

Knowledge Base Article:  
Google Assignments and Google Drive Assignments in Canvas

Google Assignments

What are Google Assignments?

Google Assignments are an assignment submission format available in various LMS platforms including Canvas ([learn more here](#)) which allows instructors to easily create and distribute Google files (Docs, Sheets, Slides) in an online classroom setting.

What does Google Integration in Canvas LMS offer for educators and students?

Educators using Google Assignments will see how doing so functions similarly to passing out a physical printout to each student and later collecting them for a grade. Utilizing Google assignments reduces a barrier to entry for students unfamiliar with navigating a LMS to access and complete assignments by pre-constructing a submission for the student. Google Assignments also enables teachers to provide guided practice and feedback at all steps of an assignment (even at a distance) when you consider that Google Assignments gives the instructor access to the student documents even before the work is submitted.

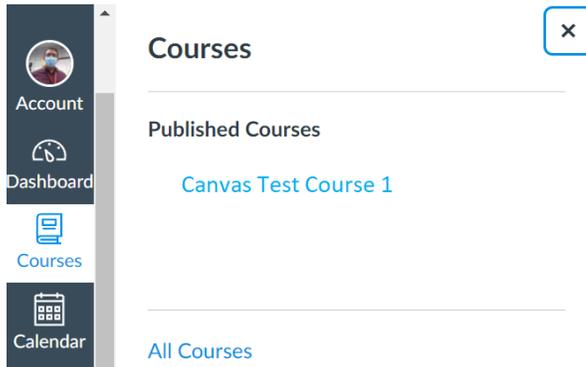
Students completing a Google Assignment will find that they do not have to create their own file, store it on their device locally, or struggle with uploading, since there is a “submit” button. Students experienced with Google apps will find themselves comfortable working with familiar tools. The Google suite allows students to complete assignments from many devices (tablets, smartphones, desktop computers, etc.) increasing the likelihood that students will complete their work.

How do I use Google Assignments in Canvas?

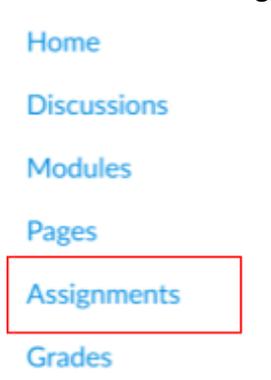
The primary means of incorporating Google Assignments in Canvas is to use the external tools option in the assignment settings. You could also link to Google files via HTML share links in the textbox of your assignment, but you would lose a primary function of the Google Assignments which creates a pre-constructed submission for each student.

## Google Assignments in Canvas via External Tools

1. Sign into Canvas and use the global navigation to access a course in which you are an instructor.



2. Use the course navigation to the left to navigate to your assignments page.



3. To create Google Assignments in Canvas we need to open an assignment page by either creating a new assignment or opening an existing one as an editor. Click the “+ Assignment” button if you wish to create a new assignment.

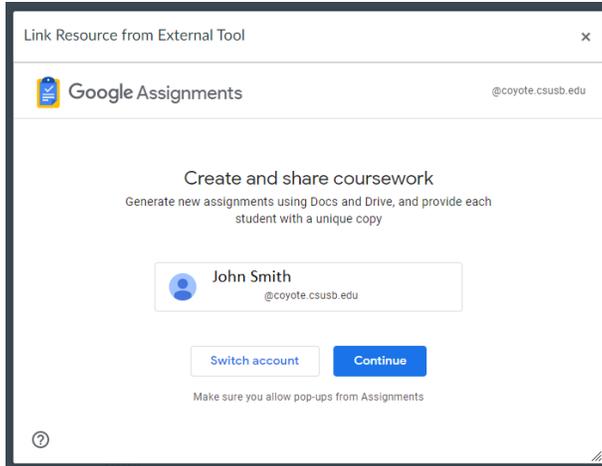


4. On the assignment creation page, title the assignment before using the Rich Content Editor (RCE) to provide instructions and contextual information students need to succeed on the assignment. Continue down the page and enter in the details of the assignment (points, due dates, submission attempts) except for submission type (this is covered in the next step).

