



Saint Mary's College High School

Technology Use Guides

Using Doctopus – A Step-by-Step Guide (v1.1)

Doctopus allows teachers to manage the flow of shared documents in their Google Drive accounts.

From one place, the Doctopus script allows teachers to take one document and share individual copies out to each of their students, monitor editing of each document, give students feedback through comments, start and stop editing privileges, assign a grade, and push out grades and written feedback to individual students.

Step 1 – The document you want to share

Prepare the document you want to share with your students. The document can be any type of Google document:

- Google Doc
- Spreadsheet
- Presentations
- Drawings



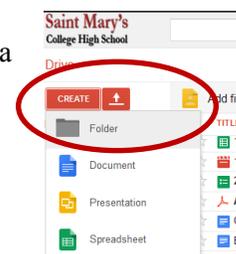
NOTE: In order for the document to be editable through Google Docs, the document must be in one of the Google Docs format.

Be sure to give your file a descriptive name that includes the assignment.

Step 2 – Setting up your files

In your Google Drive, create a folder for this assignment and place the file you want to share inside the folder. Since Doctopus creates an individual document for each of your students, it's a good idea to create a new folder each time you share a documents.

To create a folder: Click on the “Create” button then select folder. Give your folder a name that is meaningful to the assignment at hand since we'll be referring back to it later in the process.



Step 3 – Setting up your spreadsheet

Create a new spreadsheet file in Google Drive:

- Click on the “Create” button and select “Spreadsheet”
- Name your spreadsheet with a descriptive name
- Set up columns for students first and last names and their ‘smpanthers’ email address.

Note: it's a good idea to set up this sheet once with your student's information and save it as a template. Then, for each assignment, make a copy of the template for use.

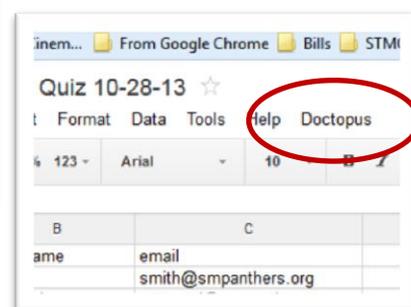
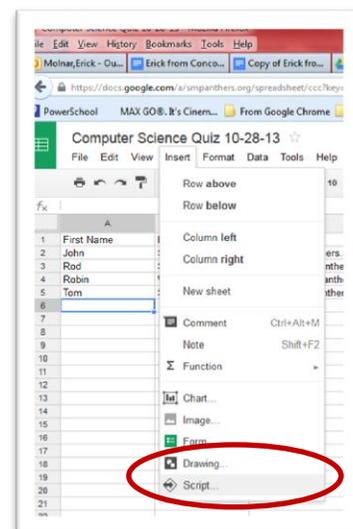
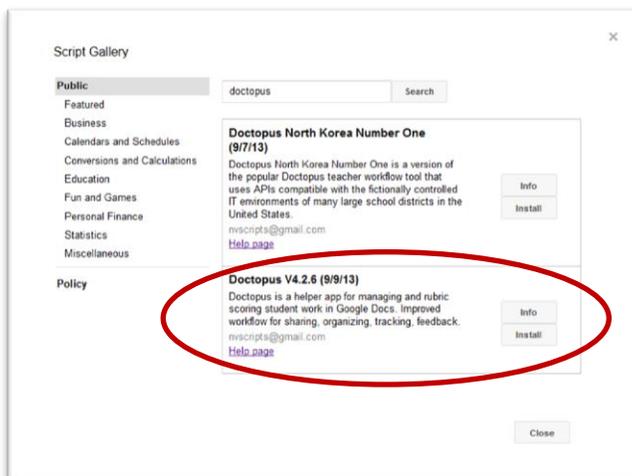
	A	B	C
1	First Name	Last Name	email
2	John	Smith	smith@smpanthers.org
3	Rod	Steward	rsteward@smpanthers.org
4	Robin	Williams	ewilliams@smpanthers.org
5	Tom	Sawyer	tsawyer@smpanthers.org
6			
7			

Step 4 – Install and authorize Doctopus

Doctopus needs to be installed each time you want to share an assignment with your class.

