



LINCOLN
LEARNING

SUBMITTING AN ASSESSMENT USING GOOGLE DOCS

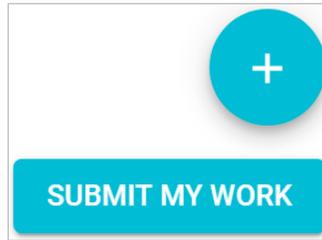
You can use Google Docs to complete assessments that require a submitted file.



SUBMITTING ASSESSMENTS USING GOOGLE DOCS

You can use *Google Docs* to complete assessments that require a submitted file.

As a student, you will encounter assessments that require you to complete tasks and submit a document or file to be graded by your teacher. When you access these types of assessments, you will see a **plus sign** instead of a **Start** button.



Some of these assessments will contain files that you must use to complete your work. These files may include editable text documents (e.g., Microsoft Word), PDFs, or other file types. Be sure to save them on your computer and add them to your Google Drive when you have finished your work. You may also move these immediately to your Google Drive and work on the documents there until you are ready to submit them.

In addition, you can use Google-based file types such as Google Documents to create work to be submitted.

ACCESSING YOUR GOOGLE ACCOUNT

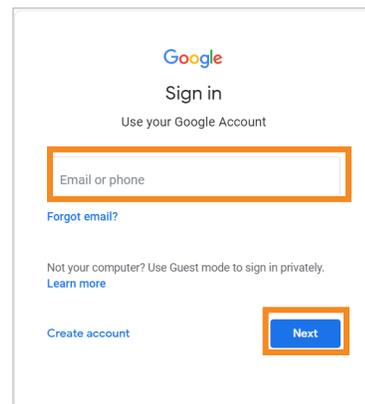
Signing into Your Google Account

Before you begin, ensure that you are logged into your Google Account. To do this, go to <https://www.google.com/>.

Click **Sign in**.



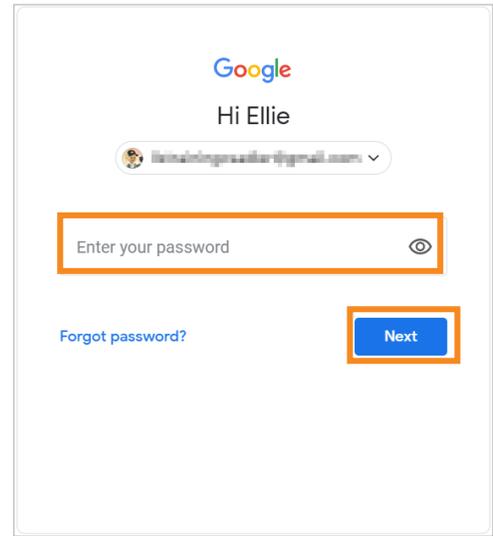
Type in your **email** and click **Next**.



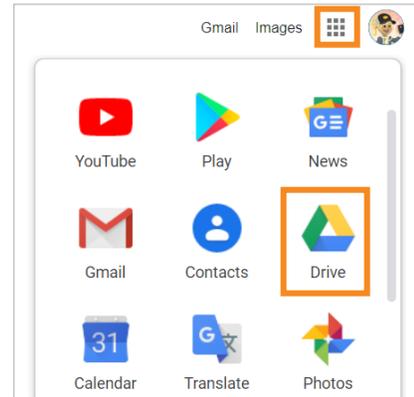


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Type your **password** and click **Next**.



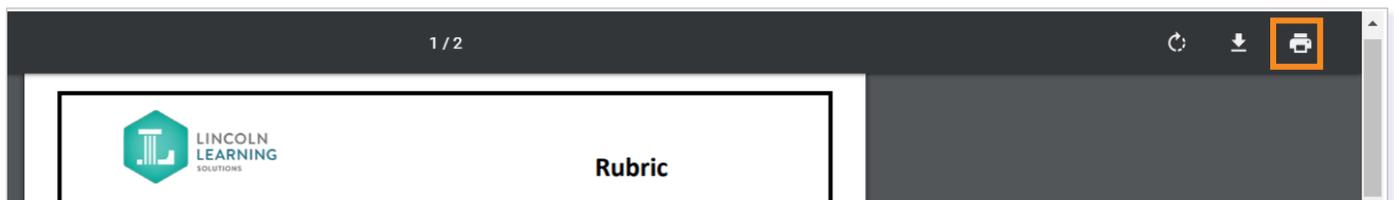
From the top right, select the **Main Menu waffle** icon. Then select **Drive**.