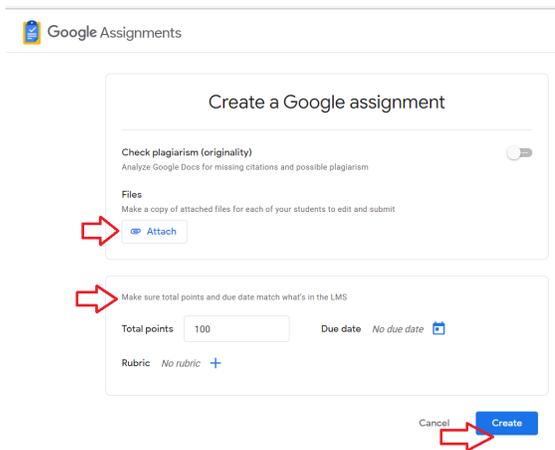
- a. Take note of the point value you use on the Canvas assignment options, as you will need to match the value with the score on the Google Assignments later on. This will ensure that the grading tools link up correctly and the Canvas gradebook will update accordingly.

5. For the submission type we need to choose 'external tool' from the dropdown menu, then use the 'find' button to search for "Google Assignment (LTI 1.3)". Click Select after highlighting Google Assignment.

6. Once you have selected the Google Assignments external tool a window will appear and prompt you to select a Google account. Choose the account that has the files you need to distribute to students and hit continue.



7. You will then be prompted to select a file from your account which will be duplicated for each student in your course. This file is a separate entity from the original so there won't be unwanted edits to your original. Additionally, you will need to select a point value and assigned due date that matches with your Canvas assignment page.



- a. When you click attach files, a window will pop-up in which you will have to navigate your Google drive.

## Insert files using Google Drive

Recent **My Drive** Upload Shared drives

Search

Folders

Assignments Images

Files

Add Cancel

- b. You also have the option to add or create a rubric at this point by clicking on the +.

Rubric

New rubric

Add the criteria you'll use to evaluate student work as well as any performance levels or descriptions you want to include. Students will receive a copy of this rubric with their assignment.

Use scoring

Sort the order of points by: Descending

Criterion title (required)

Criterion description

Points (required)

1

8. Once you have created the Google assignment you will be brought back to the Canvas page with the external submissions window still open. Click the save button.

Configure External Tool

Allows you to pull in documents from Google Drive to Canvas

**Google Assignments (LTI 1.3)**

Collect, analyze, and grade student work with Google Assignments

**GoReact**

GoReact is the #1 tool for teaching performance-based skills online—now available natively in Canvas

**Gradecraft**

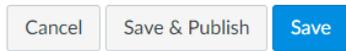
GradeCraft App

**Gradescope**

URL:

Cancel Select

9. The next step is to double-check your settings, especially assigned due dates and points. before you save and publish your assignment.



10. Here is what the assignment page will now look like from the instructor's perspective. As students submit the assignment you will be able to click into the submissions and assign a score. The grade you assign will be imputed into the Canvas gradebook.

