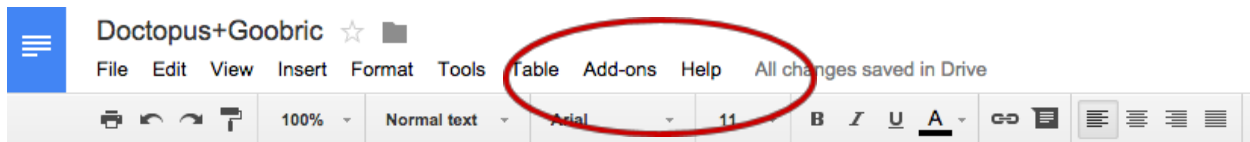


# Google Add-ons - Doctopus and Goobric

## Google Add-ons

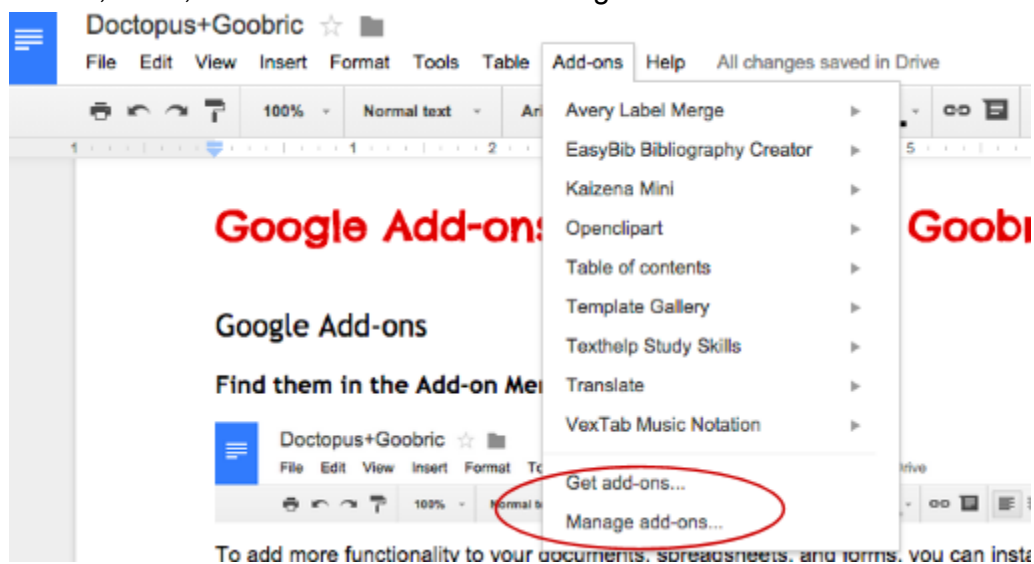
### Find them in the Add-on Menu



To add more functionality to your documents, spreadsheets, and forms, you can install add-ons, tools built by third-party developers for Google Docs, Forms, and the new version of Sheets. These Add-ons replace the old scripts gallery with an Add-on Web Store. Once add-ons are installed, you can manage each one individually, and turn them on and off at any time. If the documents are shared, other people working on the file will be able to see and use the add-on as well.

### Add-on scripts need only be added and authorized once

The add-on scripts now become a part of your add-on menu, available to all your new Sheets, Docs, or Forms. You can also manage the add-ons from the Add-on menu.



For more information on Add-ons, visit the [Google Support page](#)

## Doctopus

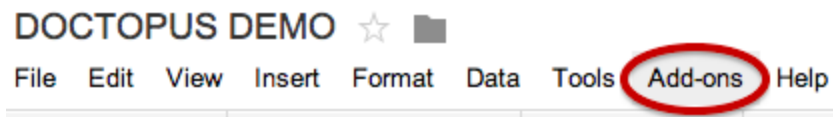
The newest version of this incredible teaching tool is easier and more powerful than ever. Doctopus is the perfect tool to organize student work, distribute assignments, and grade them using a your own rubrics using the [Goobric Web Extension](#).

### Get Organized


- Create a folder for your Class Assignments (English 4 Assignments, etc.)
- Create a template that you would like shared with your students.  
Examples:
  - Google Doc - blank placeholder, worksheet, lab report template, essay prompt...
  - Google Spreadsheet - data report, book report listing...
  - Google Presentation - project, group presentation...
  - Drive Folder - Folder containing multi-part project resources, readings, checklists...
  - Other file types - Google Drawings, HTML files, code files...
- Then, make a corresponding spreadsheet so you can see all of your students' documents in one place. This becomes your Master Roster. Doctopus can now import a roster from your gClass Folders, Google Classroom, Teacher Dashboard (Hapara). If you need to create a class roster make sure to include:
  - First Name
  - Last Name
  - email address (Must be their school Google Account)
- Create a rubric in a **Sheet** to use with Goobric for feedback and grading. See the sample of [4-point informative/explanatory rubric](#).

