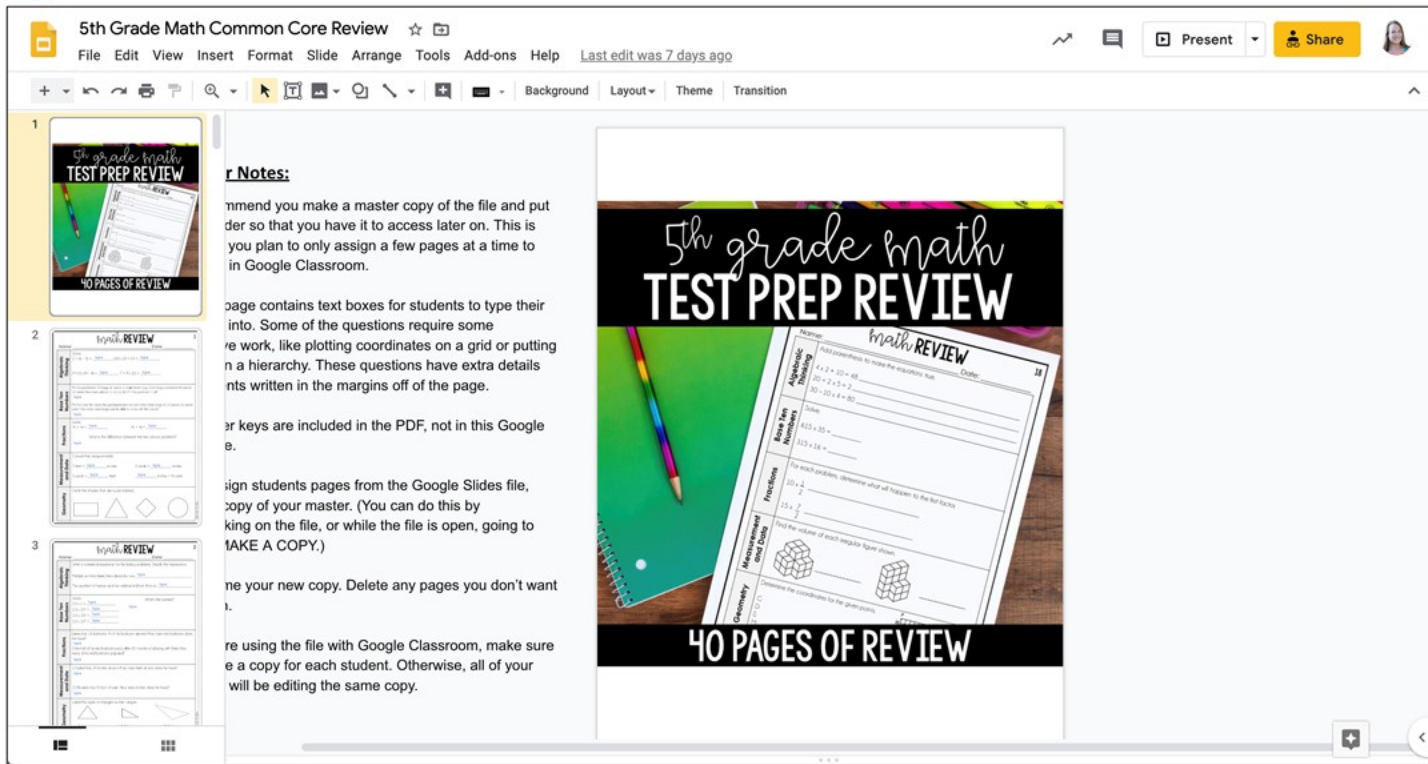
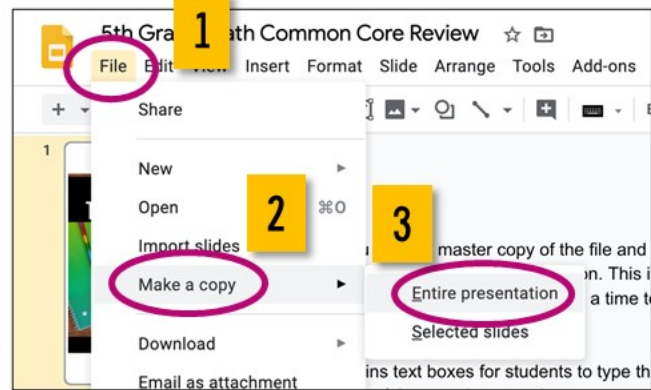


