



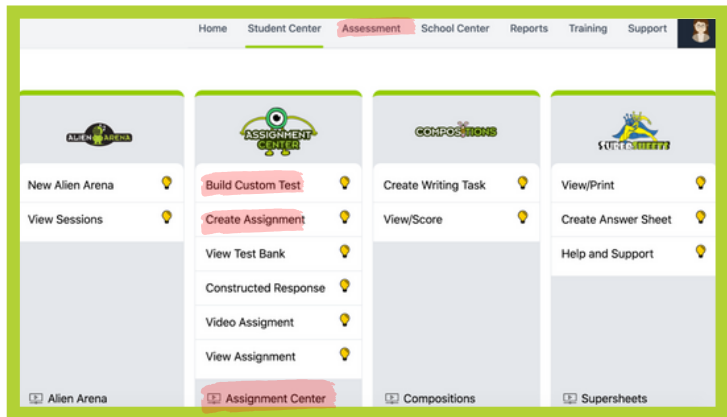
How to Give Assignments



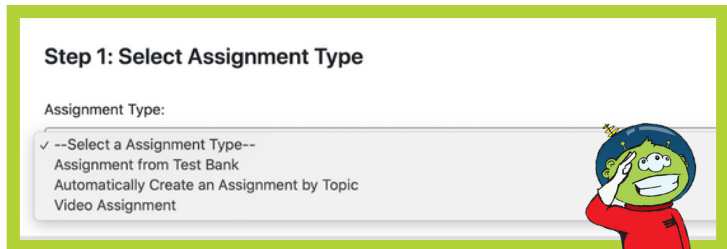
***NOTE:** Assignments will not populate on Google Classroom for students until the teacher has completed the integration for Google Classroom.
Follow the steps linked [here](#) to connect your classes.

*Ensure you are logged into your Google account before creating an assignment.
Verify the green icon is visible next to the right of your name.

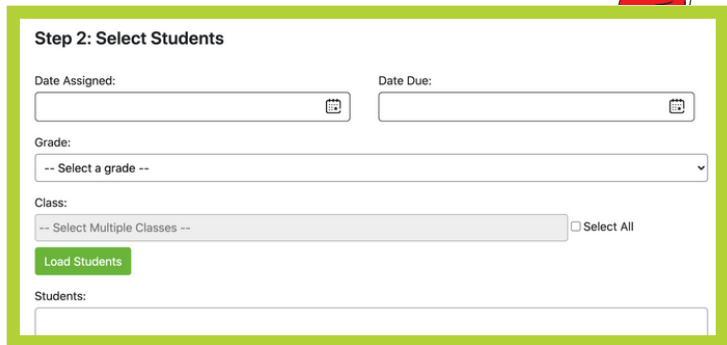
- 1 Click on the Assessment tab from the Teacher Dashboard. Under the Assignment Center choose between:
 - “Build Custom Test” or
 - “Create Assignment”



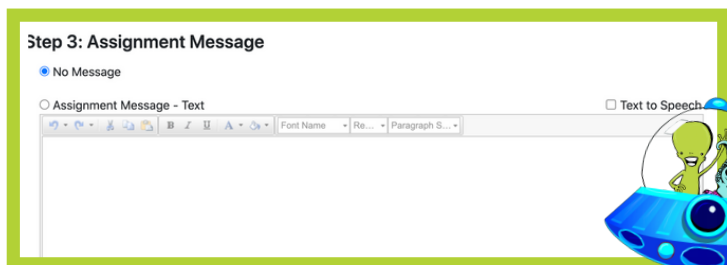
- 2 If you choose “Create Assignment” then select either “Assignment from Test Bank” or “Automatically Create an Assignment by Topic”



- 3 Select the dates that want this assignment assigned and due to students. Then, customize the grade level, classes, and specific students this assignment will be given to.



- 4 You have the option to create an Assignment Message either with text that can be read aloud or record a 45-second video.



5 Select the subject and standards that you want to assign.

Step 4: Select Topics

Subject: STAAR Math

Topics:

- Place Value
- Represent Whole Numbers and Decimals
- Compare and Order Whole Numbers
- Rounding Whole Numbers
- Decimal Models

6 Review the assignment details, then click Assign.

Step 5: Assignments Summary

Assignment Type: Automatically Create an Assignment by Topic
Date Assigned: 06/04/2021
Date Due: 06/10/2021
Grade: 4
Class: BELLA Homeroom, All 4th grade, 4E, 4E, Myers Class, Alien Arena Test, Kuhl Class for Training, Mrs. Vinton 4th grade, Deer, James Alien Arena Test, yael1, 4th Grade, 18-19 Demo Class with Data - 4th grade,

Subject: STAAR Math
Topics: Place Value

7 Select the dates that want this assignment assigned and due to students. Then, customize the grade level, classes, and specific students this assignment will be given to.

Step 2: Select Students

Date Assigned: [calendar icon] Date Due: [calendar icon]

Grade: -- Select a grade --

Class: -- Select Multiple Classes -- Select All

Load Students

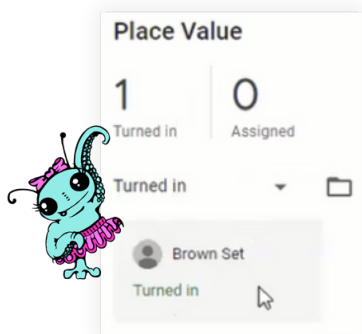
Students:

Student View of Assignments

1. Now that the student is logged into Education Galaxy and signed in with Google, they can complete the assignment. The assignment will populate automatically into Google Classroom.
2. Once the assignment has been completed, Google Classroom will display that it has been turned in.

***NOTE:** In order for the Assignments Grade to populate in Google Classroom, the teacher must log into Education Galaxy on a refreshed web browser and ensure they've signed in with Google.

Before



After

