



Doctopus

Digital Copy Machine and More for GDocs

Doctopus distributes personalized digital copies of assignments in Google Docs to students, allows for differentiating of instruction, facilitates providing feedback to students, provides more teacher control of student editing rights, and simplifies the management of student files by providing an index of links to individual student assignments.

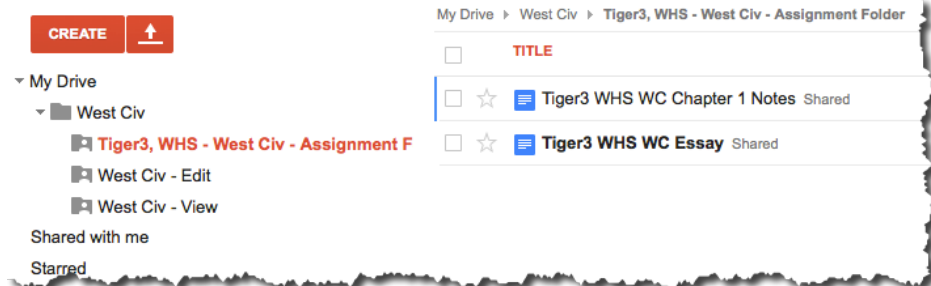
Doctopus works with gClass Folders. This guide assumes that you have used gClass Folders to set up individual student and class folders.

Be sure you are logged into only one Google account when using Doctopus.

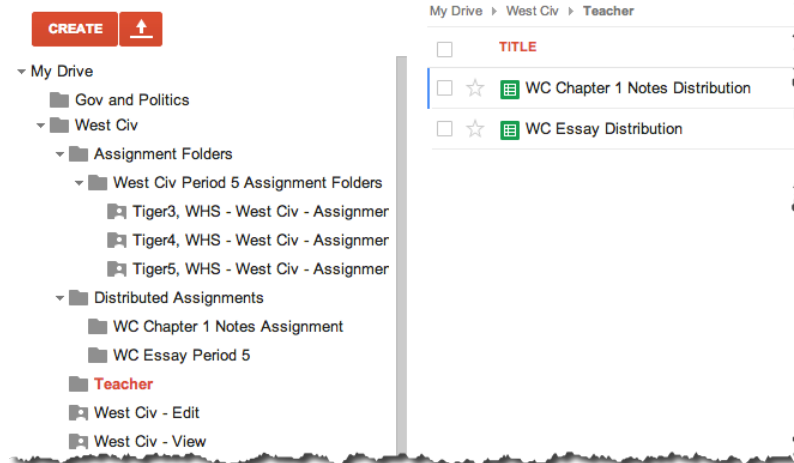
Distribute Assignments

You can use Doctopus to make digital copies of an assignment and distribute those copies straight to individual student assignment folders in Google Docs. Students will not have to make a copy before editing the distributed file, nor will they need to name the file. The file will be named using the pattern you have set, for example: *Garton Janetta Personal Narrative*. No more hunting around for a file that a student has shared with you. All assignments will be organized in individual student folders with appropriate file names.

Student View



Teacher View



Differentiate Instruction

When distributing the assignment, you have 4 choices:

- **Individual-all the same:** Distribute a copy of the same file to all students.
- **Individual-differentiated:** Distribute different files to different students.
- **Project Groups:** Distribute different files to different students based on group assignments, like Jigsaw.
- **Whole class:** Distribute one file to the entire class. All students edit the same file.

Additional Sharing Options

- Add other teachers with editing rights.
- Set permissions to allow all other students in the class to view or comment only on other students' assignments. This allows for peer editing without requiring any sharing by the students. This permission can be set after the initial distribution.

Feedback, Management, and Editing Rights

You can use Doctopus to assign grades and include feedback. Doctopus generates a spreadsheet for each assignment that lists students in one class period, and provides a clickable link to each student's assignment file. It has a column to enter grades, and another for written feedback. It checks every 5 minutes for edits, and shows the date/time of the last edit.

