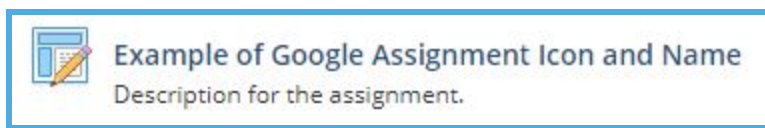


# Student Instructions for Google Assignment | Schoology

## Authorize the app

Students must authorize Google Assignments before submitting a Google Assignment, this step is something the students only need to do once.

Open the Google Drive Assignment in Schoology. The icon for a Google Drive Assignment will look like the below screenshot. The name of the assignment will be based on Teacher name



Click on the assignment

Click on My Documents

Then Click Connect. From here you will need to select your Google Account (enter your school google account information if requested).

Now, you will see the Google Assignment Document Attached from your teacher, or be able to search in your drive to find the item you wish to submit. The following instructions will help you submit your assignment.

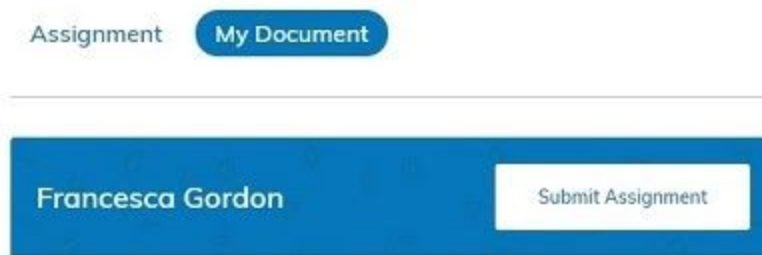
# Student Instructions for Google Assignment | Schoology

## Submitting Assignments

Once students authorize the app and log into their Google Drive account through their browser, they can edit their file from within Schoology.

Click **Submit Assignment** at the top of the document to submit.

### Google Drive



Students may no longer edit the Google file after submitting the assignment. Instead, any edits a student makes after submitting the assignment are added as "suggestions" to the Google file. Teachers can review the suggestions to approve or deny the edits that were suggested after submitting the assignment.

However, students may click **Unsubmit** at any time before the due date, and before you have graded their work. This includes applying an exception code.

Unsubmitting an assignment returns it to **In Progress** in your view of the assignment as the Instructor. When an assignment is unsubmitted, the student re-gains edit access to the file and may continue working on the assignment.

[More Schoology Resource Information can be found here](#)