# Assessment in Google Classroom

## Classwork Page

- On the Classwork page, you can group assignments, quiz assignments, questions, and class materials under topics.
- Think of topics as modules or units, and the assignments or materials as individual lessons. You can reorder the posts under a topic, and rearrange topics to follow your curriculum.
- You don't have to use topics for posts. If you don't assign a topic, the post shows at the top of the Classwork page.

## Adding content

1. Go to the Google Classroom home page.
2. Click the class then click **Classwork**.
3. At the top, click **Create** then click **Material**.
4. Enter a title, a description, and attachments and click **Post**.
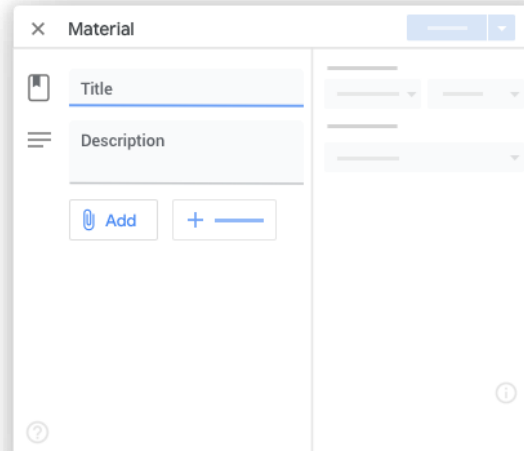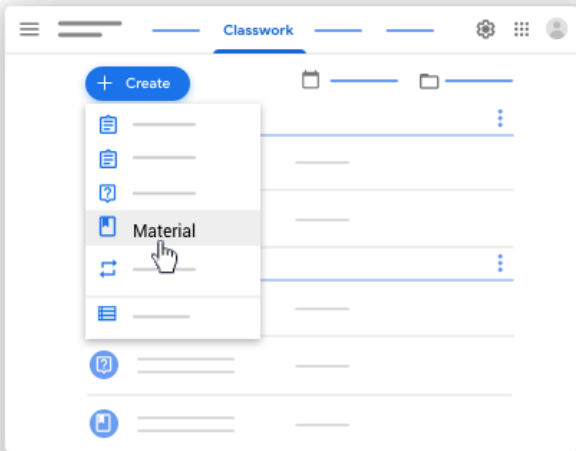


## Organizing content

1. Click the class and then click **Classwork**.
2. At the top, click **Create** then click **Topic**.
3. Enter the topic name and click **Add**.
4. Students only see topics with published posts.
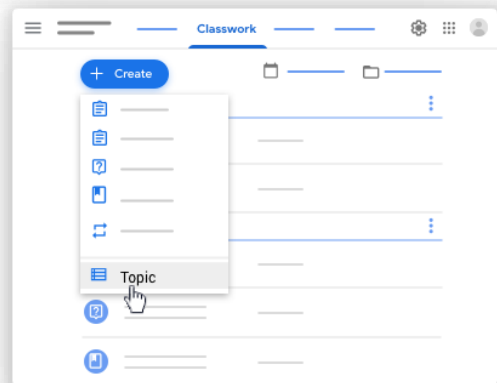
## Post Assignments & Quizzes

1. Click the class then click **Classwork**.

2. At the top, click **Create**.

3. Click **Assignment**.

4. Enter the title and any instructions.

## Create Quiz

1. From your class click **Classwork**.

2. At the top, click **Create**

3. Click on **Quiz assignment**.

   - Enter the title and any instructions.

   - (Optional) To prevent students from opening other pages during the quiz, next to Locked mode on Chromebooks, click the switch to the On position.