Sample Assignment Title

Sample Assignment Directions and Materials

Edit Assignment Settings

SpeedGrader™

Google Assignments csusb.edu

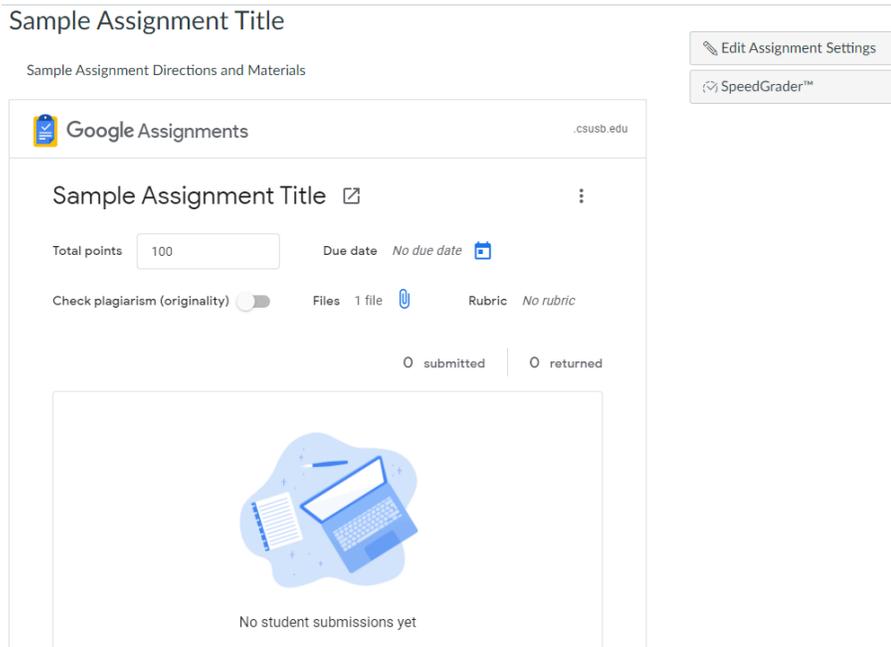
Sample Assignment Title

Total points 100 Due date No due date

Check plagiarism (originality) Files 1 file Rubric No rubric

0 submitted 0 returned

No student submissions yet

A screenshot of the Canvas LMS interface for an assignment page. At the top, the title 'Sample Assignment Title' is displayed. Below it, the text 'Sample Assignment Directions and Materials' is visible. On the right side, there are two buttons: 'Edit Assignment Settings' and 'SpeedGrader™'. The main content area shows the assignment details: 'Total points' is set to 100, 'Due date' is 'No due date', 'Check plagiarism (originality)' is turned off, 'Files' is '1 file', and 'Rubric' is 'No rubric'. Below these settings, there are two counters: '0 submitted' and '0 returned'. A large blue illustration of a laptop and a document is centered in the main area, with the text 'No student submissions yet' below it.

11. Here is what the assignment page will now look like from a student's perspective. The assignment will now include their name in the title (separated by a hyphen), and there will be buttons that can be used to open the file or submit it.

### Sample Assignment Title

Due No Due Date Points 10 Submitting an external tool

Sample Assignment Directions and Materials

The screenshot shows the Google Assignments interface. At the top left is the Google logo and the text "Google Assignments". At the top right is the email address "@gmail.com". The main heading is "Sample Assignment Title" with the status "Assigned" in green. Below the heading, it says "Total points 100" and "Due date No due date". There is a blue button labeled "Open to attach and submit". Below this is a section titled "Your files" containing a single file entry: "Student Name - Assignment title" with a yellow folder icon on the left.

### Sample Assignment Title

Assigned

Total points 100 Due date No due date

This screenshot shows a closer view of the "Your files" section. It contains a list with one item: "Student Name - Assignment Title" with a yellow folder icon on the left and a close button (X) on the right. Below the list are two buttons: "Add files" and "Create" with a dropdown arrow. At the bottom right of the interface is a blue "Submit" button.

## Google Drive Cloud Assignments

### What are Google Drive Cloud Assignments in Canvas?

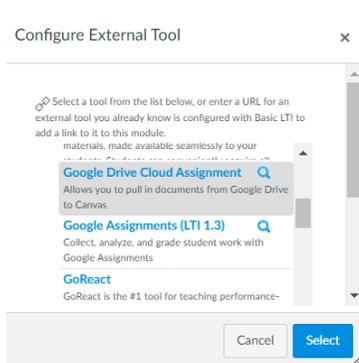
Google Drive Cloud Assignments have very similar functionality to Google assignments in Canvas in that they both deliver prepared files to enrolled students that feature a built-in submission button for ease of use. They differ slightly in that Drive Cloud Assignments in Canvas are embedded to the Canvas assignment webpage instead of opening in a new window/ tab as its own entity. In practice, this means that students will be able to work on their Google assignments entirely through Canvas (no other webpages are required.)

