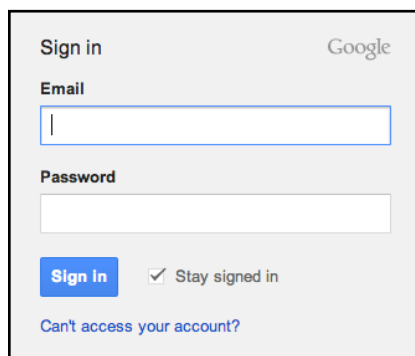


Google Apps for Educators: “Doctopus” Step-by-Step

1. Login and Create a File Folder

- launch Google Chrome
- visit <http://Drive.Google.com>
- login using your jurisdictional email address
- select Google Drive from your panel
- from your Google Drive home screen, select CREATE - FOLDER
(use the same name of the folder as the document you will create)



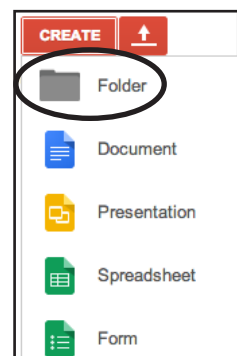
Sign in Google

Email

Password

Sign in ☒ Stay signed in

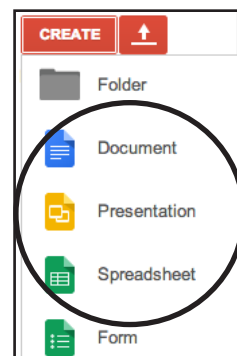
[Can't access your account?](#)



2. Create a Google File

Any type of Google file will work:
Document, Presentation, Spreadsheet, or Drawing.

- select Google Drive from your panel
- from your Google Drive home screen, select CREATE - DOCUMENT
- save the document with the same name as your folder
- place the document in the folder you have created in Step #1



3. Create or Duplicate a Google Spreadsheet

This is where the magic begins...

Within your new spreadsheet, import student information, including:

- student names
(first name, last name, full name)
- GAFE email addresses

Save the spreadsheet with the same name as your folder.

Novel Study Assignment #1 Doctopus				
File Edit View Insert Format Data Tools Help Doctopus All ch				
fx				
	A	B	C	D
1	FIRST NAME	LAST NAME	FULL NAME	EMAIL
2	Armadillo	Banana	Armadillo Banana	fake@fake.com
3	Coffee	Dogma	Coffee Dogma	fake@fake.com
4	Elephant	Figment	Elephant Figment	fake@fake.com
5	Geronimo	Hinton	Geronimo Hinton	fake@fake.com
6				

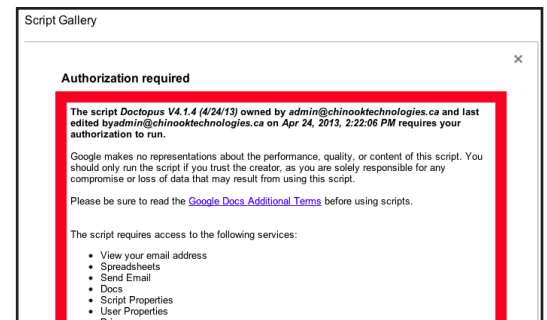
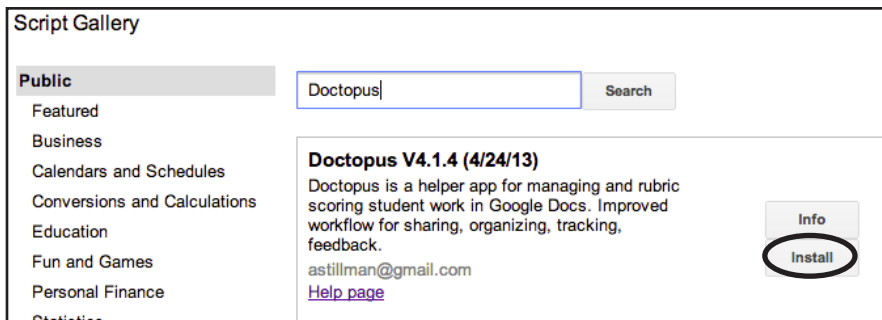
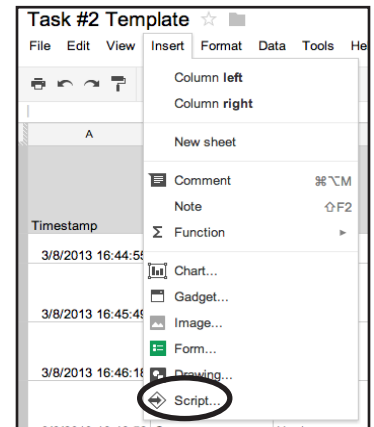
4. Install and Run Doctopus

