# *UserGuide for Core Competencies Fillable Form using Google Classroom – Update for Google Docs 9Jun17*

If you are using Google Classroom in your class, the following is a set of instructions on how to have each student fill out and submit the document to you.

1. Click on the following link to access the Google Doc (please ensure that you are logged into your learn68 account when doing this)
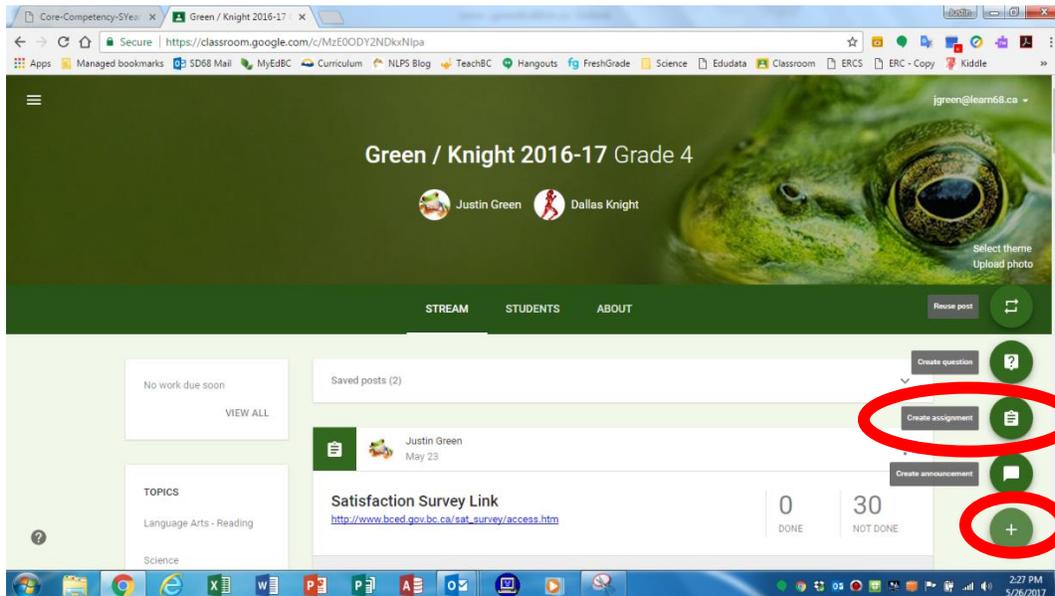
    https://goo.gl/ZAJtjX

