Create an Assignment

Note: At any stage in creating an assignment, you can decide to save the draft for assigning at a later date. Classroom automatically saves your drafts when you stop typing for a few seconds or you can manually save a draft. See Draft an assignment.

1. Sign in to Classroom at classroom.google.com.
2. Select a class.
3. Click **+** at the bottom, and click **Create assignment**.
4. Enter the title of the assignment.
5. Enter any additional instructions if needed.
6. (Optional) By default, the assignment is due the next day. To select a date from the calendar, click **Due** *date*. To create an assignment with no due date, click ⬤.
7. (Optional) To select a time from the drop-down list or enter a custom time, click **Time**.
8. Click **Save**.
9. (Optional) To upload a file, click 📎, select the file and click **Upload**.
10. (Optional) To attach a Google Drive item, such as a document or form:

    a. Click . ▲.
    b. Locate and select the relevant item and click **Add**.
11. (Optional) If you attach a Drive item that isn't a form, you can decide how students interact with it. Click **Students can view file** next to the attached item to choose an option:
    - If you want all students to read the same file, but not change it, select **Students can view file**.
    - If you want all students to make changes in the same file, select **Students can edit file**.
    - If you want each student to have an individual copy of the file that they can change as needed, select **Make a copy for each student**.
12. (Optional) To attach a YouTube video, click ▶ and choose one of these options:
    - To attach a video link:
    a. Click URL.
    b. Enter the link for the YouTube video and click Add.
    - To search for a video to attach:
    a. Click **Video search**.
    b. Enter keywords in the YouTube search bar.
    c. Click the video that you want to attach and click **Add**.
13. To attach a link, enter the relevant link text and click **Add**.
14. If you decide that you don't need the attachment, click **X** next to the attachment.
15. (Optional) To give the assignment to another class, click the class name next to the attachment icons and select any additional classes.
16. Do one of the following options:
    - If you want to post the assignment immediately, click **Assign**.
    - If you want to save the assignment for a later date, click the arrow next to **Assign** and select **Save draft**.

https://support.google.com/edu/classroom/answer/6270174?hl=en&ref_topic=6163289