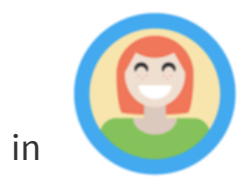



Schoolology Google Drive Assignment Workflow with iOS

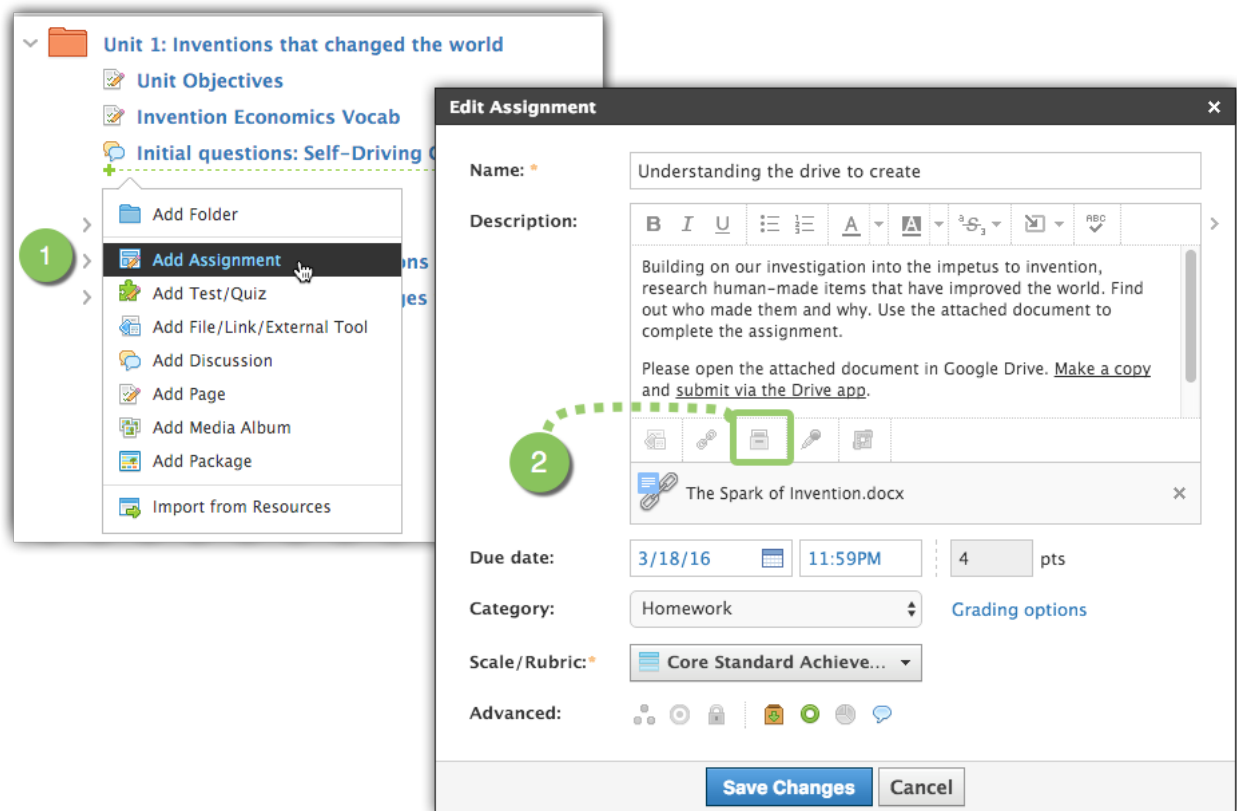
Using iOS 9.x and the latest version of Drive and Docs



in

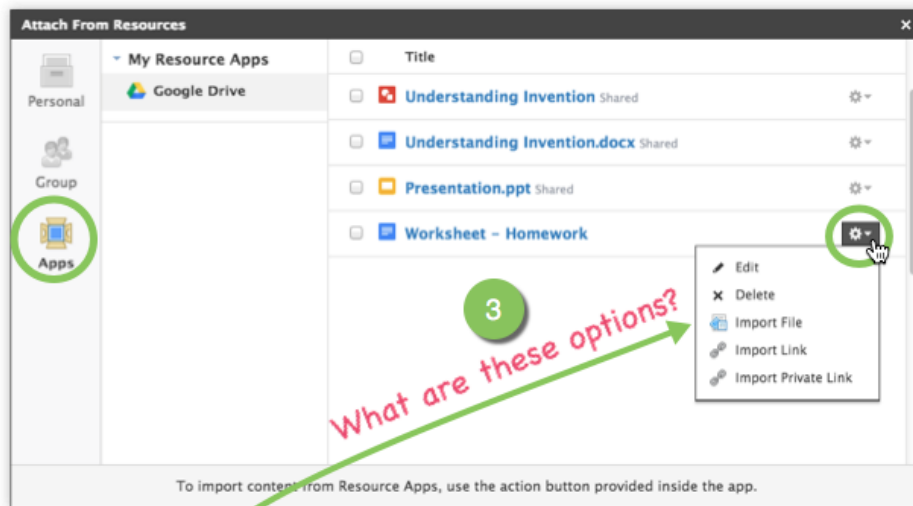
Instructor Workflow: Start by creating a Schoolology Assignment to assign due dates, rubrics, and eventually score the gradebook. Attach a handout template from Google Drive for the students to complete.