At the end of this step, Doctopus will:

- retrieve your template document (that you created in step #2)
- duplicate the document for each student and provide a link to it in a folder of your choice
- rename each individual document with the students' names
- provide a link to each student document and time/date stamp of the last time the document was accessed within the spreadsheet

Installing Doctopus on your spreadsheet:

- select "INSERT" from the spreadsheet menu bar, then select "SCRIPT" from the dropdown menu
- from the Script Gallery, type "DOCTOPUS", then select "SEARCH"
- The Doctopus script will appear in the search window. Select "INSTALL"
- An authorization pop-up window will appear. Select "AUTHORIZE".
- It will take up to 3 minutes for Doctopus to install on your spreadsheet. When installation is complete, you will see a "DOCTOPUS" menu item on your spreadsheet's menu bar.



Running Doctopus on your spreadsheet:

- select "DOCTOPUS" from the spreadsheet menu bar, then select "LAUNCH INSTALLATION"
- follow the four-step process to run, copy, and share documents through Doctopus.

Launch Step 1: Considerations

- determine how you would like the document duplicated (for individual students, for groups of students, or for classes)
- whether you wish to share editing rights with another teacher
- ensure that Doctopus knows how to access your students' names and email addresses.

Step 1: Set up sharing basics

Doctopus uses a student list with Google email addresses to create, manage, and streamline rubric-based grading of a class assignment.

Desired sharing arrangement

Desired Doc sharing arrangement	Description
individual - all the same	Creates the same separate, individual Doc for each student in your class.
Whole class access level	Individual student access level
no access	allow edit

Email address(es) of other teachers or groups you want to give editing rights to. If multiple, separate with commas.

Roster settings

Sheet that contains your roster	Column containing student email address	Column containing "excused" designation
Sheet1	EMAIL	FIRST NAME

☐ My students have individual folders I'd like to add this assignment to.

Save settings

4. Install and Run Doctopus (continued...)

Launch Step 2: Considerations

- tell Doctopus which folder contains the document template (this can become the repository for all student copies)
- Select the specific file to duplicate and share

Step 2: Choose which documents to copy and distribute

Select the folder that contains your Document template(s).
English 10-1 - Last edited 4/18/13 11:48 AM

Select the item you want to copy and share
Document - English 10-1 Assignment #1

Launch Step 3: Considerations

- tell Doctopus which folder you would like all student copies to be located - or alternatively, if you would like Doctopus to create a new folder for student work
- using the variables that Doctopus has pulled from the spreadsheet columns, you can create individual file names
ie: **Novel Study Assignment 1 - \$fullName**
"\$fullName" will be replaced with each student name located in the spreadsheet column
- personalize the initial student correspondence using the variables within the email address and message

Step 3: Choose destination folder, set up file naming and notifications

Select a destination folder for the copied files.
English 10-1 - Last edited 4/18/13 11:48 AM

-OR- Create folder named Doctopus Assignment for 4/24/13

Use these variables to substitute spreadsheet values into any of the fields below. Variables must be separated from other text with spaces.
\$firstName
\$lastName
\$fullName
\$email

How do you want the file(s) named.
Novel Study Assignment 1 - \$fullName

☒ Notify document EDITORS immediately upon sharing and re-sharing.

Recipient email address(es).
\$email

Email subject
Novel Study Assignment #1


Include a note
Hi \$firstName ,
I have shared your first Novel Study assignment with you. You will find it in your Google Drive.

