

DOCTOPUS

Google Drive | Sharing | Management

Step 1: Folders

Create a folder for the task you will be sharing. Then create a sub folder within the first folder for student work.

I use names like:

MYP1_Cell Brochure

MYP1_Cell Brochure_work

Step 2: Roster

In your first folder you will need to create a spreadsheet with all the students names and emails, along with any group information.

I would name mine:

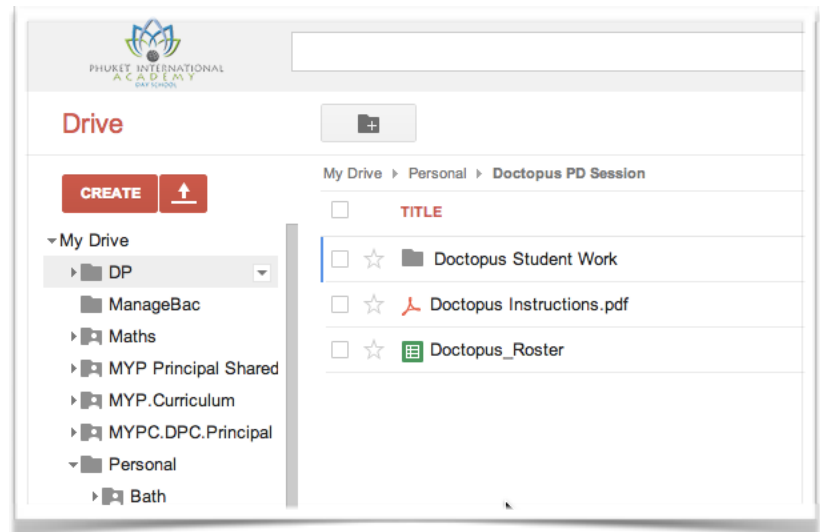
MYP1_Cell Brochure_Roster

Step 3: Template

In your first folder you will need a copy of the task sheet you want to use as a template. You may create a new presentation or document; copy a file from somewhere else in Drive; or upload it from your computer.

I would name mine:

MYP1_Cell Brochure_Template



Step 4: Run Doctopus

You should now have a folder with 3 things inside:

- ◆ A sub folder for student work,
- ◆ A spreadsheet with your class roster, and
- ◆ A template of a task you want to share

Open the spreadsheet, and from the menu at the top select

INSERT > SCRIPT

Next search for DOCTOPUS, and make sure to select the one that does not say *North Korea!* Choose INSTALL, but cancel when asked to AUTHORIZE.

Now from your top menu select from the installed tab

DOCTOPUS > LAUNCH INSTALLATION

When asked to AUTHORIZE, select ok. You will then be taken to another tab to select ok.

Go back to the spreadsheet and again select

DOCTOPUS > LAUNCH INSTALLATION

You are now ready to run the script. It is a 4 step process. The next page will explain some of the options you have when sharing your files with students.

Step 1: Set up sharing basics

Doctopus uses a student list with Google email addresses streamline rubric-based grading of a class assignment.

Desired sharing arrangement

Desired Doc sharing arrangement

- ✓ select sharing type
- project groups
- individual - all the same
- individual - differentiated**
- whole class

Set up sharing basics

For sharing you will be given 4 different options. I suggest that you will want to use either **project groups**, or **individual - all the same**.

- **“Project groups”** allow you to create a document that multiple students in a group can edit. You will need to make sure that your roster has a group column.
- **“Individual - all the same”** will create an individual file for each student in the class. Great for essays or other individual projects.

Step 2: Choose which documents to copy and distribute

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

Doctopus PD Session - Last edited 11/11/13 8:45 AM

Select the item you want to copy and share

Document - Doctopus PD Instructions

Save settings

Choose which document to share

First you will need to select the folder in Google Drive that contains the template file you want to share. This is why naming the files and folders appropriately ahead of time is a good idea!

Once you select the folder it will allow you to choose the specific file from a drop down menu. You can only share a single file. If you want to share multiple times you will have to repeat the whole process.

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

Select a destination folder for the copied files.

Doctopus Student Work - Last edited 11/11/13 8:45 AM

-OR- Create folder named Doctopus Assignment for 11/11/13

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

\$name
\$email
\$class

How do you want the file(s) named.

\$class \$name Doctopus Instructions

Notify document EDITORS immediately upon sharing and re-sharing.


Choose destination folder and naming files

This is the reason we use Doctopus! In the first drop down menu, make sure to select the sub folder you created for student work.

Then make sure to name the file correctly. Notice if you put a '\$' sign before the headings in your roster, you can differentiate the names.

I like to name my files:
\$class \$name Task Name

Step 4: Copy and share docs



Doctopus says: Please review your settings before running

Doc sharing configuration individual - all the same
Whole class access level no access
Individual student access level allow edit
Items to be copied and shared Document - Doctopus PD Instructions

Sample notification email
You have set Doctopus to send no notification emails. You can always send notifications later from the "Send personalized email..." menu item.

Run copy and share Exit

Run copy and share!

Double check all your settings, then select RUN COPY AND SHARE. You can also choose to exit and do this later. Personally I like to get everything set up before hand, and then choose to copy and share right before class or even at the beginning. Otherwise students will receive the file, and potentially not know what to do with it.

You can always go back and change settings via the Doctopus tab in the spreadsheet too!