WC Chapter 1 Notes Distribution ☆

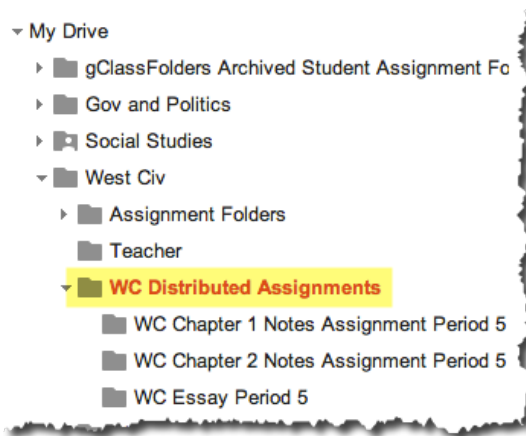
File Edit View Insert Format Data Tools Help Doctopus All changes saved in Drive

Student First Name	Student Last Name	Period	Student Email	Flag	Student Folder Key	File Key	Link	Last Edited	Grade	Written Feedback
WHS	Tiger3	5	WHSTiger3@media.		0B4HDFe9QGOimM18DA4uvv		Tiger3 WHS WC Chapter 1 Notes	9/1/2013 20:39:33	20	Excellent work!
WHS	Tiger4	5	WHSTiger4@media.		0B4HDFe9QGOimM1sWSS8Zp		Tiger4 WHS WC Chapter 1 Notes	9/1/2013 20:39:38	15	Some incorrect information.
WHS	Tiger5	5	WHSTiger5@media.		0B4HDFe9QGOimM1FatKE8ui		Tiger5 WHS WC Chapter 1 Notes	9/1/2013 20:39:44	14	Incomplete.

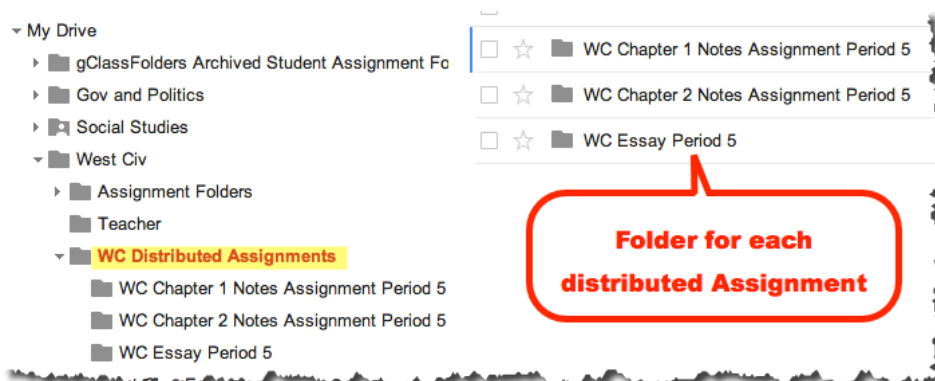


Set up Folders

The first time you distribute an assignment for a course, you will need to create a Distributed Assignments folder nested inside the Course folder. You will need to do this just once for each course. Name the folder with the course title or abbreviation and Distributed Assignments, ie WC Distributed Assignments.



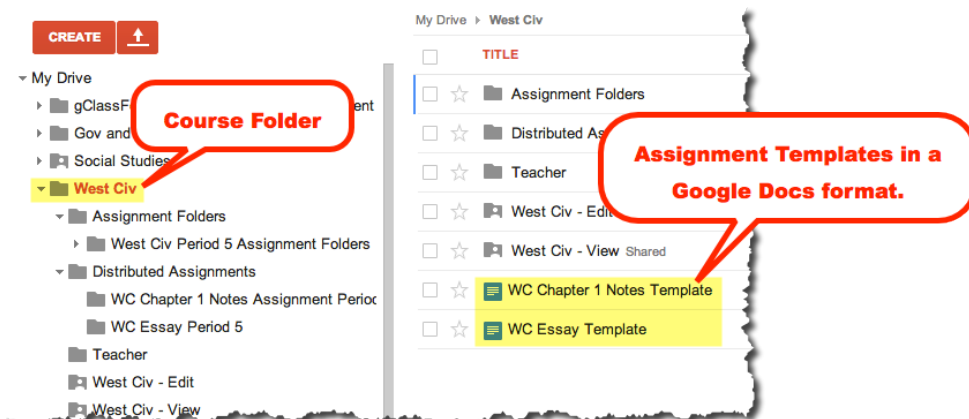
Each time you distribute an assignment, you will need to create a folder for this assignment within the Distributed Assignments folder. Name it with the course title or abbreviation of, assignment title, and class period. For example: *WC Chapter 2 Notes Period 5*.