1. Click **Add Materials** and select **Add Assignment**.
2. Click the Resources button  to access the Google Drive Resource App.

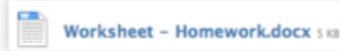


The screenshot illustrates the 'Add Assignment' workflow in Schoolology. On the left, a navigation pane shows a folder titled 'Unit 1: Inventions that changed the world' with a sub-menu open. A green circle with the number '1' highlights the 'Add Assignment' option. The main window displays the 'Edit Assignment' form. A green circle with the number '2' highlights the 'Resources' button in the description field, which is used to attach a document from Google Drive. The attached document is 'The Spark of Invention.docx'. The form also includes fields for 'Name' (Understanding the drive to create), 'Description' (Building on our investigation into the impetus to invention, research human-made items that have improved the world. Find out who made them and why. Use the attached document to complete the assignment. Please open the attached document in Google Drive. Make a copy and submit via the Drive app.), 'Due date' (3/18/16, 11:59PM), 'Points' (4 pts), 'Category' (Homework), and 'Scale/Rubric' (Core Standard Achieve...). The 'Advanced' section contains several icons for additional settings. At the bottom, there are 'Save Changes' and 'Cancel' buttons.

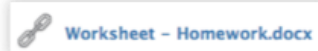
3. Click the gear icon to the right of your Google Doc and select **Import Link** to attach it to the assignment (or other Drive items).



Creates a copy outside of Drive as docx format.

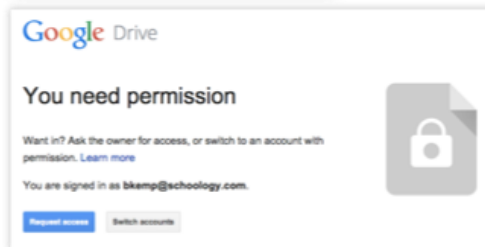
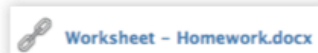


★ Shares as "View Only". Students make their own copy.



Best option if you if students need to make their own copy.

Instructor approves access. Good for collaborative and small group work.





Student Workflow: After opening the assignment, students read the instructions and click the Drive link to make their own copy and complete the work.

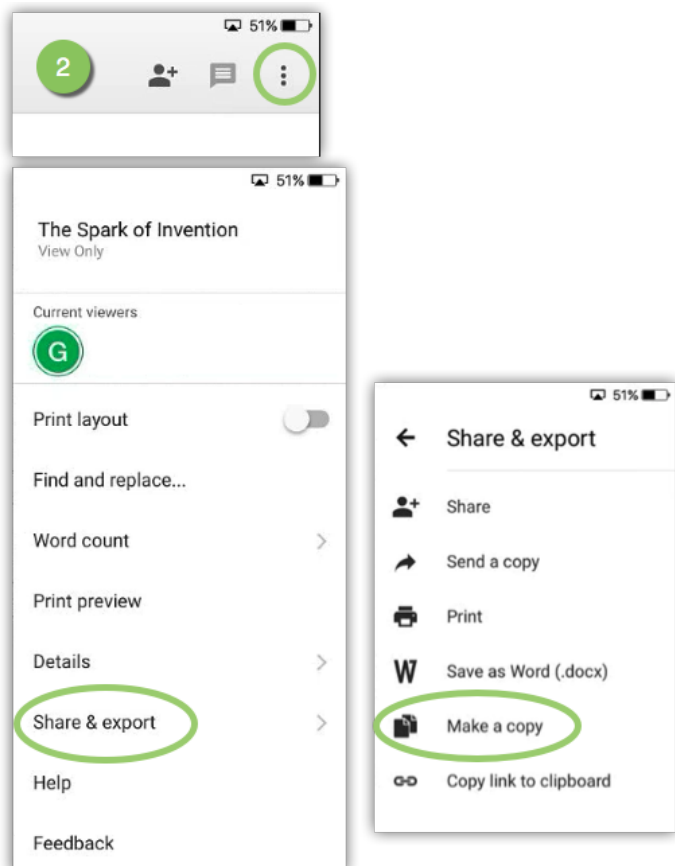
1. Open the assignment from within the Schoology iOS app.