### What benefits are there for using Google Drive Cloud Assignments?

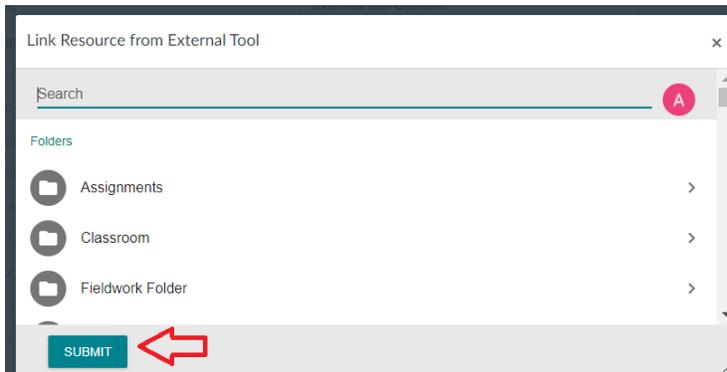
The primary reason instructors would opt for Google Assignments/ Cloud Drive assignments is to ensure the accessibility of their course content. Students will not be equally adept at storing, managing, and uploading files for class assignments, however eliminating 1 or more of these steps will increase the odds that every single student will be able to successfully complete and turn in assignments. Drive Cloud Assignments is arguably simpler for students to use between the two because it presents the Google file onto the Canvas assignment/ module page for editing and submitting, reducing the need for students to manage the file in their Google drive.

### How do I use Drive Cloud Assignments in Canvas?

Similar to Google Assignments, you need to use the external tools function in the assignment configuration. Instead of choosing Google Assignments LTI 1.3 you need to click Google Drive Cloud Assignment then press select.



Next, you will need to pick a Google file from your drive via the pop-up window. Browse through your files as needed, and once you've selected a single file (not a folder) you need to press submit.



Lastly, you will be returned to your Canvas assignment page. Press the select button once more on the external tool window and double check your Canvas assignment options before publishing and saving.

Here is how the embedded Google Cloud Assignment appears to students when they access it from the assignments page/ through a module. They will see the title, directions and supplementary material (this could be videos, other files, websites, etc.), and on the same page they will be able to interact with and submit a prepared Google File (Docs, Slides, etc.) that each student has a copy of.

### Sample Title

Sample Directions and Materials

You've created a Cloud Assignment external tool submission type from your Google account. Students will receive a copy of this document that they can modify for their assignment submissions.

# Assignment 1



## Google Drive Tab

Canvas also allows the integration of Google Drive for immediate access to one's documents in their Google Drive.