# HOW TO ASSIGN A GOOGLE SLIDES ACTIVITY

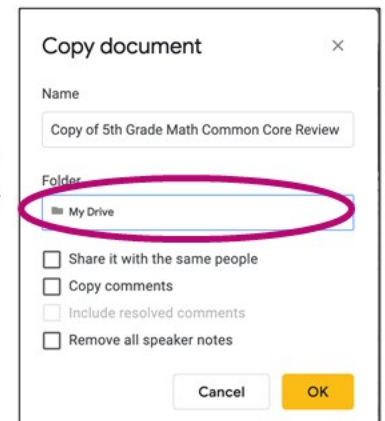
1. Open **Google Drive** and open the file you want to assign.



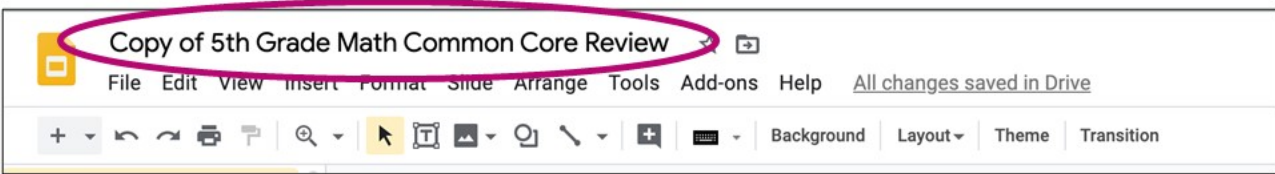
2. Each time that you assign in Google Classroom, you'll want to **make a copy** from your master file first. Go to **FILE > MAKE A COPY > ENTIRE PRESENTATION**.



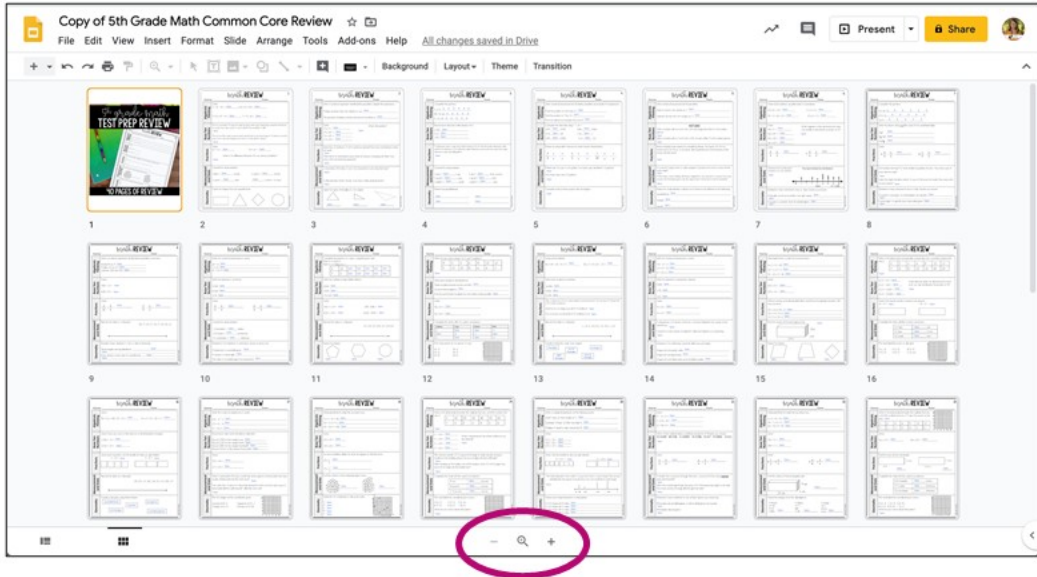
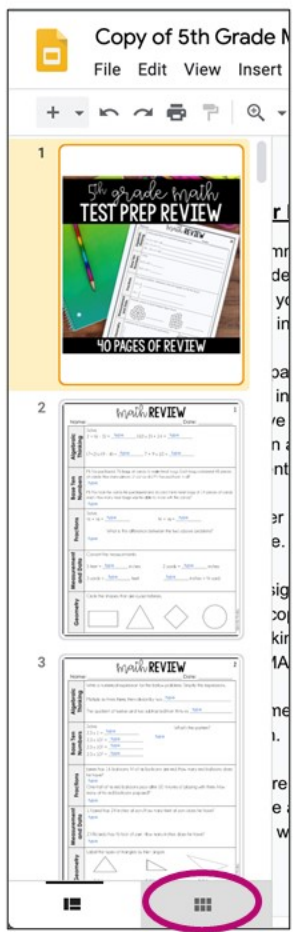
3. When you make a copy, Google Slides will ask where you want to save the file. **I recommend you make a folder for your Google Classroom assignments.** This will make finding them later much easier! Otherwise, you can save the file to the **My Drive** folder, which is what opens when you access your main Drive.