### Install/Launch the Doctopus Script

- Create a new spreadsheet.
- Title this spreadsheet "*Assignment Name - Doctopus*" and put it into your assignment folder.
- On this new spreadsheet, go to "Add-Ons" and select "Get Add-Ons"



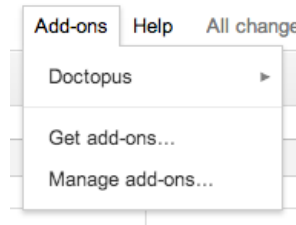
- Search for "Doctopus" and install it



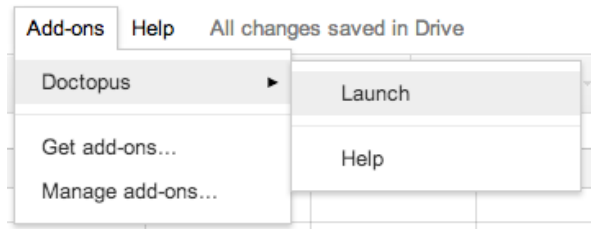
**Doctopus**  
New Visions Cloud Lab

An octopus for docs! Teacher-built tool for scaffolding, managing, organizing, and assessing student projects in Google Drive.

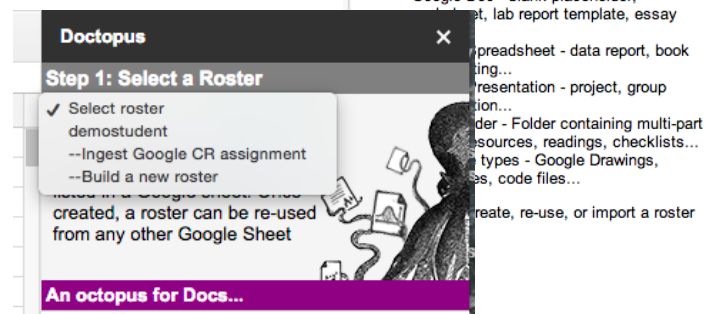
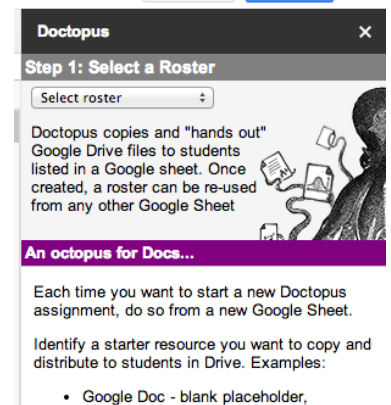
- Give the OK if it asks for authorization to run, then click “Accept”
- Now, under “Add-Ons,” you should have a new item called “Doctopus”



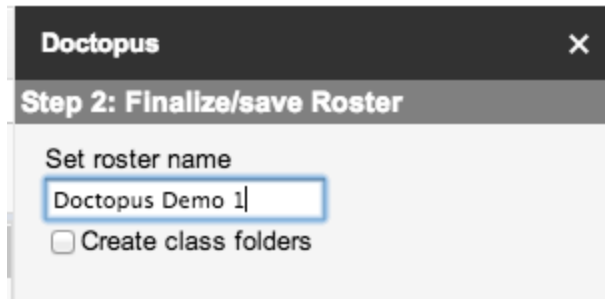
- Select “Launch” to get started.



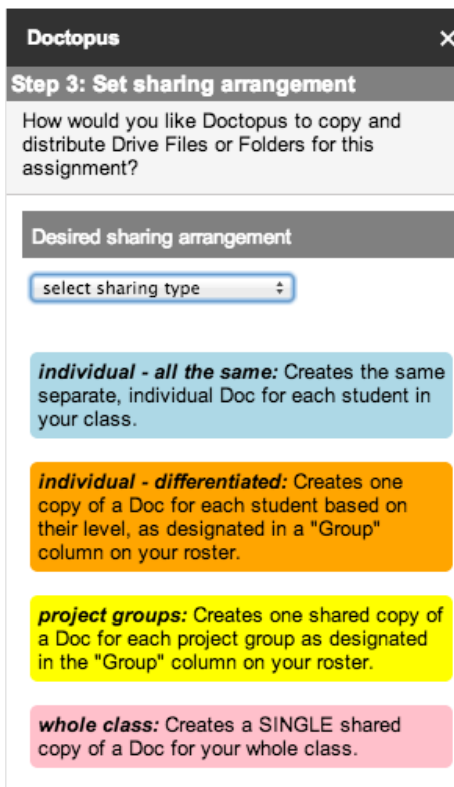
- A menu will pop up on the left-hand side of your spreadsheet.
- Follow the simple steps for creating the roster, assignment type and location
- Select your roster
  - If you’ve run the new Doctopus before, you can re-use an old roster or you can create a new roster on the spreadsheet
  - You can also use your GOOGLE CLASSROOM roster and file structure, however you will need to already have the assignment created.
  - You can use your Teacher Dashboard (Hapara) file structure.