### Enabling Google Drive Tab

1. Go to the settings tab.

Quizzes

Collaborations

Attendance

Chat

New Analytics

Item Banks

Quickly Attendance

Accessibility Report

Gradescope

BryteWave Course Materials

Office 365

Zoom

Google Drive

Follett Discover

SOTE

LockDown Browser

**Settings**

Course Status

Unpublished Publish

Import Existing Content

Import from Commons

Choose Home Page

View Course Stream

New Announcement

New Analytics

View Course Notifications

To Do

Grade Test Upload  
15 points • No Due Date

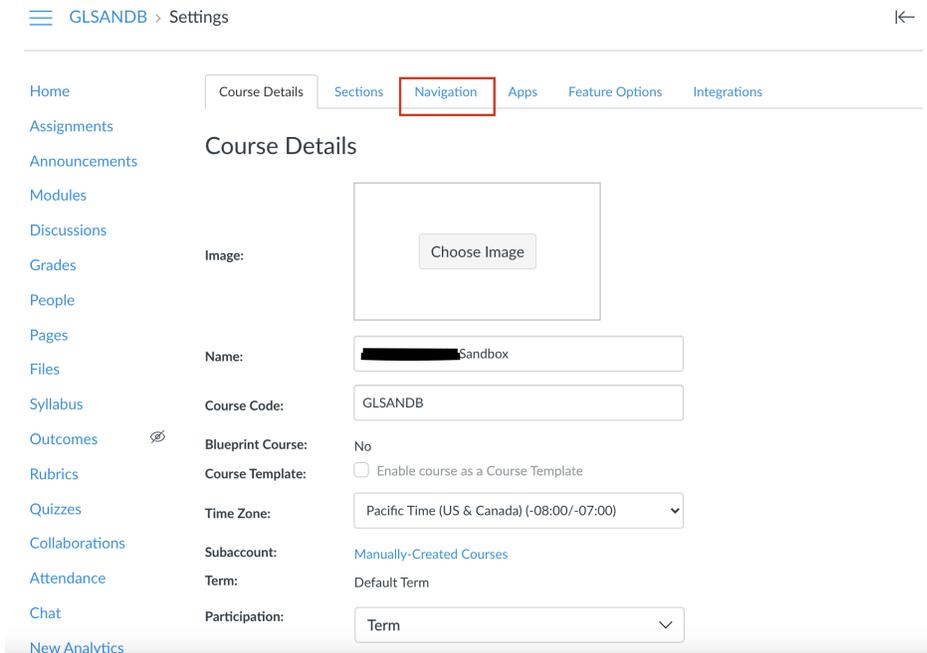
Grade Upload Test Zipped  
15 points • No Due Date

Coming Up

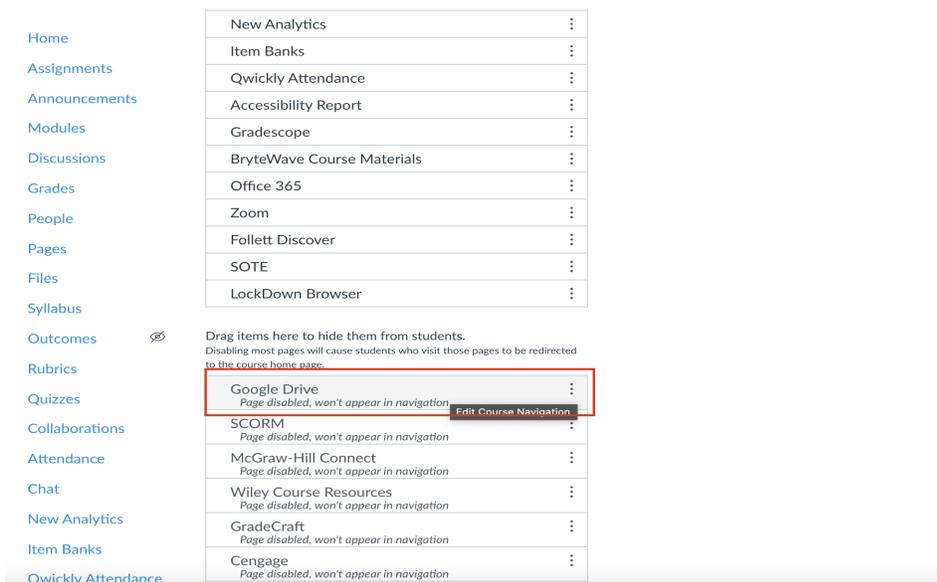
Nothing for the next week

View Calendar

2. Go to navigation.



3. Find Google Drive and click and drag it into the active tabs above. Its order on the side bar is determined by its placement in the navigation tab.



4. When clicking on the newly added tab, you will need to sign into your Google account. When you do, you should see your Drive files.

The screenshot displays a learning management system interface. On the left is a vertical sidebar menu with the following items: Home, Assignments, Announcements, Modules, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Rubrics, Quizzes, Collaborations, Attendance, Chat, and New Analytics. The main content area at the top features a search bar with a 'G' icon. Below the search bar, the 'Folders' section lists 'Edited Node Films' and 'SmartSparrow Old Films', each with a folder icon and a right-pointing chevron. The 'Files' section lists three items: 'ADAPT Material.zip' (September 30, 2021 13:41), 'Copy of PlayPosit KB Article' (December 15, 2021 15:50), and 'KB List' (October 27, 2020 13:12), each with a document icon. At the bottom of the main content area, there is a grey bar with the text 'OPEN'.

**Note: This will only let you access Google Drive and its files directly. It does not have the ability to integrate files to assignments or pages.**