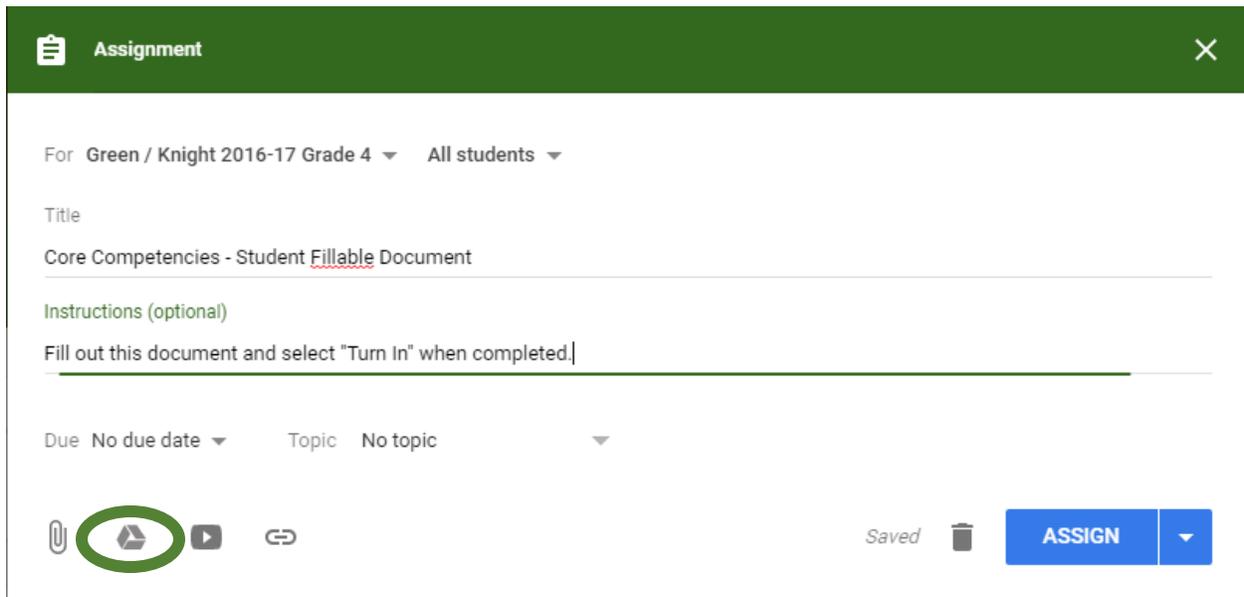2. Once open, click on File and select "Add to My Drive"…
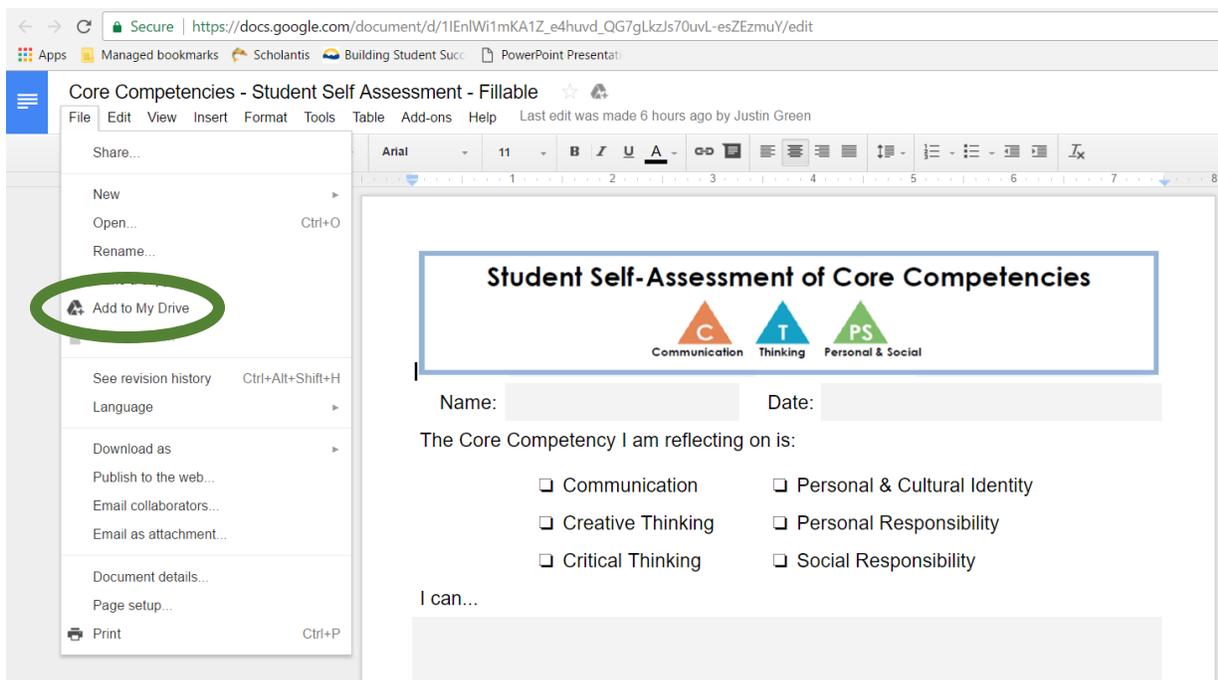
This will create a copy of the Google Doc in your own personal learn68 Drive…
