

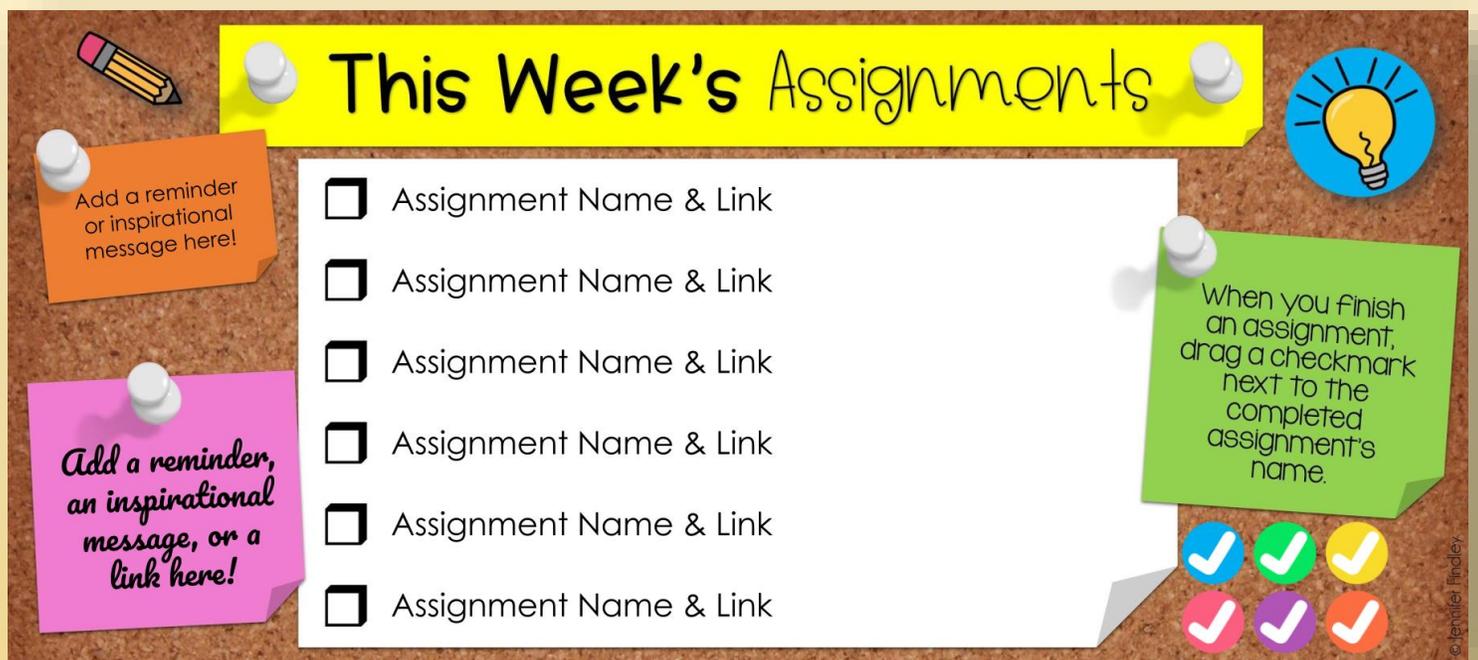
CLICK HERE OR ON THE IMAGE TO COPY THE ASSIGNMENT CHECKLISTS TO YOUR GOOGLE DRIVE!



The next few pages go in-depth on how to use these in Google Classroom!

Using Assignment Checklists in Google Classroom™

Keeping your students' assignments organized each week can be easier said than done. Using these editable checklists with spots for reminders can make your life a little easier while teaching in a digital classroom.