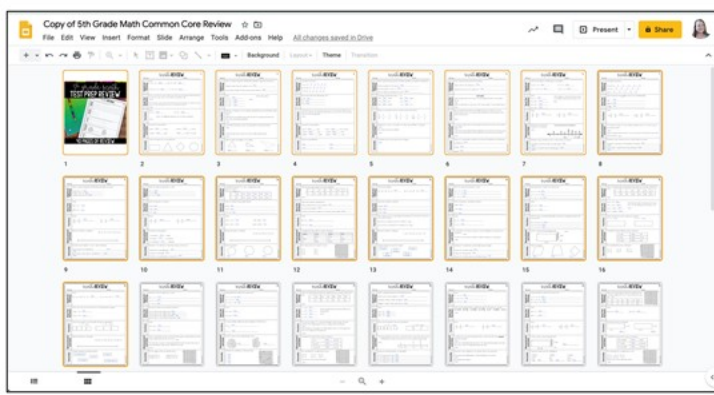
4. The copy will open in a new tab. You'll know it's the copy because Google adds "Copy of \_\_\_" to the front of the file name.



5. Decide what pages you want to assign. If you don't want to assign all of the pages in a file to students, you can delete the pages you don't want beforehand. To easily view all of the pages in a file, click on **grid** view at the bottom of the slide viewer. You can zoom in or out to see more/less pages.



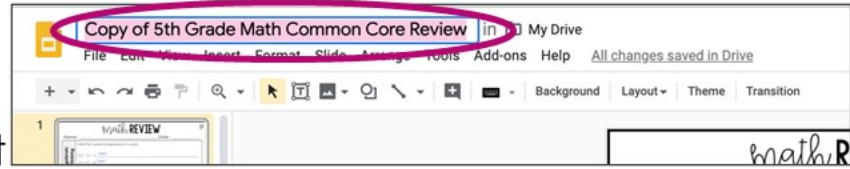
6. Select the pages you **don't** want and **delete** them. To select several pages at once, click on the first page you want to delete, hold **SHIFT**, and click on the last page before the page you are going to keep. This will select all pages in between. When they're selected, they'll have a yellow border around them. Then you can hit the **DELETE** key.



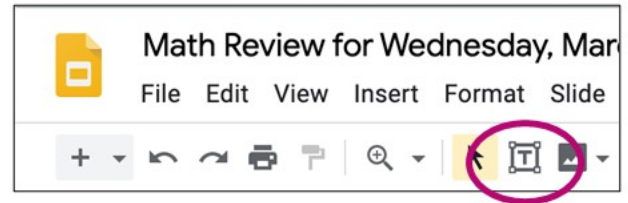
7. Go back to **filmstrip** view at the bottom of the slide viewer.



