

Creating Chromebook Friendly Assignments Using Google Docs

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Advantages of Sharing Google Documents and Forms in Bb

Forty percent of our student body at CCCC is made up of College and Career Promise students, high school students. Most of the students access your courses using Chromebooks issued to them by the school systems. Unfortunately, Chromebooks do not always access Microsoft Office documents easily.

The Google cloud provides several advantages for students and instructors:

- Provides an opportunity to house instructional materials in one location where they can be easily updated “behind the scenes” by the instructor
- Posting assignments as a simple link in Bb promotes easier access to content for students that have low bandwidth or slow internet access.
- Students can download the documents in a variety of formats that are compatible with their computer, or they can save the document to their own Google Drive, edit it and share it with their instructor via a web link.
- Instructors can create graded or non-graded Google forms that can be used as surveys or quizzes administered synchronously or asynchronously.
- The data from Google forms can be accessed easily and used to identify topics that need additional support

Google Document Tutorials

Watch the two-minute videos below to learn more about creating, downloading and sharing google docs. If you prefer to review a job aid with screenshots you may complete this [Google Sheets online tutorial](#).

- [Creating New Files](#)
- [Uploading Files](#)
- [Sharing and Collaborating Files](#)
- [Downloading and Printing Files from Google Drive](#)

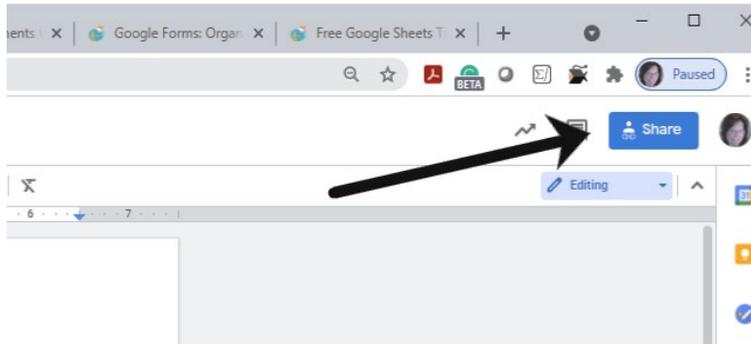
Google Form Tutorials

Review the tutorials below to learn more about using Google Forms to create surveys and quizzes. This may be a good option for creating worksheets.

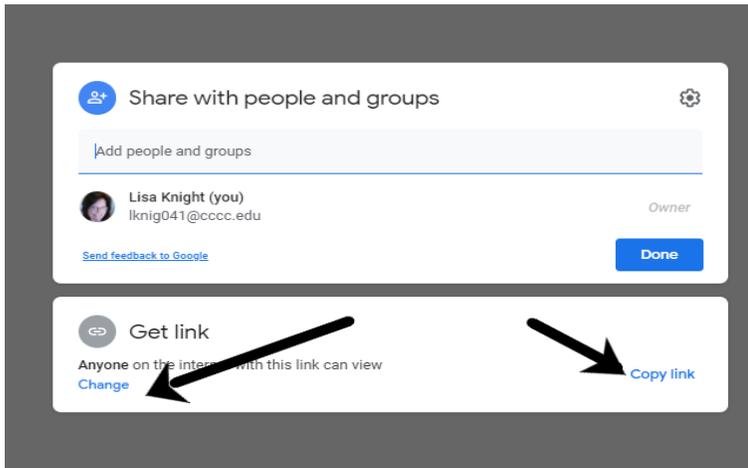
- [Creating Simple Forms](#)
- [Adjusting Your Settings](#)
- [Sending Forms](#)
- [Organizing and Analyzing Responses](#)
- [Use Google Forms to Create Quizzes and Surveys](#)

Sharing Google Docs or Forms in Bb with Students

1. After creating your Google Document, make sure you select Share in the upper right-hand corner.



2. Make sure the share settings are set to Anyone with this link. And then copy the link address.



3. In Bb, choose **Weblink** from the **Build Content** Menu. Paste the share link in the url box and type the name of the assignment in the name box.
4. **Copy and paste** the following instructions for students in the **Description Box**. Then press submit when you are done.
 - Open this Weblink by clicking on it.
 - Once the google file is open, choose File - Download to download the document for your records.
 - Or, Choose File - Copy to copy the document to your own Google Drive.
5. **Try it for yourself!** Testing your form by filling it out and checking it for errors or issues is a good idea. Copy the form link by following Step 2 in these instructions, log out of your CCCC account to ensure you do not have edit permissions, and test the form.

Citations

Google Sheets: Converting and Printing Docs. GCFGlobal.org. (1998).
<https://edu.gcfglobal.org/en/googlespreadsheets/converting-and-printing-docs/1>
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