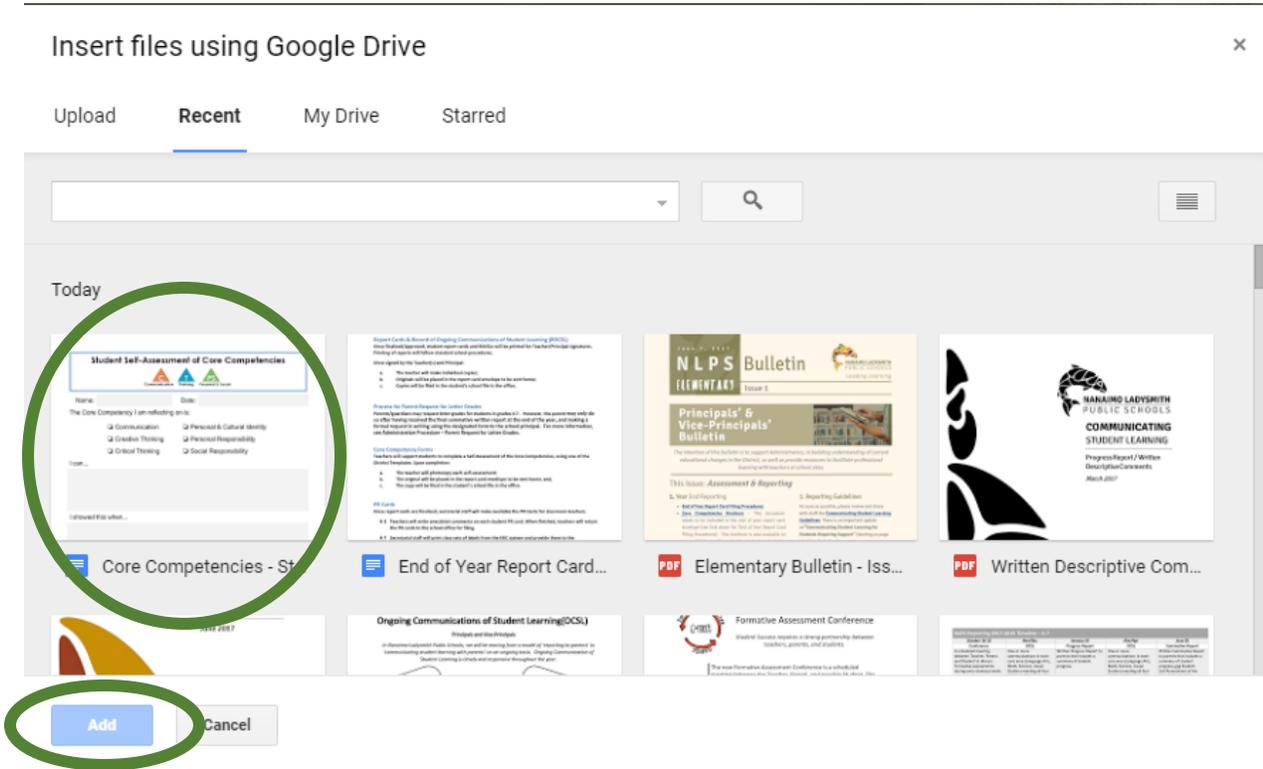
3. In order to add this Doc as an assignment in Google Classroom, open up your Classroom in a new window. Hover your mouse over the "+" symbol and select "Create Assignment"…

