

GOOGLE ASSIGNMENT FOLDER FOR TEACHERS

StudySync's recent Google Docs enhancement provides a seamless process for students to complete writing assignments within Google Docs and for their teachers to have instant access to their responses. When teachers link their Google accounts to StudySync, their students' Google Doc responses are organized and stored in one folder within the teacher's own Google Drive.

Student benefits include

- ✓ Powerful editing and formatting capabilities
- ✓ Unlimited revision opportunities and saved editing history
- ✓ Ability to work anywhere Google Docs is available (including Google Docs apps)
- ✓ Easy multimedia upload into written responses

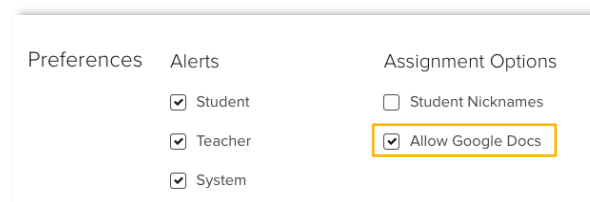
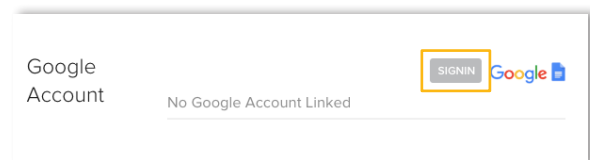
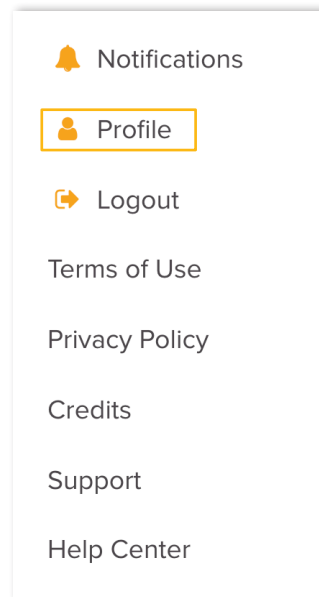
Teacher benefits include

- ✓ Automated Google file structure creation allowing for simple access to assignments
- ✓ On-demand editing and commenting access with real-time synchronization
- ✓ Instant access to student work



GETTING STARTED

1. Log into **StudySync**.
2. Click on the drop-down menu next to username at top right.
3. Click **Profile** and scroll to the **Google Account** section.
4. Click the **Sign In** button next to the Google logo and complete Google sign-in steps.
5. Enable Google Docs for students by checking **Allow Google Docs** box in the **Preferences** section of the Profile window.



ACCESSING STUDYSYNC WORK

1. Once a Google account is linked with StudySync, a folder called StudySync Google Docs is created in the teacher's Google Drive under **My Drive**.
2. In the StudySync Google Docs folder, you will find three subfolders that match the types of Targets available for StudySync assignments:
3. When students create Google docs to complete writing assignments in StudySync, you can view those Google docs within the folder of the assignment's Target.