   - (Optional) To import grades, next to Grade importing, click the switch to the On position.
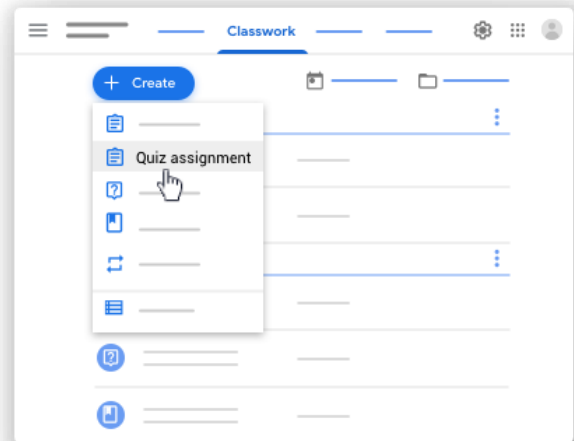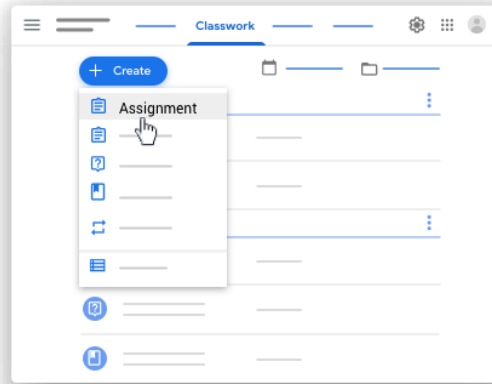
### *Change the point value*

You can change the point value of an assignment or make the assignment ungraded. By default, assignments are set at 100 points.

1. Under Points, click the value.

2. Enter a new point value or select Ungraded.

Note: When students complete an ungraded assignment, they tap Turn in or, if no files get turned in, Mark as done. If a student doesn't tap Turn in or Mark as done before the due date, the assignment is marked Missing. If there's no due date, it's marked Assigned.
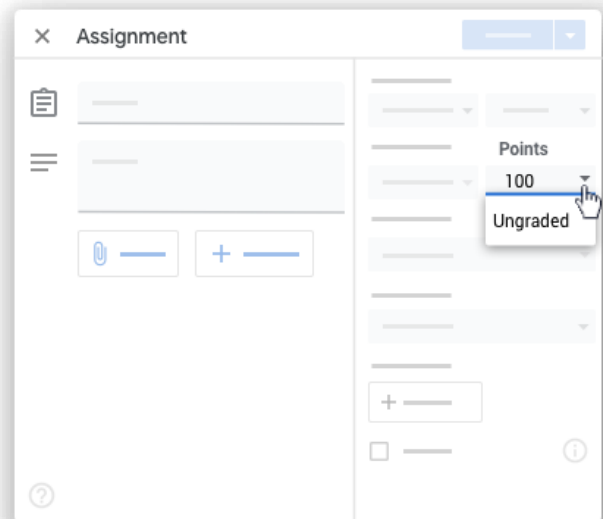
### *Add a due date or time*

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By default, an assignment has no due date. To change this:

1. Under Due, click the **Down arrow**.

2. Next to No due date, click the **Down arrow**.

3. Click a date on the calendar.

4. (Optional) To set a due time, click Time and enter a time, specifying AM or PM.

Note: Work is marked Missing or Turned in late as soon as the date or time due arrives. For example, for work to be on time at 9:00 AM, set the time due to 9:01 AM. For instructions to check work status, go to <u>View student assignments</u>.
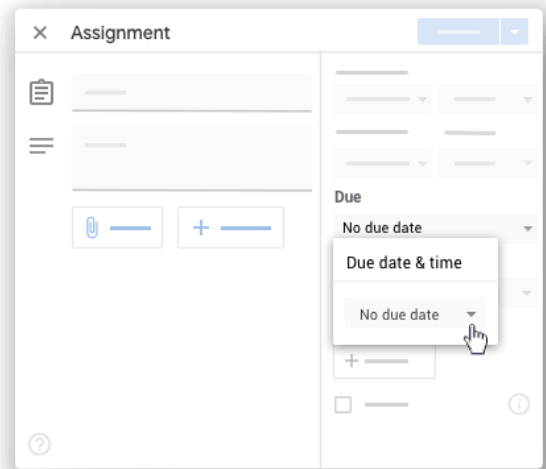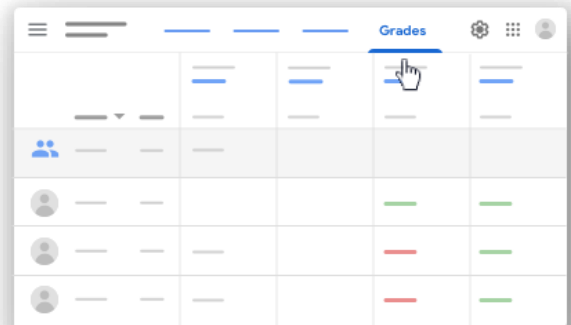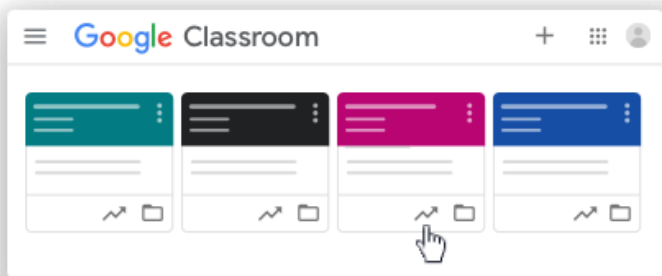
## Gradebook & Grading