8. Rename the file by clicking on the file name in the top left corner. This will highlight it and allow you to type over it. Once you rename the file, click anywhere on the page to save the change.



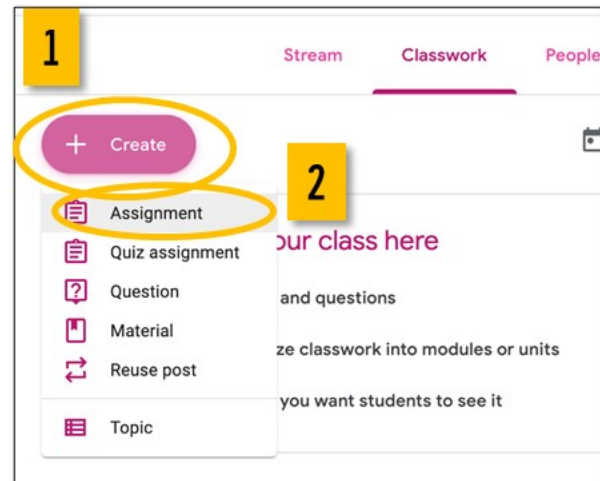
9. You can add a textbox to any slides or page margins to give students additional instructions if you'd like. To add a text box, click the "T" icon in the toolbar and draw the text box where you want it.



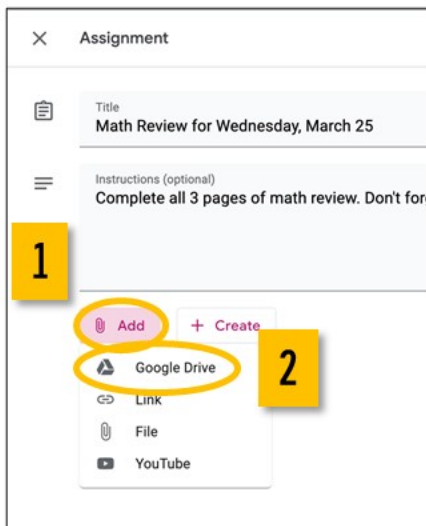
10. Open **Google Classroom**. Click the **Classwork** tab.



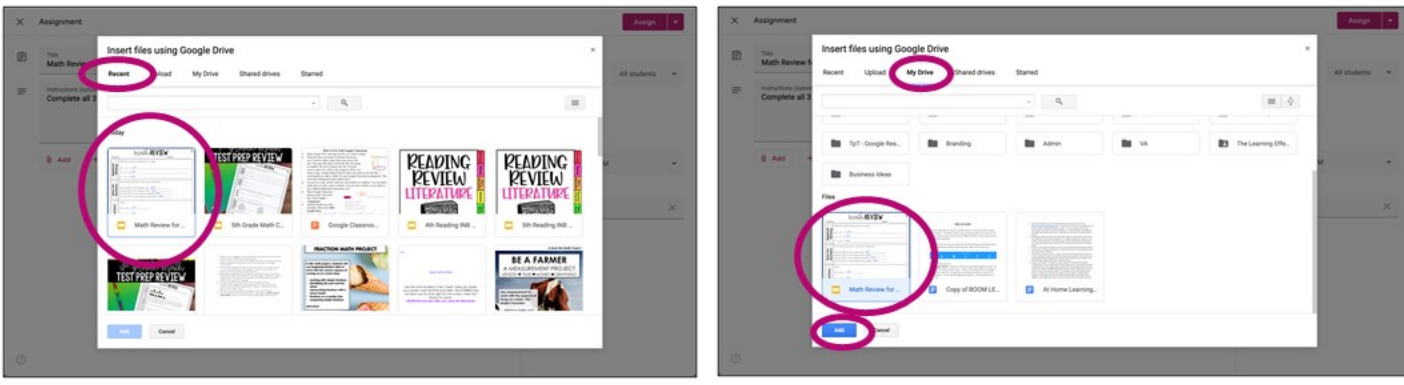
11. Click **Create > Assignment**. Add the details you want included.