Save settings

Launch Step 4: Considerations

- Doctopus will ask you to confirm all settings prior to running the script
- once you have confirmed that all settings are correct, simply select, "RUN, COPY AND SHARE"

Step 4: Copy and share docs

 **Doctopus says: Please review your settings before running**

To: fake@fake.com
Subject: Novel Study Assignment #1
Body:
You are now an editor on the document {Link to document title here}
Hi Armadillo ,
I have shared your first Novel Study assignment with you. You will find it in your Google Drive.
All the best,
Mme. Jocelyn

Sample notification email

Run copy and share Exit

5. Tour the Features of Doctopus

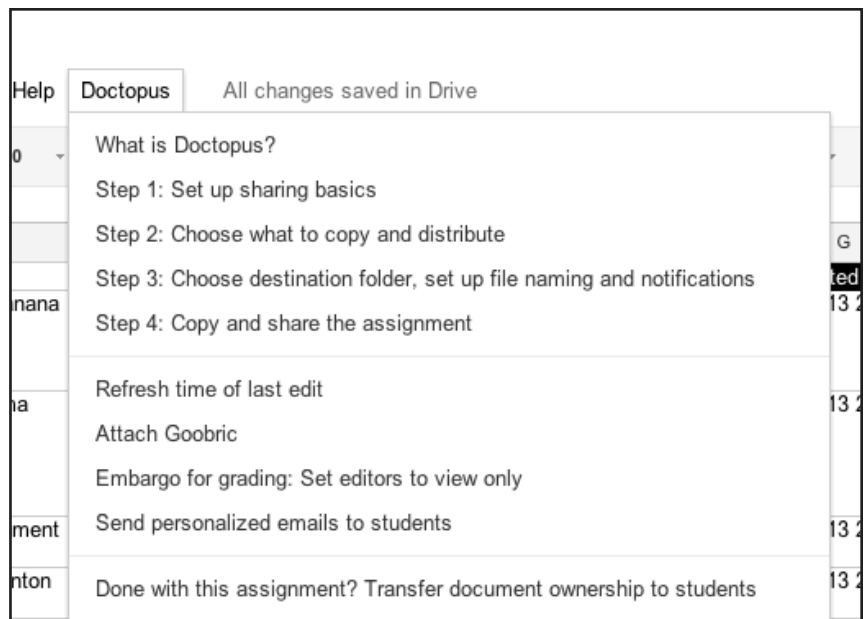
Spreadsheet Features

- **File Key:** raw URL address extension of the Google file within your GAFE domain
- **Link:** active hyperlink to the student's document that will open a new tab within your Google Chrome browser window
- **Last Edited:** indicates the last time the document was modified by the student or teacher
- **Grade & Written Feedback:** within the spreadsheet, you can add a grade and provide written feedback to each of the students' assignments, then automate the communication of this information to students via email (see Step 6 - below)

	A	B	C	D	E	F	G	H	I
	FIRST NAME	LAST NAME	FULL NAME	EMAIL	File Key	Link	Last Edited	Grade	Written Feedback
1	Armadillo	Banana	Armadillo Banana	fake@fake.com	19iU-5ozAUHVhf4E	Novel Study Assignment 1 - Armadillo Banana	4/24/2013 21:07:43		90 Well done, Armadillo! Please see the marking rubric for details.
2									
3	Coffee	Dogma	Coffee Dogma	fake@fake.com	1Yq91GrM8OkqV0w	Novel Study Assignment 1 - Coffee Dogma	4/24/2013 21:08:00		55 I see quite a few elements missing, Coffee. Please see marking rubric for details.
4	Elephant	Figment	Elephant Figment	fake@fake.com	18bcMQNAJC99T8M	Novel Study Assignment 1 - Elephant Figment	4/24/2013 21:08:04		75
5	Geronimo	Hinton	Geronimo Hinton	fake@fake.com	1t9Uo3_9YzcB-mqL	Novel Study Assignment 1 - Geronimo Hinton	4/24/2013 21:08:09		60
6	Indigo	Jellyfish	Indigo Jellyfish	fake@fake.com	1fUjMjMpKeKYwcfF	Novel Study Assignment 1 - Indigo Jellyfish	4/24/2013 21:08:12		86

Menu Features

- re-automate the Doctopus process and update information by selecting the desired step you wish to revise
- the drop-down menu item, **"Refresh time of last edit"** is the only way to view accurate information of the last time the document was accessed by your students
- **"Embargo for grading"** is a very important feature to enable when you are assessing your students' work.
- **"Send personalized emails to students"** will use a mail merge feature to send students the grade and written feedback you prepared in the spreadsheet
- by **"Transfer(ring) document ownership to students"**, we are respecting the copyrighted work of our students, ensuring that their work remains their own, and that they have full and sole rights to access and share





Google Apps for Educators: Using “Goobric” with “Doctopus”

Goobric is a Chrome Extension that works only with a Doctopus-enabled spreadsheet. What does Goobric do? Very simply, when you have student documents created with Doctopus, you can link a marking rubric you created to each student's document, assess the document, and have the rubric marks instantly appear within the Doctopus-enabled spreadsheet. It's a simple and quick process.

