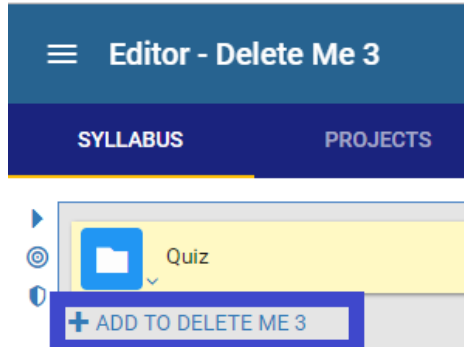
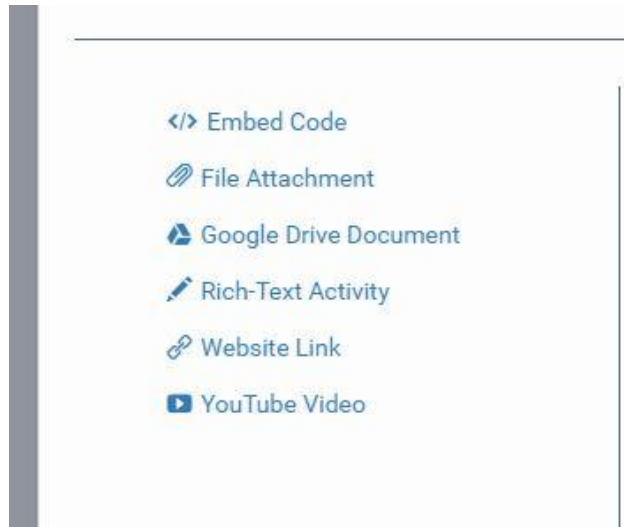


Attaching a Google Presentation or Doc

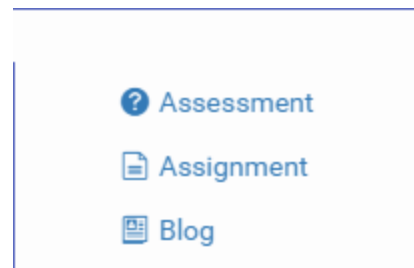


Clicking on the 'Add to' Option allows you to add various activities to your course.

When you use the Google Drive Document option on Buzz you are able to select a Google Document from your drive. (Make sure you have enabled pop-ups on your browser.)



Please Note: If you wish to create an assignment and the Google Document is a worksheet that students will use with the assignment, you can choose Assignment from the second column.



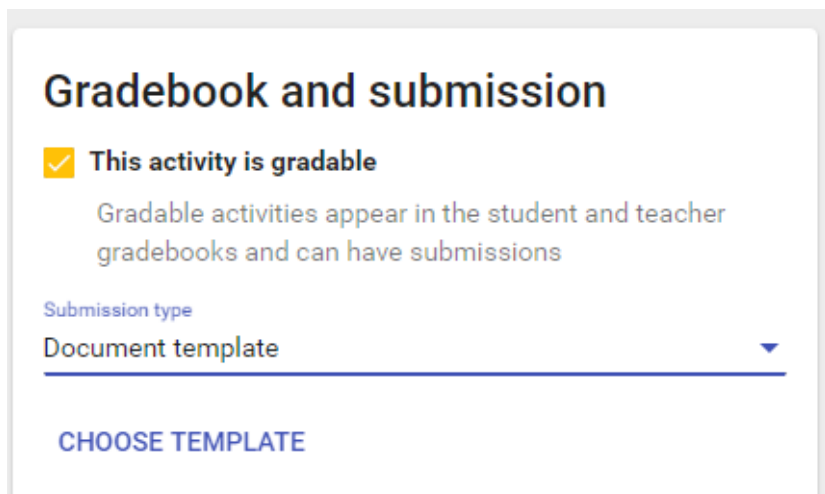
Creating a Dropbox That Allows Each Student To Get Their Own Copy of a Google Doc

Buzz also allows teachers to create a dropbox, where students can pick up a Google Document that is the student's own copy. This means the students will receive a copy of the original Google Doc, be able to type on it and hand it in to the teacher without harming the original document.

Whether a teacher is creating an assignment or using the Google document activity from the Buzz editor a dropbox can be added by a teacher going into the settings tab of the activity.



In settings look for Gradebook and submission to the right of the screen. Make sure that “This activity is gradable” is clicked on.



Under “Submission type” select “Document template”.

Click on “Choose Template” to enter your Google Drive and find the worksheet that you wish to provide to students.

How Students Access Their Copy of the Google Doc

In the dropbox students will click on the “Create Attachment From Template” this will create a copy of the original Google Doc that was attached by the teacher. To access the document students will click on the document title.

Google Drive Attachment:

None

CREATE ATTACHMENT FROM TEMPLATE

[View template](#)