- Give your roster a name



- You can also create class folders for the assignment by clicking the “Create Class Folders” box. (When using gClass, Hapara, or Classroom the student assignment will be created in the existing assignment folder)
- Click “Save Roster and Continue”
- Now, you need to set the Sharing Arrangement.
  - First, decide how you want your document shared with each student on your roster



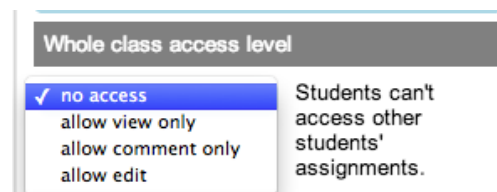
Individual all the same - Creates the same separate, individual Doc for each student in your class. This is what I use most often.

Individual differentiated - Creates one copy of a Doc for each student based on their level, as designated in a column on your roster. This is handy if you are shortening/modifying assignments for students with IEPs.

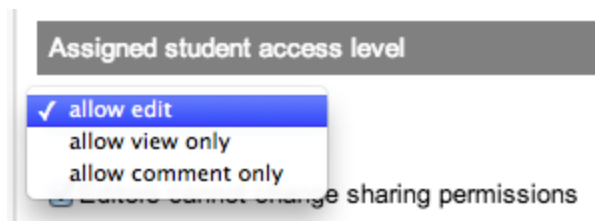
Project groups - Creates one shared copy of a Doc for each project group as designated on your roster. Each student in the group will have collaborative access on the **same** document.

Whole class - Creates ONLY ONE shared copy of a Doc for your whole class.

- Next, decide on the whole-class access level



- Assigned student access level
  - What can each student do on the document you have shared with him/her?



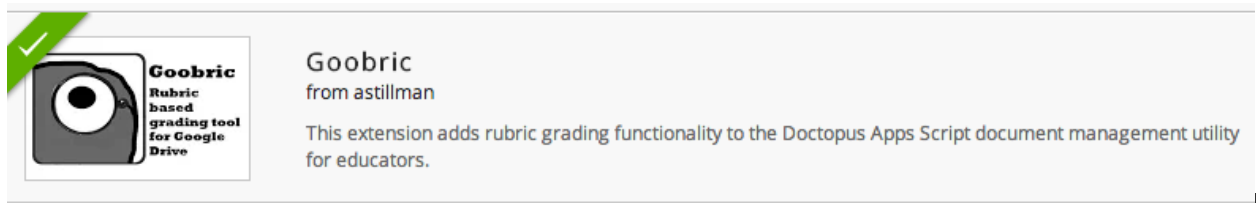
- Editors can/cannot change sharing permissions
  - If you want your students to share their documents with other students for the purpose of peer editing, etc, you will want to **uncheck** this option
  - If you do not want your students to be able to change the sharing settings you specify, leave this checked.
    - You can change this later, but it's easier to just deal with it now
- Deliver to student folders?
  - Instruct Doctopus to put the created documents into student folders. If you use gClass folders, Classroom or Hapara this will be done automatically.
  - Email addresses of other teachers? enter the email address of your teaching partner, student teacher, resource case manager, etc if you want them to have access to the student documents as well. Or, just leave this blank
- Click “save and continue”
- Next, choose which documents to share and distribute
  - This is where that folder you set up in Step 1 will be really handy!
  - Click “Choose folder” to select the folder where you put your assignment documents
  - The select the document (or folder) within that folder you would like to share
  - If your template document is not in a folder and is just floating around in your Drive, **you won't be able to find it**. It **MUST** be in a folder for Doctopus to work with it.
- Choose destination folder, set-up file naming and notifications
  - Select your destination folder for all the student documents Doctopus is about to create.
  - Determine how you want your student documents to be named. Use the variables (in blue with \$ at the beginning) to substitute values from the spreadsheet so each assignment is titled uniquely.
    - For example, their class period, last name, first name, and the assignment title (**3 Ellis Megan - Giver Essay**), so you would enter **\$period \$yourLastname \$yourFirstname - Giver Essay**.