Upload or Create Assignment Template

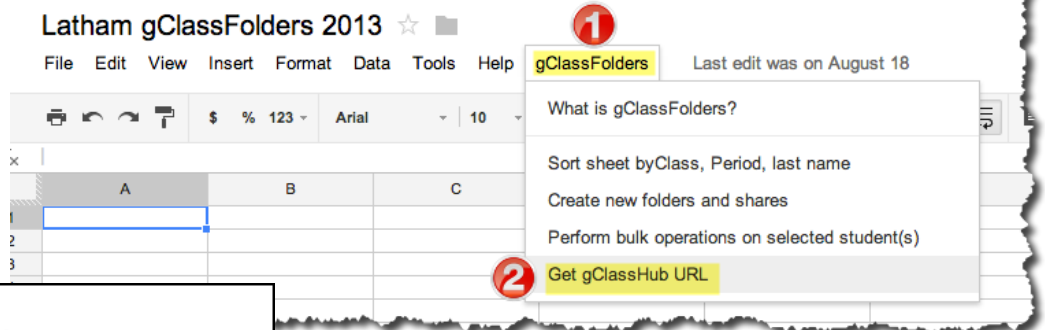
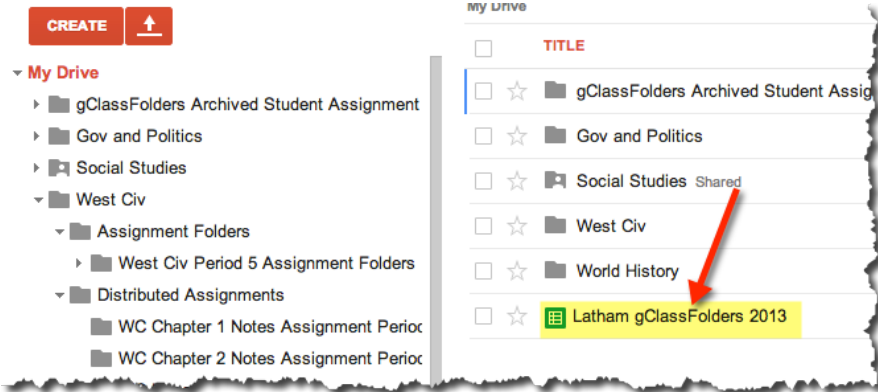
Create or upload your assignment template to the **Course Folder** (ie: image below "West Civ" folder). It has to be in a folder that is not inside any other folders. This file must be a Google Doc, instead of a Word, PowerPoint, etc file. Name it with the course title or abbreviation of, assignment title and


include the word template, ie *WC Chapter 3 Notes Template*. If you have multiple assignments for a group project situation and for differentiating, upload those as well. Once you uploaded the assignment template you can use it multiple times to distribute assignments to several class periods.



Generate the Distribution Spreadsheet

Open your gClass Folder spreadsheet.





gClassHub: Take your gClassFolders experience to new heights with a gallery of add-on scripts, preconfigured and ready to use with your class roster!

Use the custom URL below to visit gClassHub for your classes


[Custom link to gClassHub for this gClassFolders installation](#)

gClassHub and read... designed to work with gCl...

Select the appropriate class.

Gov and Politics Period 3... Welcome capwhshistory! Select class roster(s) to use with one of the...

West Civ Period 5




autoCrat - PDF progress report

This preconfigured version of Autocrat will enable you to create and Email students a PDF document merge using student grades.