If you have not done so already, make sure that you set up your folder and share it with your teacher. Please see the [Google Docs: Getting Started and Sharing Folders](#) instruction for more detail.

SAVING ASSESSMENT DOCUMENTS DIRECTLY TO GOOGLE DRIVE

If there is a document in the assessment that needs to be downloaded, you can save the document to your Google Drive or to your computer. To save it to your Google Drive, click on the print icon in the bar at the top of the page.



TIP: For Chromebook users, clicking the **download** icon may automatically upload to Google Drive.



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In the drop-down menu next to **Destination**, choose **Save to Google Drive**.
Click **Save** to upload to your Google Drive.

The screenshot shows a Google Docs document titled "Rubric" from Lincoln Learning Solutions. The document content includes a table with four rows of evaluation criteria and a score of 5 for each. The sidebar on the right shows print settings for 2 pages, with the "Destination" dropdown menu set to "Save to Google Drive". The "Save" button at the bottom right of the sidebar is highlighted with an orange box.

CRITERIA FOR EVALUATION	SCORE/MAXIMUM POINTS	COMMENTS
Problem 1: <ul style="list-style-type: none">The student isolated the correct variable.The student solved the equation correctly.The student found the missing quantity.The student identified the missing quantity correctly.The student showed all steps.	5	
Problem 2: <ul style="list-style-type: none">The student isolated the correct variable.The student solved the equation correctly.The student found the missing quantity.The student identified the missing quantity correctly.The student showed all steps.	5	
Problem 3: <ul style="list-style-type: none">The student isolated the correct variable.The student solved the equation correctly.The student found the missing quantity.The student identified the missing quantity correctly.The student showed all steps.	5	
Problem 4: <ul style="list-style-type: none">The student isolated the correct variable.The student solved the equation correctly.The student found the missing quantity.The student identified the missing quantity correctly.The student showed all steps.	5	

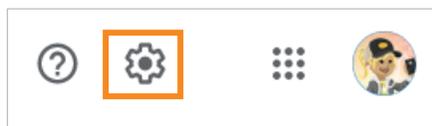
TIP: Remember to drag and drop your file into correct folder once it is uploaded to Google Drive.

ADDING DOCUMENTS

Converting Document to Google Docs Editor Format

TIP: Converting all documents at the time of upload will ensure documents are formatted for easy editing.

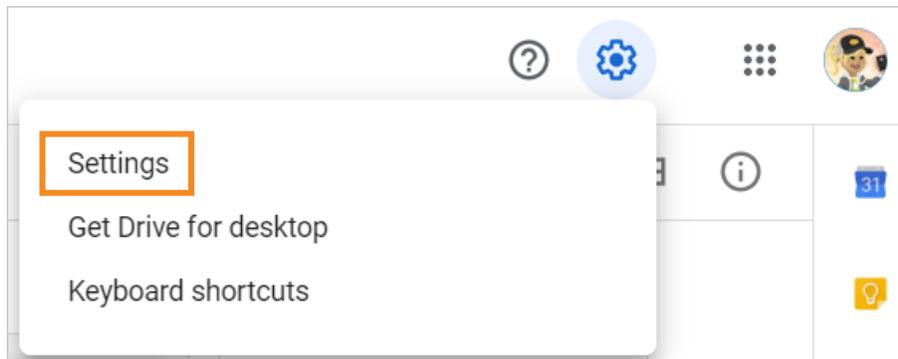
Click the **Gear** icon in the top banner.