2. Select the attachment link. Follow the prompt open in the Docs app.

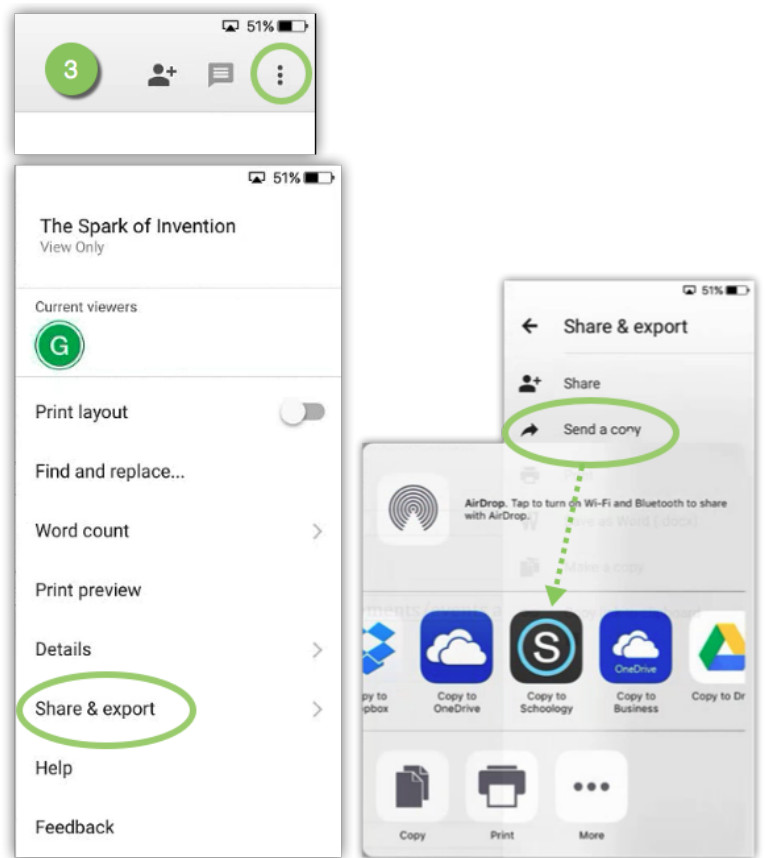
Note: Students must have previously downloaded and signed into the Docs app. If students are on previous versions of iOS, they may need to tap the pencil in the top-right first.



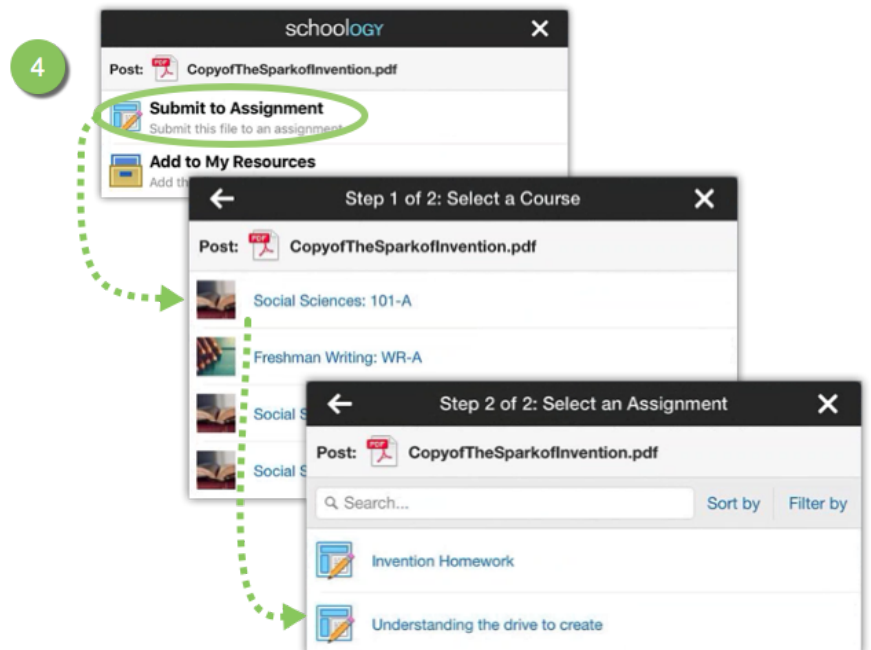
3. Use the **Share & export** menu to make their own copy.



3. After completing the work, use the **Share & export** menu to send a copy to Schoology.



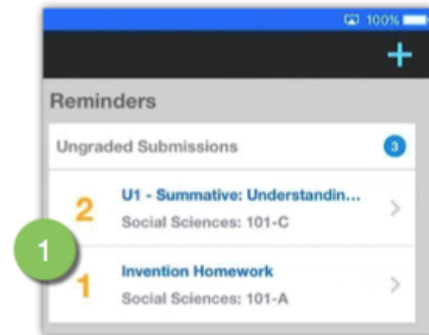
4. Select the course and assignment to complete the submission.





Grading Workflow: The instructor may now use the Schoolology iOS app to view all submissions (and revisions), annotate, grade, and provide personalized comments to each assignments.

1. From the **Reminders** section on the main screen, open newly submitted assignments.



2. Select a new submission, highlighted in blue.
3. Toggle between students and revisions. Use special annotation and rubric tools to give feedback and score. Students immediately see the results.

- a. Annotate
- b. Score
- c. Comment