Version 4.3.1 4/9/13
by Andrew Stillman astillman@gmail.com

[Get support](#)

Launch



Doctopus

Launch a spreadsheet with your class roster to create differentiated starter templates for your students, pre-organized and shared to their gClass dropboxes. Great for both jigsawed group projects and individual assignments...

Version 4.2.3 6/9/13
by Andrew Stillman astillman@gmail.com

[Get support](#)

Launch

You are about to launch a new instance of Doctopus in your West Civ Period 5 TEACHER FOLDER(S) containing the following students

WHS Tiger3
WHS Tiger4
WHS Tiger5

Name of new spreadsheet
es Distribution Period 5

1 **2** Create new Doctopus

Enter a name for the Distribution spreadsheet, i.e. WC Chapter 2 Notes Distribution Period 5

You are about to launch a new instance of Doctopus in your West Civ Period 5 TEACHER FOLDER(S) containing the following students

WHS Tiger3
WHS Tiger4
WHS Tiger5

Name of new spreadsheet
Create new Doctopus

Success! Take me to: WC Chap 2 Notes Distribution Period 5

Sometimes it take a couple minutes for the Doctopus menu to appear. Try waiting and then refreshing the page.

If you are distributing different assignment to different students for a group project or differentiating, enter letters or numbers in the Flag column to indicate groups or levels.

You can close this tab.

Your new Distribution spreadsheet for this assignment opens in a new tab.

WC Chap 2 Notes Distribution Per...
File Edit View Insert Format Data Tools Help Doctopus Last edit wa

Student First Name	Student Last Name	Period	Student Email	Flag	Student Folder Key
WHS	Tiger3		WHSTiger3@media.		0B4HDFe9QGOimM
WHS	Tiger4		WHSTiger4@media.		0B4HDFe9QGOimM
WHS	Tiger5		WHSTiger5@media.		0B4HDFe9QGOimM

Distribute the Assignment

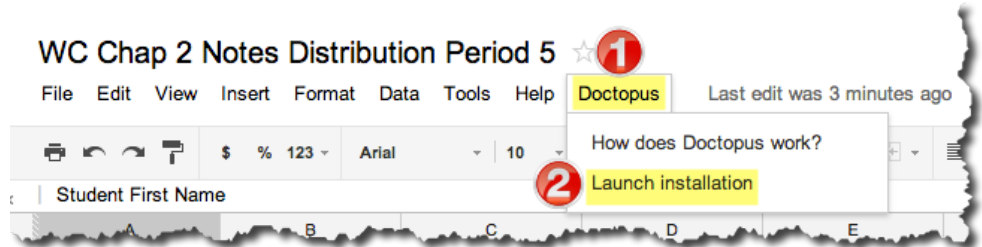
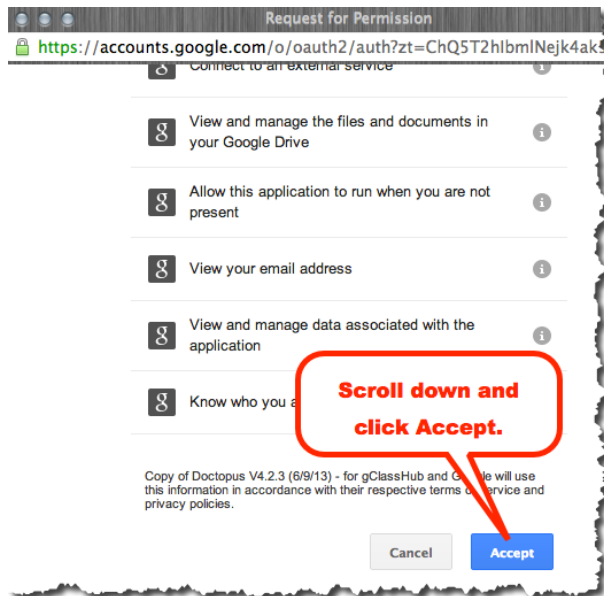
WC Chap 2 Notes Distribution Period 5 **1**

File Edit View Insert Format Data Tools Help **Doctopus** Last edit was 3 minutes ago

