



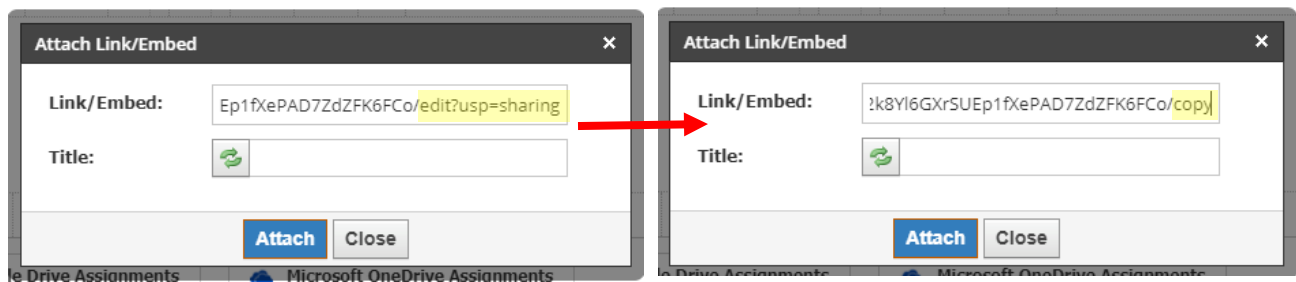
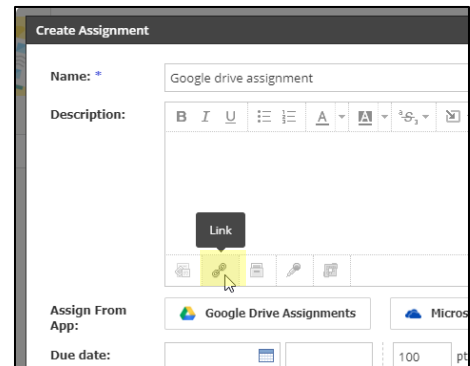
# Schoolology: Google Assignments Work Around

Department of Technology

When you experience issues using the Google Assignments app in Schoolology, please follow the steps below as a work around to utilize Google products within Schoolology.

## FOR TEACHERS:

1. Inside your Schoolology course, add an assignment.
2. Click the **hyperlink** button. Here is where you will paste the URL for the Google Doc (Sheet, Form, etc.) that you want to distribute.
3. At the end of the URL, replace the word "edit" (and anything that follows) with the word "**copy**". This will force the student to make a copy of the document when it is opened.



4. Change any other criteria of your assignment as you normally would. Click **Create**. Now students will be able to access the link to this assignment and a copy will be made in their personal Google Drive accounts.

## FOR STUDENTS:

1. Inside your Schoolology course assignment, click the **Submit Assignment** button on the right.
2. Choose the **Resources** tab, then the **Apps** icon.
3. Choose the Google assignment you want to submit by clicking the gray box next to the title.
4. Click the **Import** button then **Import File**. This will submit your Google assignment to your teacher. You will now see "Assignment submitted".