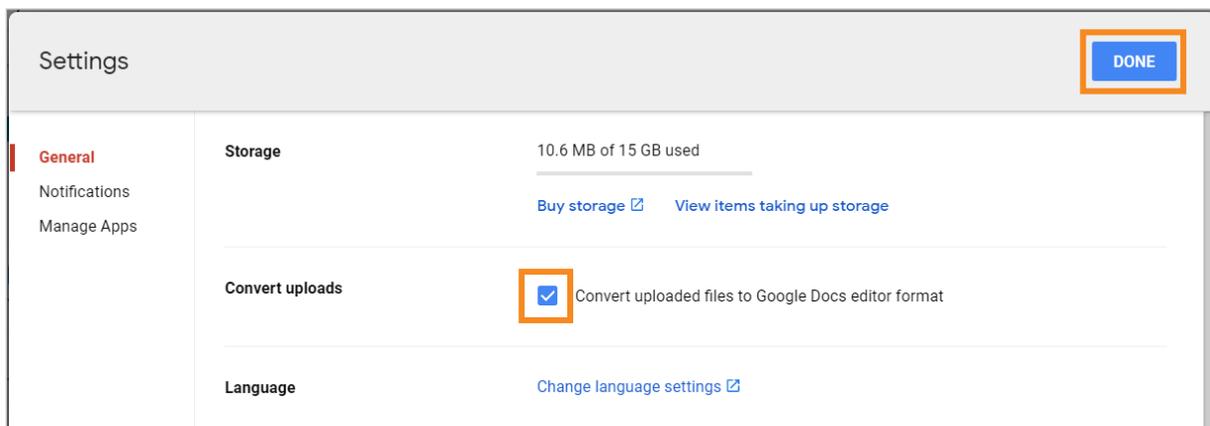


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Click on **Settings** in the drop-down menu.

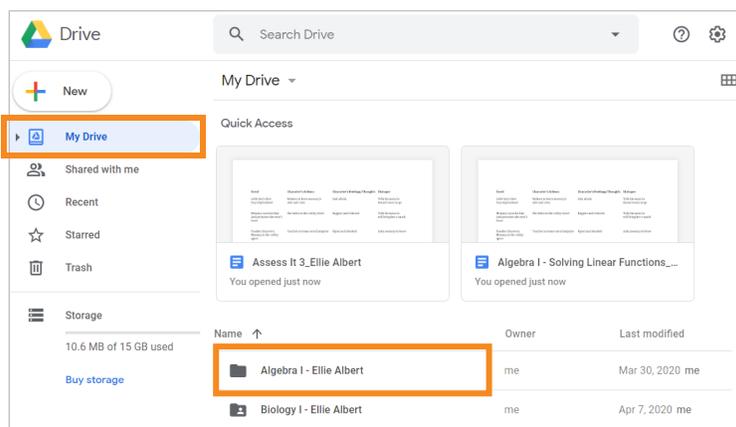


Make sure the checkbox for **Convert uploads** is checked. Click **DONE** when finished to save the settings.



Adding Documents from Your Computer to Google Docs

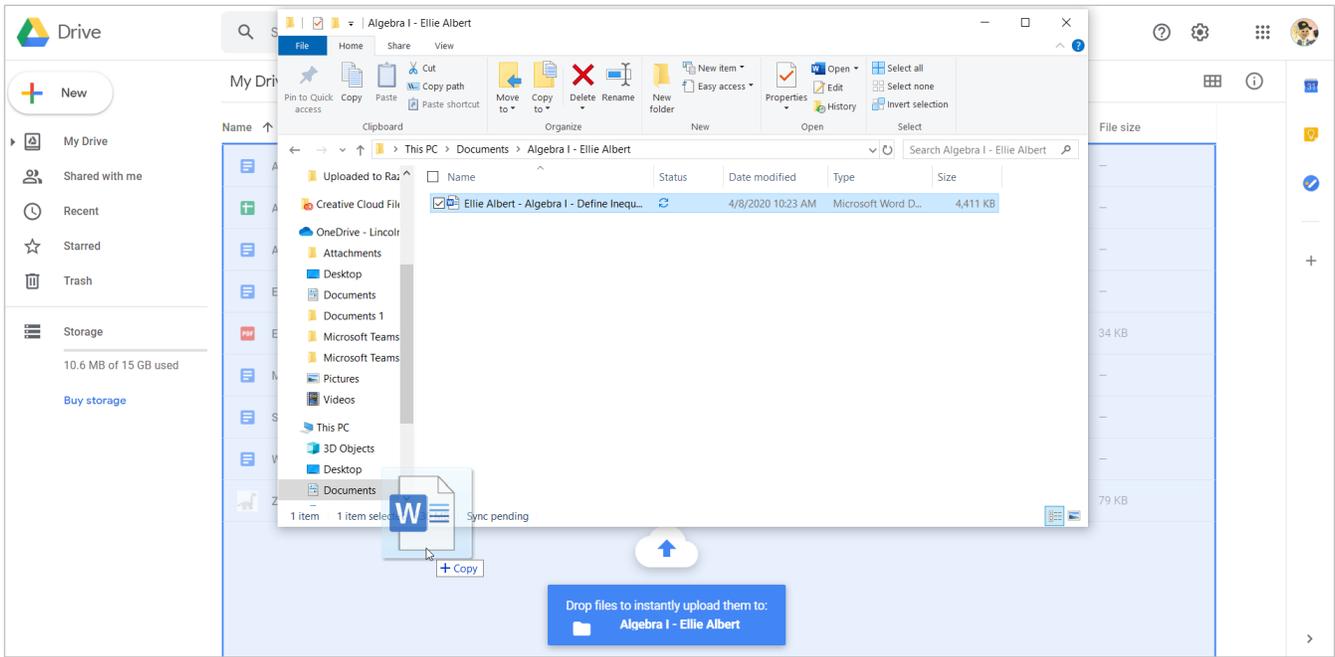
You can add documents to your Google Drive if you initially downloaded them to your computer. Within Google Drive, select **My Drive**. Next, double-click on the appropriate course folder.