How does Doctopus work?
2 Launch installation

Authorization Required
This app needs authorization to run.
OK Cancel





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

allow comment only | allow edit

Editors cannot change sharing permissions

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
rosterSheet	Student Email	Flag

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

1 **Select a Sharing option.**

2 **If you want the whole class to be able to view only or comment only on each other's assignment, indicate that here.**

4 **If you choose the Individual-differentiated or Project Groups you can use this menu to select which students get this assignment. Prior to this step you will need to enter letters or numbers in the Flag column of the Distribution Spreadsheet to be used to indicate groups or levels for each student.**

3 **Enter email addresses of other teachers who need editing rights.**

5 **Leave this checked.**

Step 2: Choose which documents to copy and distribute

Select the folder that contains your Document template(s).

West Civ - Last edited 9/1/13 8:12 PM

Select the item you want to copy and share

Document - WC Chapter 2 Notes_Template

Save settings

1
Choose the course folder.

2
Choose the assignment template.

3

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

Select a destination folder for the copied files.

WC Chapter 2 Notes Assignment Period 5 - Last edited 9/2/13 12:5 PM

--OR-- Create folder named Doctopus Assignment for 9/2/13

Use these variables to substitute spreadsheet values into any of the fields below. Variables must be separated from other text with spaces.

\$studentFirstName
\$studentLastName
\$period
\$studentEmail

How do you want the file(s) named.

\$studentLastName \$studentFirstName WC Chap 2 Notes

Notify document EDITORS immediately upon share

Recipient email address(es).

\$studentEmail

Email subject

Assignment: Chapter 2 Notes

Include a note

This Chapter 2 Notes Assignment is due Sept 20th.

Mr. Latham

Save settings

2
Copy and paste these variables into the field below to designate how to name the files.

1
Choose the folder you created for this distributed assignment.

4
Check this box if you want to send each student an email with a link to their assignment.

3
Type in the title of the assignment.

5
If you choose to send the email, enter an appropriate subject and type in a message.

WC Chapter 2 Notes Distribution P5

Student First Name	Student Last Name	Period	Student Email	Flag	Student Folder Key
WHS	Tiger3	5	WHSTiger3@media.		0B4HDFe9QGOimM 1kO
WHS	Tiger4	5	WHSTiger4@media.		0B4HDFe9QGOimM 19F
WHS	Tiger5	5	WHSTig		DimM 1w23

Apps Script

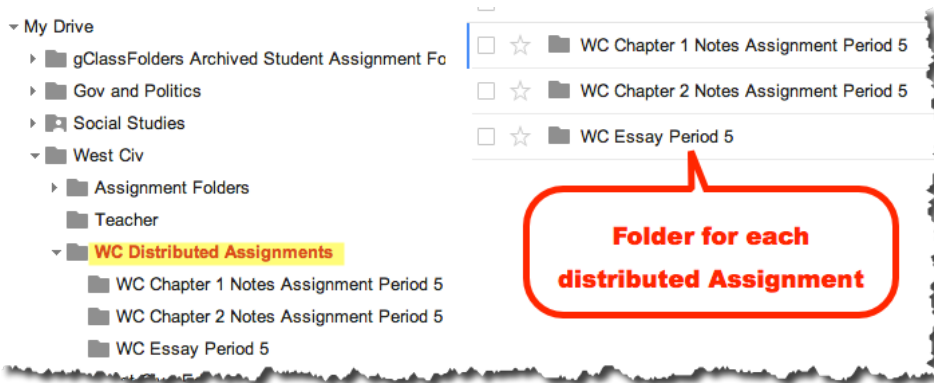
All documents were successfully shared. Please explore the Doctopus menu for grading and feedback options.