You can open your gradebook from 2 places.

From the Google Classroom home page, choose an option:

1. **Option 1:** On a class card, click **Open gradebook**.

On the Grades page, you can view, grade, and return a student's submission.

You might notice that the work or grade status is color coded:

- Red—Missing work.
- Green—Turned in work or draft grade.
- Black—Returned work.

Other colors are based on your class theme and don't indicate work or grade status.

2. Option 2: Click on a course and then click **Grades**.

a.  Point at a cell for a student's assignment.

b.  Click **More**

c.  Click **View submission**.

Note: When viewing a student's submission in the grading tool, you can enter a grade. Grades entered in the grading tool sync to the Grades page. For grading tool instructions, go to [Grade and return an assignment](#).
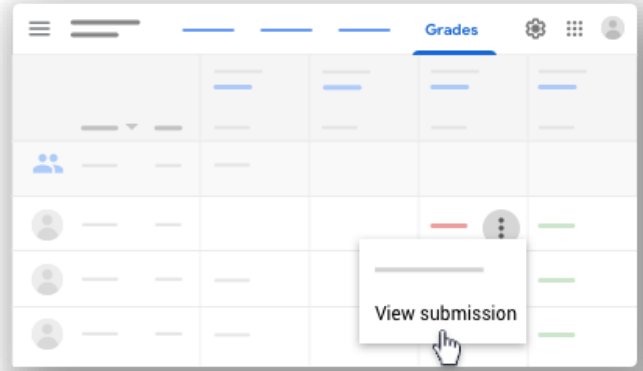
### Returning Work

You can return work with or without a grade. Grades you enter save as drafts until you click Return. When you return work, email or mobile notifications are sent to students who get them, and students can view their grades.

1.  Go to the Google Classroom home page.

2.  Click on a class.

3.  Click **Grades**.

4.  (Optional) Enter a grade for a student's assignment.

5.  To return a student's assignment, click More

6.  Click **Return and confirm**.
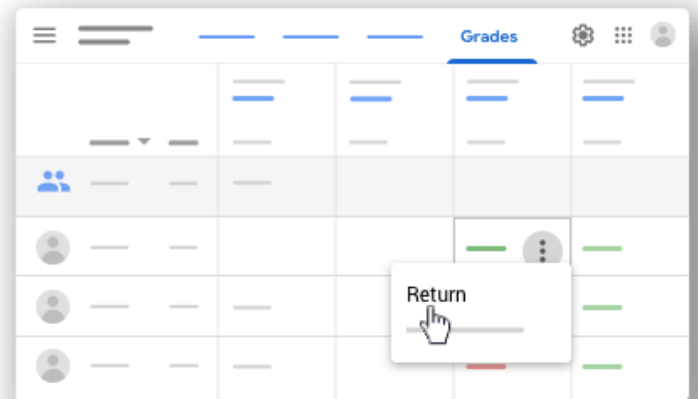
For more instructions on grading, go to [Grade and return an assignment](#).