To install the Doctopus script, do the following:

- Select “INSERT” from the spreadsheet menu bar, then select “SCRIPT” from the dropdown menu.
- From the Script Gallery, type in “Doctopus” in the search box and click on search.
- Select Doctopus from the results and click on Install.
- Once installed, click on Continue to authorize the app.
- On the Request for Permission page, scroll to the bottom and click on Accept.
- Close out the script Gallery
- If Doctopus installed correctly, you’ll have a new menu item to the right of the help menu called “Doctopus”

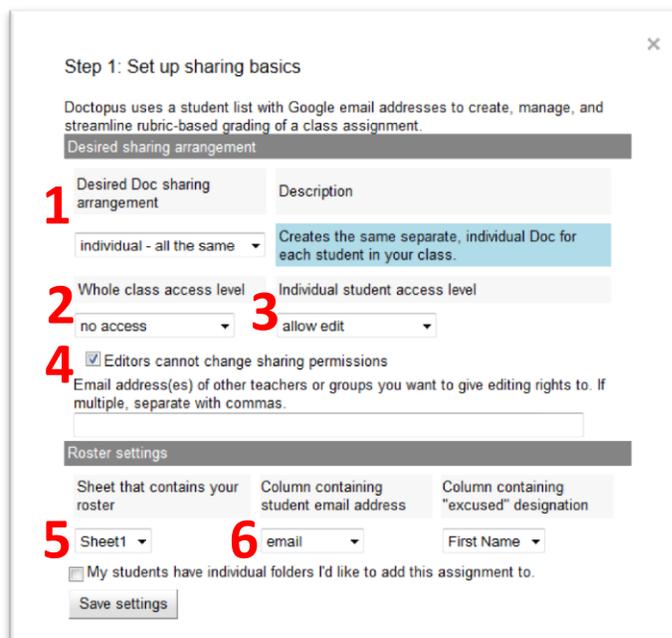


Step 5 – Doctopus setup Step 1: Set up sharing basics

To set up Doctopus, click on the Doctopus menu and select “Launch Installation” and a setup box will open up. This step sets up your basic sharing options. Use the following settings:

1. **Desired doc sharing arrangement:** Individual - all the same.
2. **Whole class access level:** No Access
3. **Individual student access level:** Allow edit
4. **Editors cannot change sharing permissions:** checked
5. **Sheet that contains your roster:** Sheet 1
6. **Column containing student email:** email

There are some advanced features at this step which allow you to set up groups where each group could receive a different version of the file. You can also share editing rights with another teacher so they receive all the files of every student as well and can edit them.



There is also a feature to select a specific folder in the students Google Drive in which to place the file.

You can also set up a column in your spreadsheet to designate excluded students who will not receive a file.

Step 6 – Doctopus setup Step 2: Choose which documents to copy and distribute

I set up a short quiz to share with my Computer Science students called “Computer Science Quiz 10-28-12” that I places in a folder called “Computer Science Class 2013-2014”. This step allows me to select that file.

1. Select the folder that contains your Document template(s): Select the folder you set up in step 2.
2. Select the item you want to copy and share: Select the file you set up in step 1. The file must be in the folder you selected above.

Step 2: Choose which documents to copy and distribute

1 Select the folder that contains your Document template(s).
Computer Science Class 2013-2014 - Last edited 10/27/13 5:46 AM

Select the item you want to copy and share

2 Document - Computer Science Quiz 10-28-13

Save settings

Step 7 – Doctopus setup Step 3: Choose destination folder, set up file naming and notifications

This step sets up several items, the folder where the individually shared files will be located on the teacher’s side, the file naming convention, and the notification email that is sent out to individual students.

1. Select a destination folder for the copied files: Select a folder where the student shared files will live on the teacher’s side. I chose the same folder I created back in step 2.
2. Set up the file naming convention you want to use for each student file by using the field name variables listed in blue.
3. Check the “Notify document EDITORS immediately upon sharing and re-sharing” checkbox to have an email sent to each student.
4. Recipient email address is the variable used for the email in your spreadsheet, \$email in this case.
5. Type in a subject for your email
6. Type in the text for the body of your email.

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

Select a destination folder for the copied files.

1 Computer Science Class 2013-2014 - Last edited 10/27/13 5:46 AM

-OR- Create folder named Doctopus Assignment for 10/27/13

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

\$firstName
\$lastName
\$email

How do you want the file(s) named.