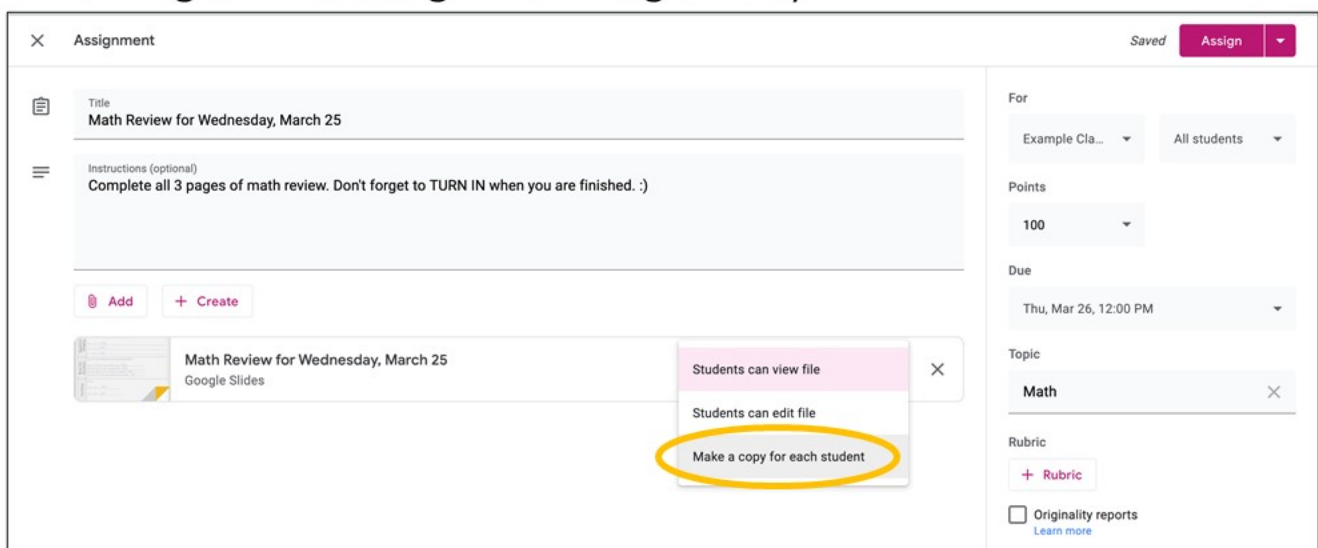
12. Then click **Add > Google Drive**.



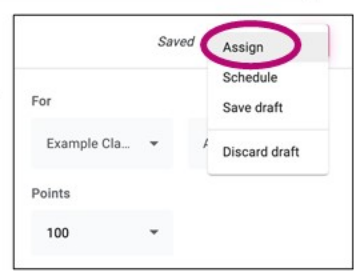
13. If you recently edited the file, it will show up under **Recent**. If not, you can **search** or click on **My Drive** and go to the folder you have the assignment in. Click on the file to select it and then click **Add**.