4. When the New Assignment dialogue box is open, click on the Google Drive icon…

5. The following dialogue box will open. Select the "Core Competencies..." Google Doc (it should be the most recent) and click on "Add"...

Insert files using Google Drive   ×

Upload   **Recent**   My Drive   Starred

Today

Core Competencies - St   End of Year Report Card...   Elementary Bulletin - Iss...   Written Descriptive Com...

Add   Cancel

6. On the Assignment window, fill in all of the necessary information. An example is provided as follows:

7. When complete, click on "Students can view file"...

8. A list of options will appear. Select "Make a copy for each student"...
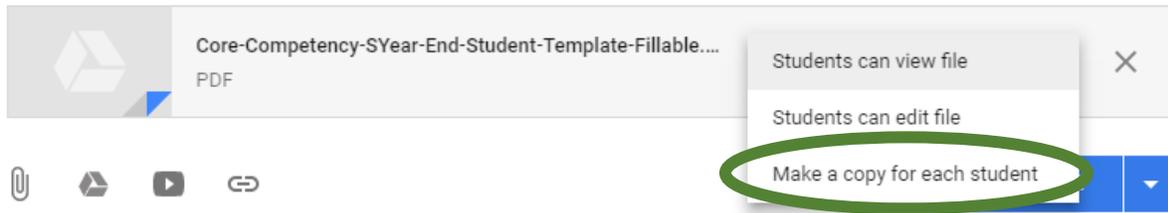
9. Click on "Assign" when complete...
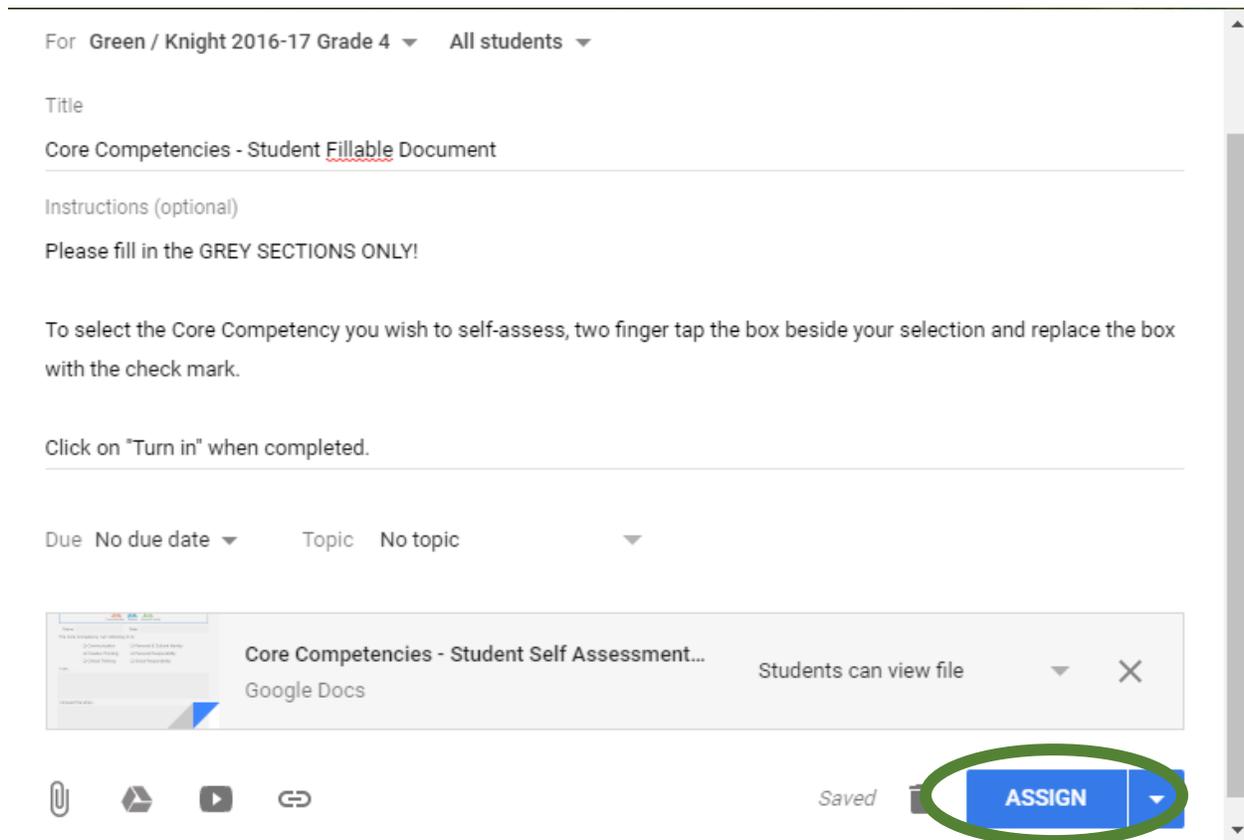
10. The form is now available for all students in your Google Classroom. Each student will get a copy with their name preloaded into the title. They will also have the ability to "Turn in" the document when completed. You can easily track submissions and follow up with individuals who have not turned it in.

Please instruct students to fill out the GREY sections only. They can also select the Core Competency they would like to self-assess by "Two-Finger" tapping the box they would like to select, then select the checkmark option…

Once turned in, teachers should print two (2) copies of each document from their District Laptops, then place one copy in the student file and another in the Report Card envelope to go home.

If you are in need of any support in this process, please do not hesitate to contact Justin Green at the DAC Annex.