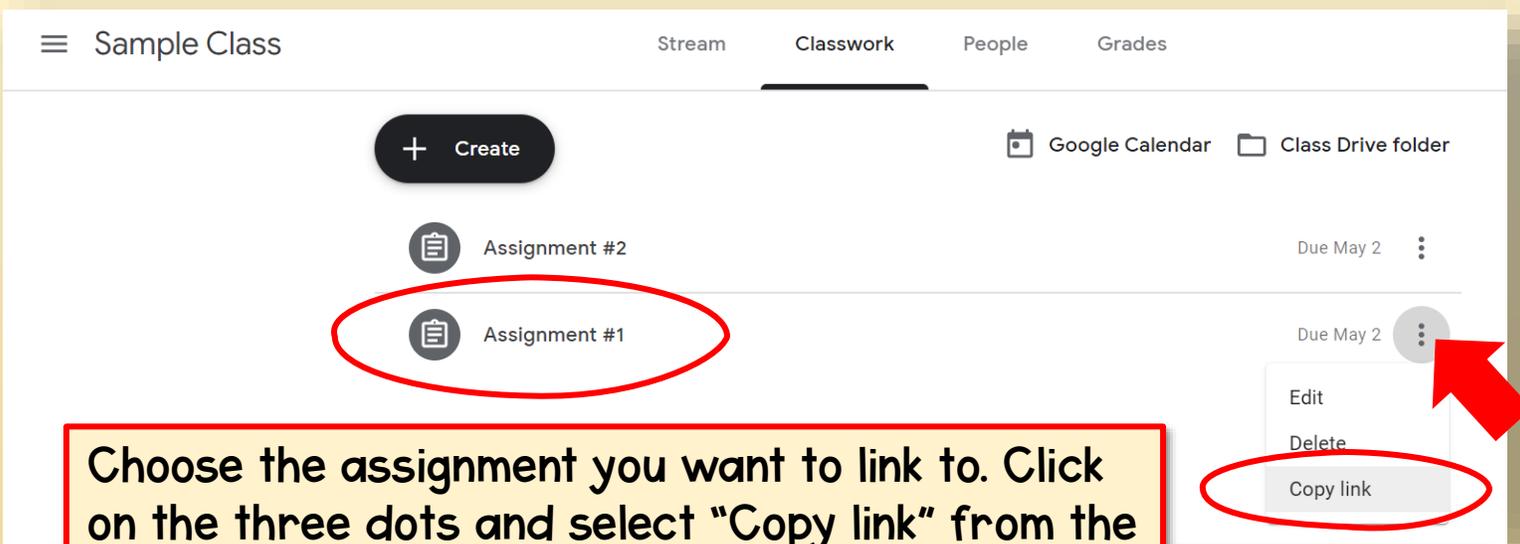
Each slide comes with editable spaces to list assignments and link to them right in your Google Drive or Classroom page. There are also sticky notes to add reminders, inspirational messages to your students, or additional links!

To keep your students even more organized, there are moveable checkmarks to keep track of which assignments they have completed as they make their way through the week.