1. Install Goobric Extension

- log into your GAFE account using Google Chrome web browser
- visit the Chrome Web Store, and search “GOOBRIC” in the search box
- Install “GOOBRIC”
- you'll notice that nothing will happen - Goobric will only work when it sees a document created with Doctopus

2. Create a Marking Rubric on a Google Spreadsheet

- Column A must include the rubric marking criteria
- Row 1 must include numerical values or assessment scale
- Column A Row 1 must be left blank
- descriptors must be placed as indicated in the diagram to the right

Expository Writing Rubric Template ☆					
File Edit View Insert Format Data Tools Help Last edit was 7 days ago					
fx \$ % 123 ▾ Arial ▾ 10 ▾ B I U A ▾ [Icons] ▾					
	A	B	C	D	E
1		4	3	2	1
2	Organization	Structure and major points are paragraphed.	Piece has structure, and most major points are paragraphed.	Reader must infer structure and some major points are paragraphed.	Piece rambles, is repetitive or is confusing to the reader.
3	Development	Piece has a well-defined introduction, body and conclusion.	Piece lacks one of the following: well-defined introduction, body and conclusion.	Piece lacks more than one of the following: well-defined introduction, body and conclusion.	Piece is uneven and fragmentary.
	Format	Follows accepted	Follows most	Does not follow	Does not follow

3. Open your Doctopus Spreadsheet and Attach Goobric

Within the Spreadsheet menu, select "DOCTOPUS", then select "ATTACH GOOBRIC". This will open the Goobric configuration window.

- within the configuration window, select the marking rubric spreadsheet you created
- Goobric will show you a screen capture of the rubric you have selected
- press "Attach Goobric to the assignment"
- Goobric will create a new sheet within the Doctopus spreadsheet
- within the new sheet, the criteria categories will be placed in row headings

**this will become very important once you begin to assess your students' work

Doctopus Last edit was yesterday at 9:38 PM

What is Doctopus?

Step 1: Set up sharing basics

Step 2: Choose what to copy and distribute

Step 3: Choose destination folder, set up file naming and notifications

Step 4: Copy and share the assignment

Refresh time of last edit

Attach Goobric

Embargo for grading: Set editors to view only

Send personalized emails to students

Done with this assignment? Transfer document ownership to students

Use the 'Goobric' Chrome Extension to assess these Doctopus-provisioned documents

[Step 1: Install the Goobric Chrome Extension if you haven't already.](#)

[Step 2: Authorize the Goobric web app](#)

Step 3: Create and select a rubric for this Doctopus assignment. Rubrics must be created in the top sheet of a spreadsheet. Use numeric (score) headers starting in column 2 and a skill/competency strands in each row.

Select a rubric

Currently selected rubric

[Expository Writing Rubric Template](#)

	4	3	2	1
Organization	Structure and major points are paragraphed.	Piece has structure, and most major points are paragraphed.	Reader must infer structure and some major points are paragraphed.	Piece rambles, is repetitive or is confusing to the reader.
Development	Piece has a well-defined introduction, body and conclusion.	Piece lacks one of the following: well-defined introduction, body and conclusion.	Piece lacks more than one of the following: well-defined introduction, body and conclusion.	Piece is uneven and fragmentary.

Doctopus Exemplar ☆

File Edit View Insert Format Data Tools Help Doctopus Last edit was seconds ago

File Edit View Insert Format Data Tools Help Doctopus Last edit was seconds ago

Link Timestamp Submitted by File Key Organization Development Format Conventions

Sheet1 **rubricScores**

4. Assess Student Files with Goobric

1. open each student's file by selecting the link in the Doctopus spreadsheet; when the student's file opens, you will see the Goobric "eyeball" on the right side of the Google Chrome web browser
2. select the Goobric "eyeball" - this will open an interactive pop-up window of the marking rubric
3. complete the marking rubric by placing the numerical scores in the windows on the left, add comments and select "SUBMIT"
4. if you browse away from the page prior to submitting, Goobric will not save the information
5. all marking scores and comments will be pasted into the student document, and streamed automatically to the "rubricSCORES" Doctopus spreadsheet