OK



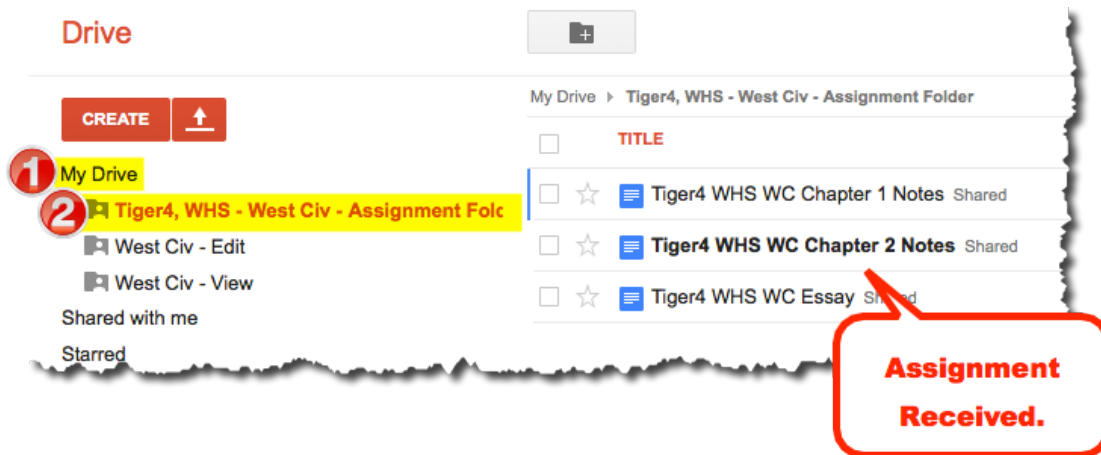
Repeat for Other Class Periods

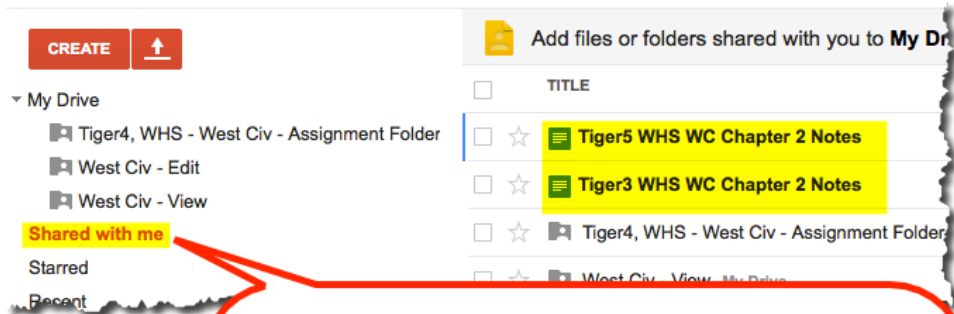
If you have additional class periods needing this same assignment, repeat the process. First, in the Distributed Assignments folder for the course, you need to create a folder for this assignment for the next class period, ie “WC Chapter 2 Notes Period 6”



Then follow the steps on page 5-8 to Generate the Distribution Spreadsheet and Distribute the Assignment.

Student View

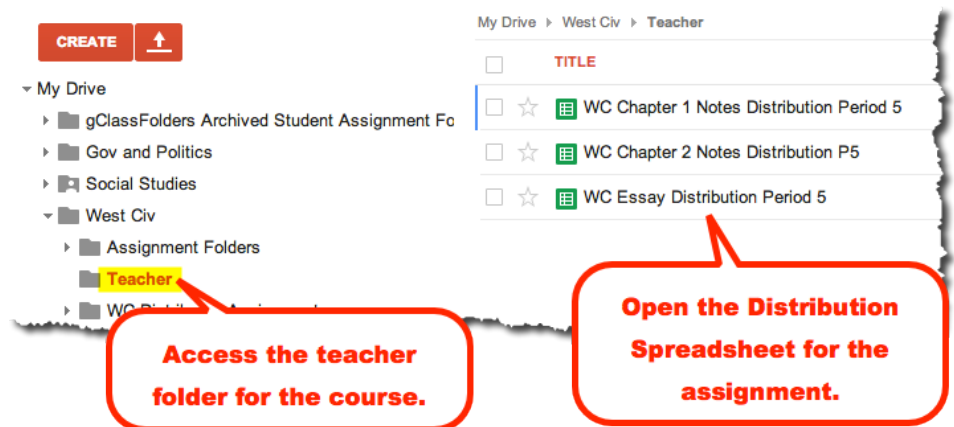




If in Step 1 you chose to let the whole class have viewing or commenting rights, students will find other student's assignments by clicking "Shared with me."

