

Skedula



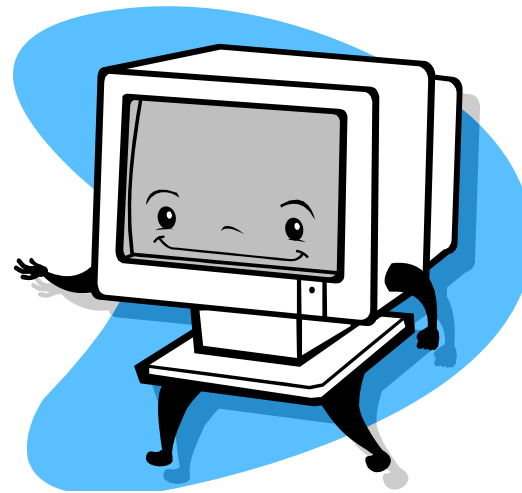
Google

Skedula and Google Docs

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Topics Covered

1. Why Use Google Docs with Skedula?
2. Creating a Google Docs Assignment
3. Setting up a School-only Google Account
4. Grading a Google Docs Assignment
5. Locking and Unlocking a Google Docs Assignment



Why Use Google Docs with Skedula?

1. Create one assignment that is copied online for each student.
2. Allow each student to edit the assignment over a period of time; *e.g.*, students may write an essay one paragraph at a time over the course of two weeks.
3. Parents have read-only access to Google Docs assignments, so they can review
 1. Student progress
 2. Student grade and teacher feedback
4. Allow for easy revision of student work.
5. Students can create text documents, spreadsheets, and presentations.
6. Students who do not have access at home to PowerPoint, Excel, or Word can use comparable Google applications (Slides, Sheets, and Slides).
7. Potentially save time.
8. Students just need to know their PupilPath log in information. No Google account is required.



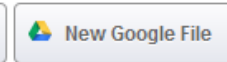
Creating a Google Docs Assignment

1. As we know from recent NYCDOE policy documents, teachers are encouraged to keep personal e-mail separate from work e-mail.

2. Visit Skedula.com, and sign in.

Attach File as: Allow misc student uploads

3. Click on Assignments->Create Assignment.



4. Under "Title," type Google Doc Assignment. Give the assignment a weight and category. Type a Description if you choose to do so. Remember that you will be able to delete or modify this assignment later if you choose to.

5. Select "Attach File as: Required Submissions."

6. Uncheck "Allow misc student upload."

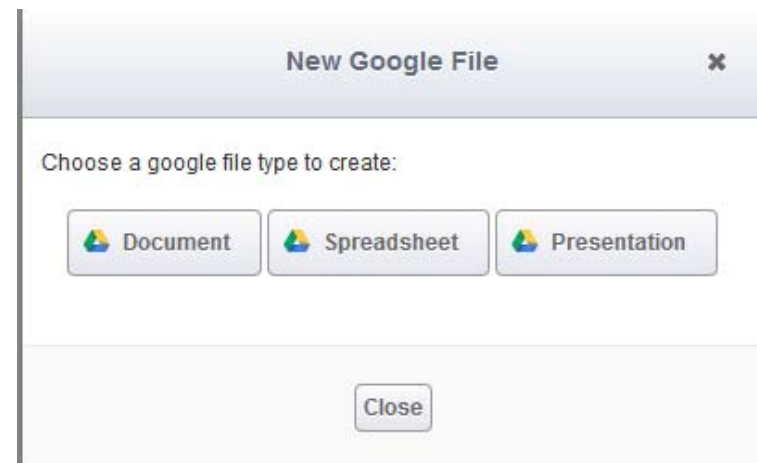
7. Click on "New Google File."