2 \$firstName \$lastName - CS Quiz 10-28-13

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

4 Recipient email address(es):
\$email

5 Email subject
Computer Science Quiz

6 Include a note
I have shared a quiz with you. Please follow the instructions inside the document and complete the quiz. The Quiz will be turned off at 5pm on 10-28-13

Save settings

Step 8 – Doctopus setup Step 4: Copy and share docs

This final step allows you to verify that all the information is correct. After verifying your choices, click on the “Run copy and share” button at the bottom of the scroll down area.

A copy of the file will be placed in each student’s Google Drive “Shared with me” folder and a copy of each student’s file will be placed in your Google Drive in the folder you specified in step 7.

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 - Computer Science Quiz 10-28-13

To: smith@smpanthers.org
Subject: Computer Science Quiz

Body: You are now an editor on the document (Link to document title here)

Sample notification email: John, I have shared a quiz

Step 9 – Using the spreadsheet to monitor student activity

There are now a few extra columns in your spreadsheet associated with the student files:

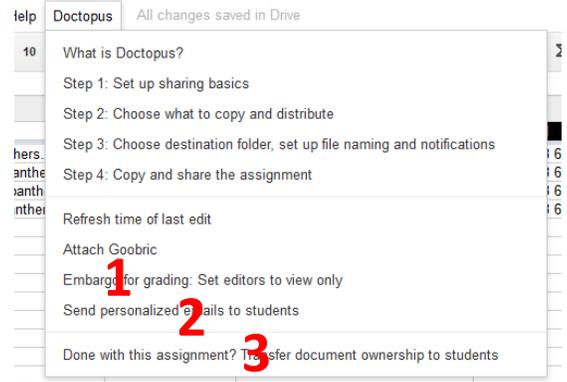
	A	B	C	D	E	F	G	H
1	First Name	Last Name	email	File Key	Link	Last Edited	Grade	Written Feedback
2	John	Smith	smith@smpanthers.org	18UN7uN9PI-m0cD4	John Smith - CS Quiz 10-28-13	10/27/2013 6:52:28		
3	Rod	Steward	rsteward@smpanthers.org	1RD1MwLonycemC	Rod Steward - CS Quiz 10-28-13	10/27/2013 6:52:38		
4	Robin	Williams	ewilliams@smpanthers.org	1QypVWuGVIGVl	Robin Williams - CS Quiz 10-28-13	10/27/2013 6:52:48		
5	Tom	Sawyer	tsawyer@smpanthers.org	10hiY0DBpst-Y5zk	Tom Sawyer - CS Quiz 10-28-13	10/27/2013 6:52:57		
6								
7								
8								
9								

1. **File Key:** an internal link to the student document
2. **Link:** a clickable link to open individual student documents. Use this link to quickly access student documents and to leave notes and comments right on their page
3. **Last Edited:** Last instance of when the document was edited. It automatically updates every five minutes or you can force and update by clicking on the Doctopus menu and selecting “Refresh time of last edit”.
4. **Grade:** An area to enter a grade for the assignment. By entering a grade here, you can later go in and email the student their grade and any feedback you might enter.
5. **Written Feedback:** An area to put feedback for the student on this assignment. When you email the grades, you can also include the feedback in the email.

Step 10 – Turning off editing, emailing grades, and transferring document ownership

The following features can be accessed through the Doctopus file menu.

1. **Embargo for grading. Set editors to view only:** This option allows you to set the editing privileges for individual student to view only so they no longer have the ability to edit the file. This is useful for when you want to grade the assignment and you don't want the student to have access to the edit features in the file. The “Last Edited” column in your spreadsheet will indicate that the file is locked for grading. Choose it again to re-enable editing privileges.
2. **Send personalized emails to students:** This option allows you to send an email to all your students regarding the assignment. Use it to send reminder emails or to send grade and comments to individual students.
3. **Transfer document ownership to student:** This option allows you to transfer the ownership of the document to the student when the assignment is completed. The student document will no longer be linked to the document in your Google drive and you can delete the files in your folder if you want. NOTE: if you delete the files in your folder prior to transferring ownership, the files will also be deleted in the student's Google drive folder.



Guide Notes

This guide is subject to change with updates or corrections without notice. Check for newer versions periodically if you rely on it for your workflow. If you find errors or omissions in this document, please take a moment to make me aware of them by emailing me at emolnar@stmchs.org so I can include them in the next version of the document.