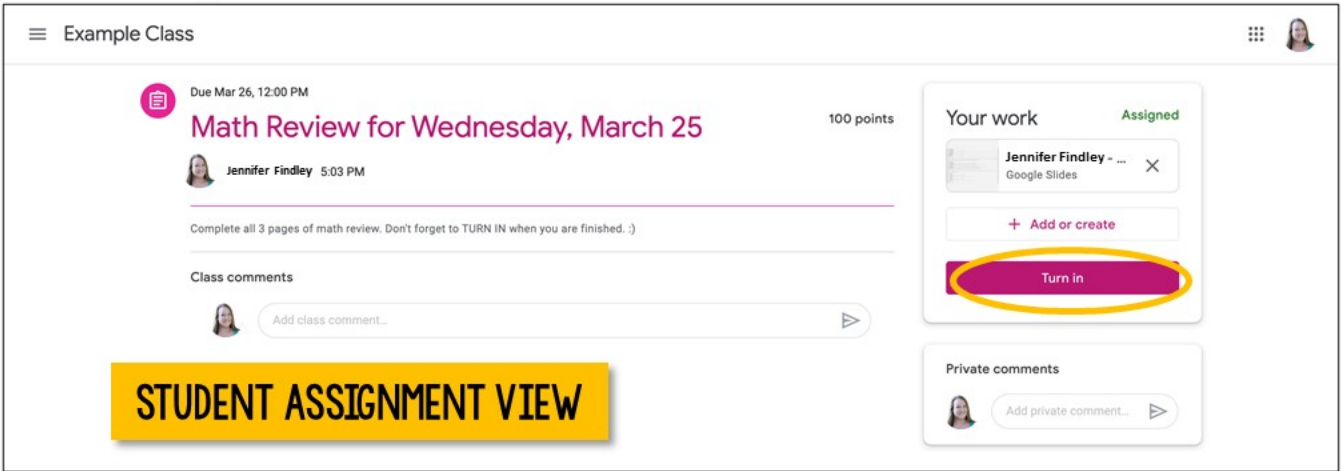
14. **This step is important!** Google Classroom's default is to assign a file to students as "Students can view file". If you want students to complete their work on the file, you have to change this setting. You want to select **Make a copy for each student**. This will give each student their own copy and automatically attach their name to the file, making it easier for you to grade. (If you select "Students can edit file", this will let ALL students edit ONE file. Do not select this setting unless you want the whole class working on the assignment together.)



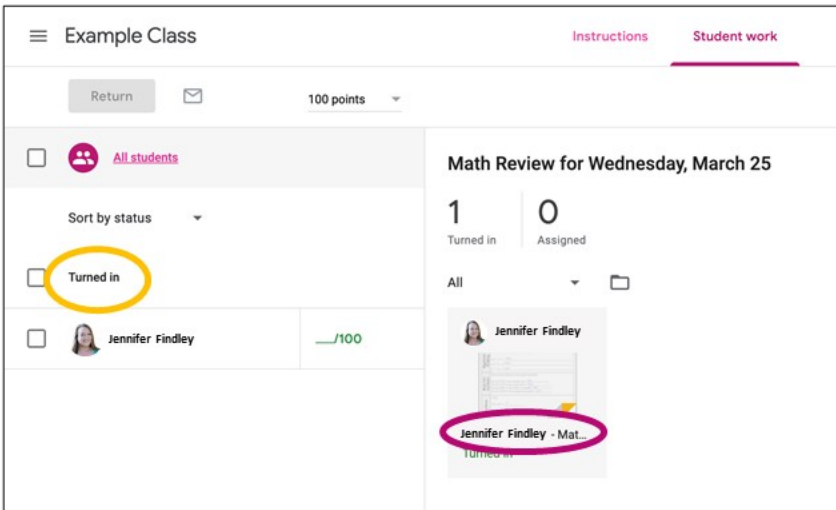
15. If you're ready to assign immediately, you can click **Assign** in the top right corner. To schedule the assignment for a future date or save it as a draft, click the down arrow next to Assign.



16. Your assignment will show up in a student's Google Classroom stream. When they click on it, they will see all of the details you gave and the Google Slides file. When they open the file, they can begin.



17. Once a student finishes their assignment, they need to click **TURN IN**. You will be able to see who has/hasn't turned in their assignment. Notice the assignment name has the student's name added to the beginning of it!



18. Click on a student's assignment to open it in a new tab. You can add comments to specific answers by right clicking on a text box and selecting **COMMENT**. In the left pane add a grade and private comments to the student. When finished, select **RETURN**. Students will be able to make corrections and resubmit, if you'd like them to.