Select a type of Google Assignment

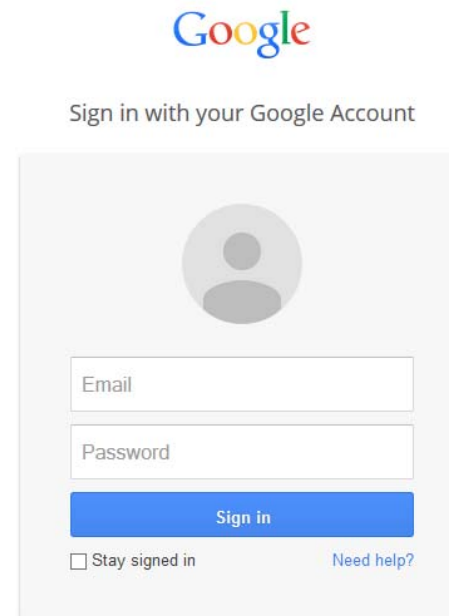
Today we will select Document. Be aware, though, that you can choose any of the following:

1. Document (similar to MS Word)
2. Spreadsheet (similar to MS Excel)
3. Presentation (similar to MS PowerPoint)



Create a School-only Google Account

1. If you see “Create an Account” near the bottom of the screen, click on that blue link.
2. If you do not see “Create an Account,” click “Sign in with a Different Account” -> “Add an Account” -> “Create an Account.”
3. Create a user name that is different from your existing e-mail user name. For example, you may create “LagEnglishTeacher77.”
4. Fill out fields. Note that some fields are optional.
5. On the “Skedula would like to...” screen, click “accept.”



Google

Sign in with your Google Account

Email

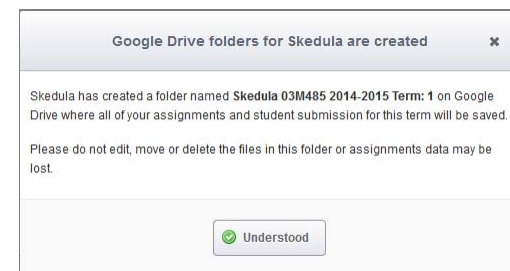
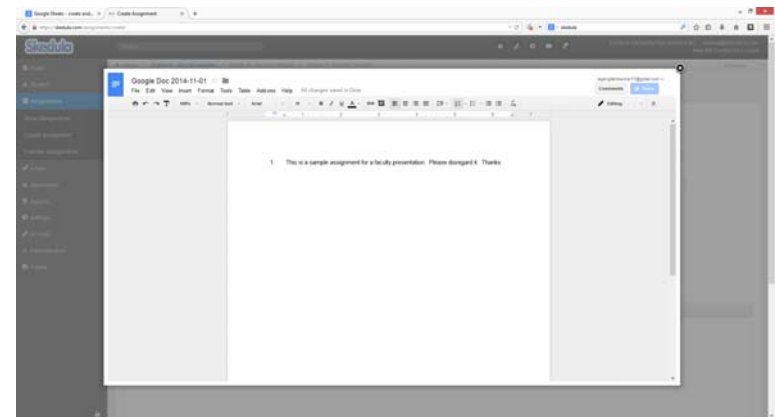
Password

Stay signed in [Need help?](#)

Click here!  [Create an account](#)

A Google Doc Assignment Is Born!

1. Enter the instructions for students. Text you enter is saved automatically. There is no need to save your Google Doc.
2. You may insert pictures or links as you see fit.
 1. Insert->Image
 2. Insert->Link
 3. Insert->Equation
3. You may choose to print your assignment if you would like a hard copy of it.
4. Now return to your Skedula page.
5. Click “Save Changes.”
6. Click “Understood.” It will take a minute for the system to generate online folders.



Editing or Deleting Your Google Assignment

You can edit or delete your assignment later by clicking on “Assignments->Show Assignments” and clicking on the wrench icon to the left of your Google assignment.

Attach File as: Required Submissions Allow misc student uploads

Skedula Files Google Files New Google File

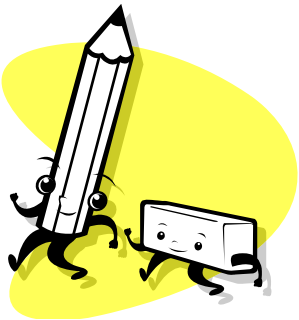
Required Submissions
Editable by Student

Supplemental Materials
Read only by Student

✖ [Google Doc 2014-11-01](#)

Your assignment is here! You can delete it by clicking the X in the red box.

“Wait! I forgot to add something!”
Fear not: Simply click on the blue text to edit your assignment.



How Do Students Access the Assignment?

1. Students do NOT need to use a personal e-mail account or Google account of any kind to access the assignment. They simply sign in to PupilPath and start working.
2. Students can edit the assignment as often as desired until the teacher locks it.
3. As soon as the student has entered text, the teacher will be able to respond.