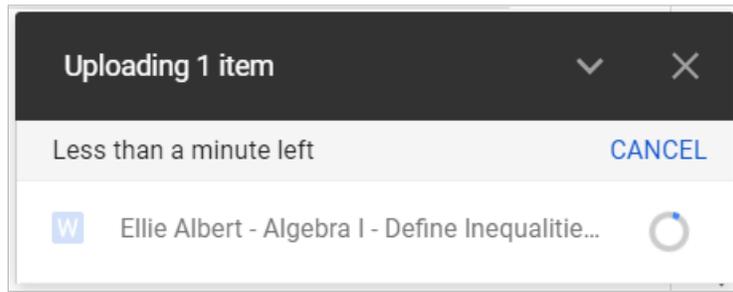


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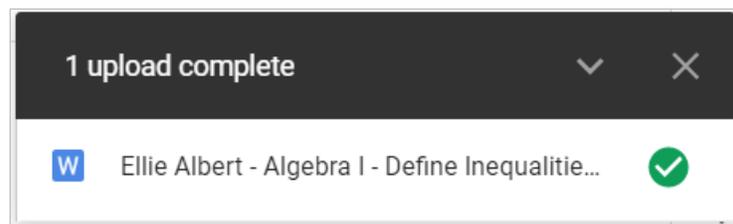
Locate the document's folder on your hard drive and **drag and drop** your document into your Google Drive folder.



As the document uploads to your Google Drive, you will see a progress window.



Once the document is uploaded, you will receive an additional notification confirming the action is complete.





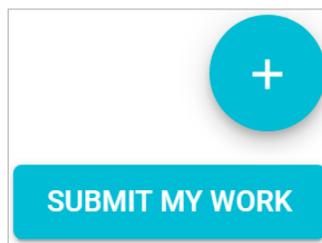
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NOTE: If you are using a Chromebook, you may have a slightly different experience. Click [here](#) for additional help in Google.

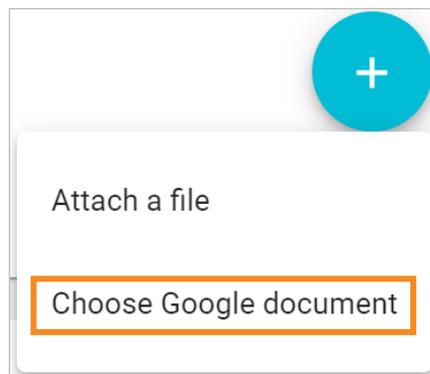
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Once your work is completed and saved within the correct course folder in Google Drive, you can use the **Google Docs** option within **Buzz**.

To do this, locate your assessment again within the **Activities** section of your course. Then, click the **plus sign**.