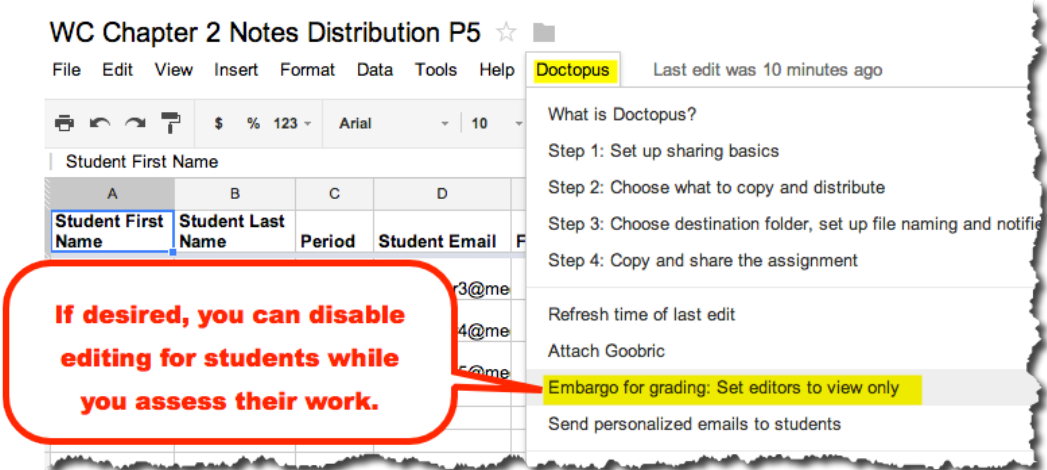
You can remove a whole class permission by running Step 1 from the Doctopus menu again. The sharing will be removed, but will take a few minutes to process. A message will display verifying that permissions have been changed when the process is complete.

Access and Grade the Students' Assignments



Access the teacher folder for the course.

Open the Distribution Spreadsheet for the assignment.



If desired, you can disable editing for students while you assess their work.

WC Chapter 2 Notes Distribution P5 ☆

File Edit View Insert Format Data Tools Help Doctopus All changes saved in Drive

Comments 🔒

Student First Name	Student Last Name	Period	Student Email	Flag	Student Folder Key	File Key	Link	Last Edited	Grade	Written Feedback
WHS	Tiger3	5	WHSTiger3@me		0B4HDFe9QGOimM	1kO2jrhMY	Tiger3 WHS WC Chapter 2 Notes	9/2/2013 14:18:32		
WHS	Tiger4	5	WHSTiger4@me		0B4HDFe9QGOimM	19FFPHxRt	Tiger4 WHS WC Chapter 2 Notes	9/2/2013 14:18:41		
WHS	Tiger5	5	WHSTiger5@me		0B4HDFe9QGOimM	1w23PnlXS	Tiger5 WHS WC Chapter 2 Notes	9/2/2013 14:18:49		

Date/Time of last edit.

Click a link to access a student's work.

Enter a grade.

Type in written feedback.

Send Scores and Feedback to Students

WC Chapter 2 Notes Distribution P5 ☆

File Edit View Insert Format Data Tools Help Doctopus Last edit was 10 minutes ago

What is Doctopus?

Step 1: Set up sharing basics

Step 2: Choose what to copy and dist

Step 3: Choose destination folder, set

Step 4: Copy and share the assignme

Refresh time of last edit

Attach Goobric

Unembargo for revision: Restore student editing privileges

Send personalized emails to students

Use this to email grade and written feedback to all students.

When finished grading you can restore student editing rights.

WC Chapter 2 Notes Distribution P5 ☆

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

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

Unembargo for revision: Restore student editing privileges

Send personalized emails to students

Done with this assignment? Transfer document ownership to students

When all finished with this assignment, transfer ownership to the students.