red arrow points from the left sidebar towards the Submission Type dropdown.

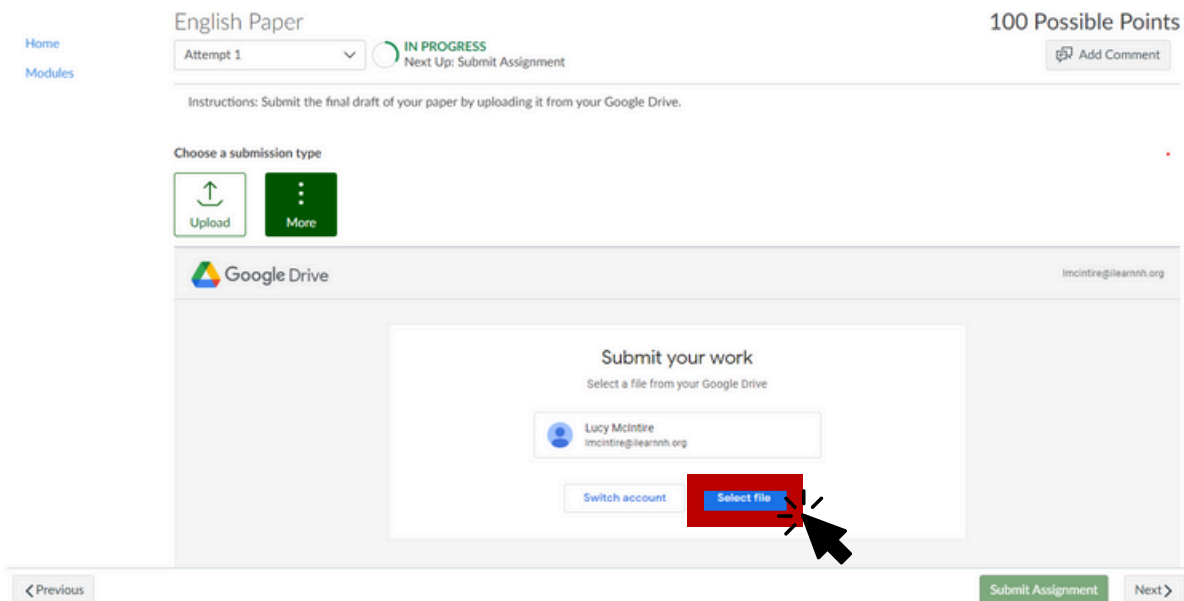
2) Continue adding assignment details, and click "Save." That's it!

## What Students See

Students will be able to choose between uploading a file from their computer or using Google Assignments LTI 1.3 to submit their assignment.



Google Assignments LTI 1.3 allows students to select files from their Google Drive to submit.



5) You should see your Google Form in the Rich Content Editor! Complete editing your page, then click "Save" or "Save and Publish."

McIntire > Pages > Student Survey

Home  
Modules  
Announcements  
Discussions  
Grades  
People  
Pages  
Files  
Syllabus  
Outcomes  
Rubrics  
Quizzes  
BigBlueButton  
Collaborations  
Assignments  
Settings

Page Title  
Student Survey

Edit View Insert Format Tools Table

12pt Paragraph B I U A T T

Student Survey  
Complete this survey by the end of the semester.  
lmcintire@learnmh.org (not shared) Switch account  
\* Required  
1) What did you find most useful about this course? \*

Options Users allowed to edit this page  
Only teachers  
 Add to student-to-do  
Publish At

Notify users that this content has changed

Cancel Save & Publish Save