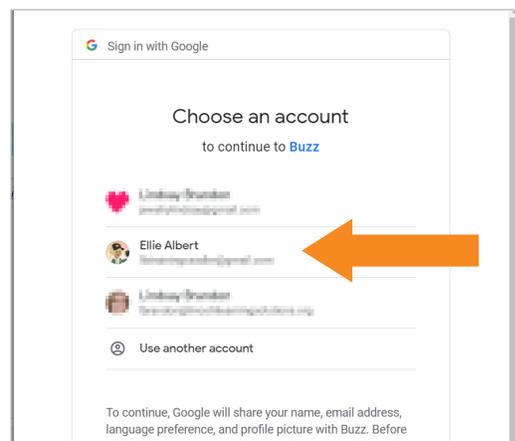


Next, select **Choose Google Document** from the options.



Because you are already logged into your Google Account, your Google Drive options will load.

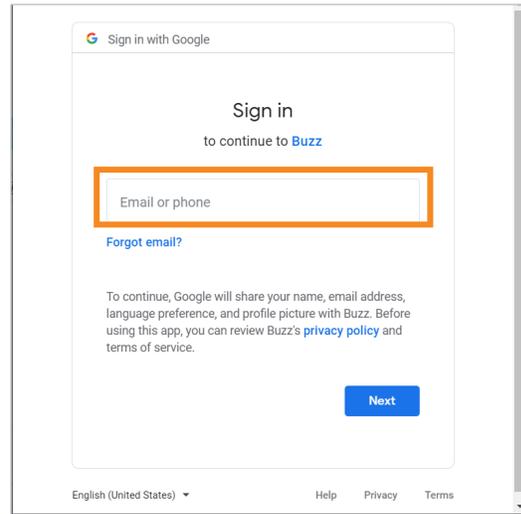
NOTE: If you are already signed into Google, but have not linked your account to Buzz, you will be prompted to do so now.



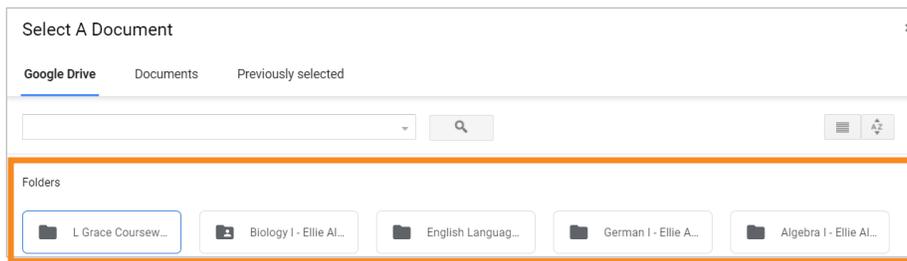


SUBMITTING ASSESSMENTS USING GOOGLE DOCS

If you have not signed in, you will be asked to sign in before proceeding.

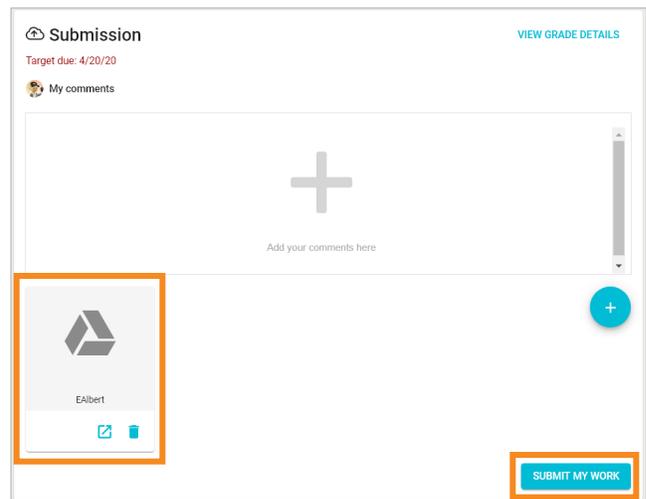


If you saved your document in the appropriate course folder, you may locate it quickly. To do so, navigate to the **Folders** section.



Next, double-click on the **course folder name**. Then, double-click on the **assessment name**.

Your document will populate under the **Comments** box. Add all desired comments to your teacher. Then, select **SUBMIT MY WORK** when you are ready to submit your assessment.



Congratulations! You have now submitted a document from your Google Docs account!



ADDITIONAL SUPPORT

If you need additional support while working within Google Drive, please click on the **Question mark icon** and select **Help**.