- I recommend copying/pasting the variables rather than typing them in yourself so you don't make a mistake.
- Do you want to send students an email that you have shared a doc with them?
  - The document will be shared with them regardless. If you do send an email, you can personalize the subject and message with variables like the document title.
- Click “save and continue”
- Review your settings, then select “Run Copy and Share”
- In a few minutes, Doctopus will finish creating and sharing documents with students. You will know it is done because columns will be added to your spreadsheet, including a column with links to each individual student document.

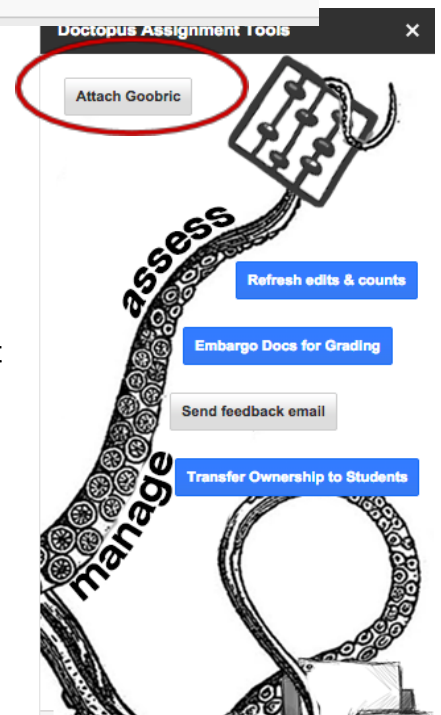
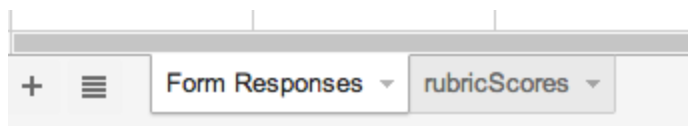
### Part 3 - Install and Run Goobric

You don't have to install Goobric to give students feedback on electronic work but this is such a useful interface, few teachers I have met pass it up. if you want to run Goobric, here's what to do:

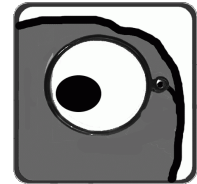
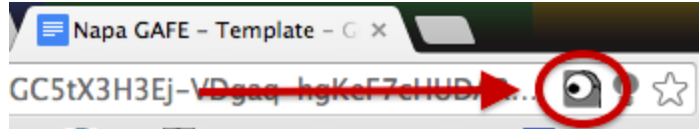
1. In order to run Goobric, you **MUST** be using the [Chrome browser](#). Go to the [Chrome store](#) and search for “Goobric.”



2. Click the blue “Install” button.
3. Back on your Doctopus roster, select “Attach Goobric” from the Doctopus menu
4. You will probably need to authorize the app
5. Then click “select rubric” and find the rubric you created in a spreadsheet.
6. Click “attach Goobric to this assignment”
  - a. Even **more** columns will be added to your spreadsheet for your grading criteria
  - b. a second sheet is added “rubric Scores”



7. Now you are ready to grade! Click the link in your spreadsheet to open a student document.
8. In the right-hand corner of your URL bar, you will see a creepy eyeball icon - that's Goobric!



9. Click the eyeball to open up your rubric. If you are assessing a Google Doc, the rubric will be copied into the document. Enter student scores, written and/or voice comments.
10. Click "Submit" or "Next" to move to the next student.

Voice comments can be added here!

 A screenshot of the Doctopus interface. At the top, a text box contains the text "Voice comments can be added here!". Below this is a rubric table with four columns and two rows. The first row has headers: "4 Purpose", "2 Organiza", "3 Evidence", "2 Reasonin". The second row has a header: "CUPS (capitalization, usage, punctuation, spelling)". The table cells contain descriptions of response quality and corresponding scores. To the right of the rubric is a "Comments" section with a text area for "Add written comments here." and a "Submit" button. A red arrow points from the text above to the voice comment controls (a speaker icon, a pause icon, and a stop icon) in the top right corner of the interface. Another red arrow points from the text above to the "Submit" button.

- a. An email is sent to students with the rubric and comments, plus your Doctopus spreadsheet will be updated with scores and comments.
- b. You can attach as many rubrics as you want - they are date and time-stamped each time. Your main spreadsheet will continue to update with only the most **RECENT** rubric, while the rubric Scores sheet that Goobric added will keep **ALL** rubric scores entered throughout the course of the assignment

For more information on Doctopus and Goobric, visit [New Visions CloudLab](#).