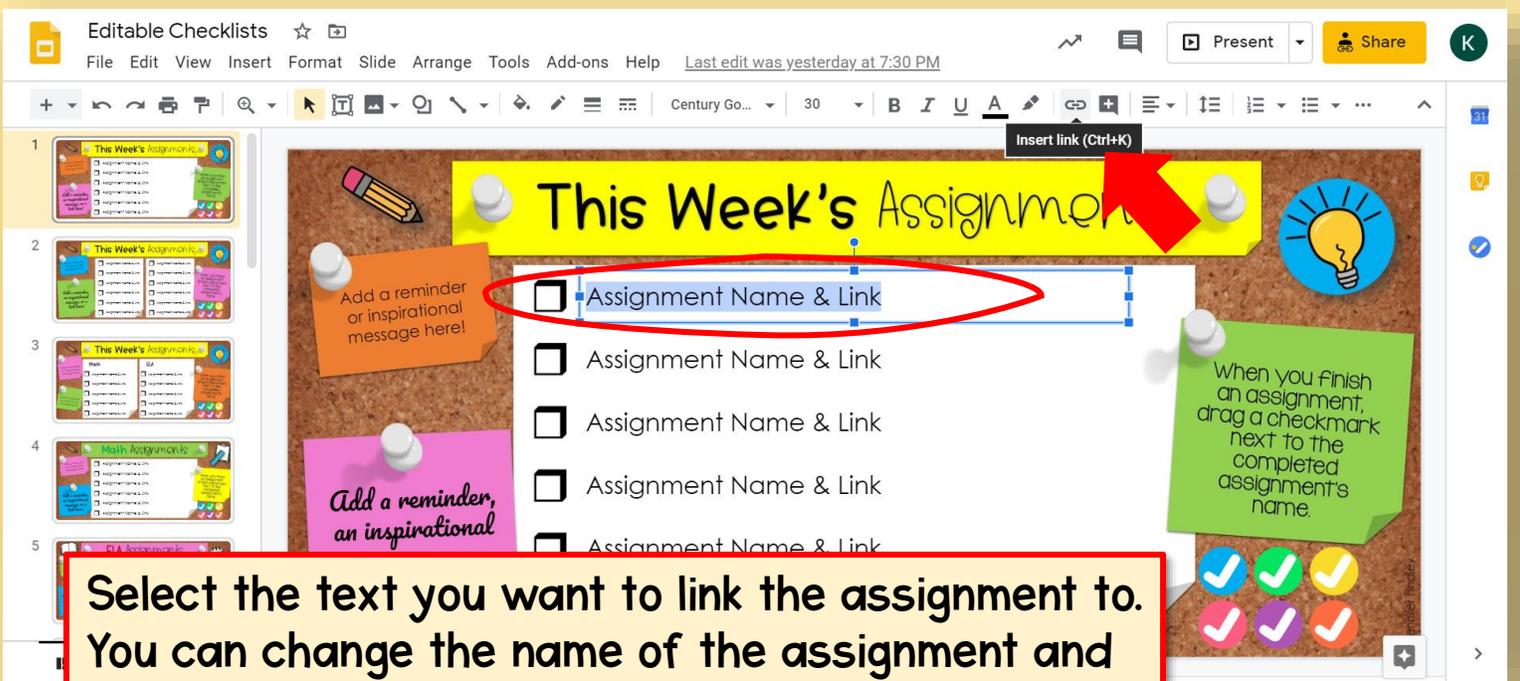
Variations are included for different amounts of assignments, different subject areas, and even different color schemes!

Linking Classroom Assignments to Assignment Checklists

After you have uploaded any necessary files to your Drive and posted all of your assignments and materials to your Classroom, you're ready to link everything to the checklist slide!



Choose the assignment you want to link to. Click on the three dots and select "Copy link" from the dropdown menu options.



Select the text you want to link the assignment to. You can change the name of the assignment and then click "Insert link." A window will pop up. Paste the link into the space provided.

Assigning Assignment Checklists in Google Classroom™

When your Weekly Checklist is complete with assignments, links, and notes, you are ready to share it with your students in Classroom!

The screenshot shows the Google Classroom assignment creation interface. The title field is filled with "Assignment Checklist for Week of April 27th". The "Add" button is highlighted with a red arrow. The "Make a copy for each student" dropdown menu is also highlighted with a red arrow. The due date is set to "Fri, May 1". The "Assign" button is visible in the top right corner.

Step 1: Create a new assignment.

Step 2: Title it something like "Assignment Checklist for Week of April 27th" and add instructions as needed. (That way, you can create a new one each week and stay organized.)

Step 3: Add the file from Google Drive and choose "Make a copy for each student" (since they will be editing it by dragging checkmarks over to completed assignments).

Step 4: Add a due date. (I recommend the end of the week the checklist is for.)

Step 5: Click "Assign" and you're all set!

Quick Checklist for Posting to Google Classroom™

- Upload any files needed for the week's assignments to Drive.
- Post assignments for the week to Google Classroom.
- Link to each assignment on the editable checklist.
- Link to other important sites or pages from the sticky notes on the page.
- Upload the checklist to your Google Classroom as an assignment and set due date as the end of the week.

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Thanks!
Jennifer Findley

