



gClassFolders - [Created by educators Bjorn Behrendt and Andrew Stillman](#)

Google Drive is a great tool that can help you create a paperless classroom. The challenge for teachers who have a lot of students spread across multiple courses is management of all of the files that students share with you. [gClassFolders](#) is a Google Spreadsheets script that can help you manage the flow of Google Drive files that are shared with you.

[gClassFolders](#) is a script that will create folders for you for as many course sections as you need. The concept behind it is this; students have a "dropbox" folder in their Google Drive accounts that you have shared with them. To submit work students drag files into that "dropbox" folder. From there gClassFolders sorts submissions to the correct folder for each student.

Google Classroom Model

Each Classroom set up a Class Edit, Class View, and Dropbox folder. Make sure to include both the name of the student and the class so that multiple classrooms are not using the same naming convention.

Class Edit ~ These will be files that are editable by everyone in the class
Example: Group Assignments

Class View ~ These will be files that are only viewable by everyone in the class
Example: Syllabus, worksheet templates

Assignment Dropbox ~ This is only between the teacher and the particular student.
Example: Handing in homework

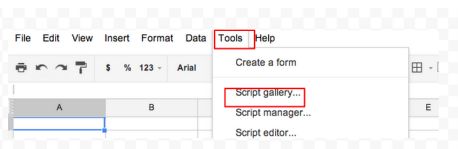
gClassFolders Instructions

Before you begin, create and save a spreadsheet of your users with the following information:

	A	B	C	D
1	Student First	Student Last	email	
2	Joe	Cool	jcool@myschool.org	
3				

gClassFolders can be created using a template from the **Template Gallery** or from the **Script Gallery**. We are going to create our folders from the **Script Gallery**.

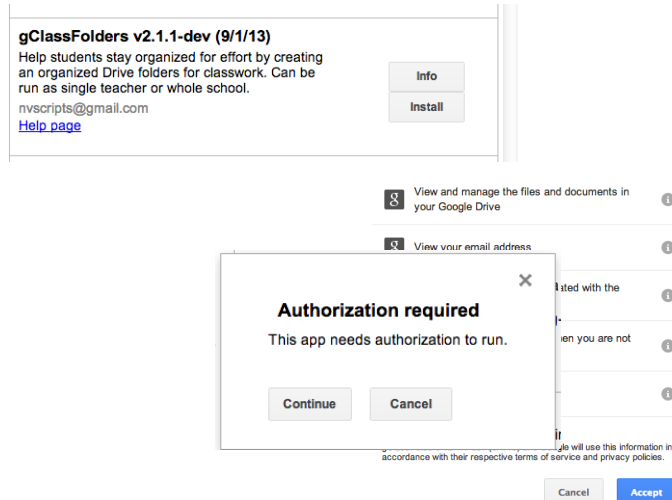
1. In Drive Create a new spreadsheet
2. Go to Tools in the menu bar



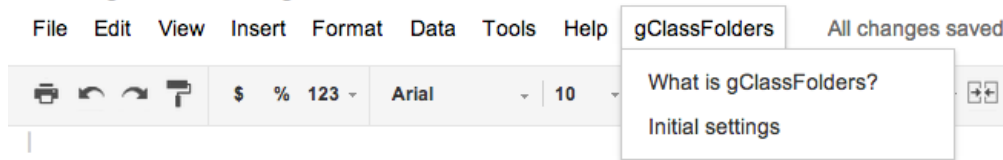
3. Select Script Gallery
4. Search for gClassFolders v.2



5. Install
6. Authorize
7. Accept



Moraga Science gClass



8. You should now see a menu item gClassFolders
9. Select Initial settings - a script will run and ask you to indicate the mode you wish to use.
10. Select a Mode (Single Teacher)
11. Save - Script will run and create new headings in your spreadsheet.
12. Complete the sheet
13. The "gClassFolders" menu will change to reflect your current options
14. Click "Create new folders and shares"
15. A status column will be filled in as the are created
16. If anything should happen during the just re-run "Create new folders and shares" script will pic up where it left off
17. When completed check your Google Drive should see your classes

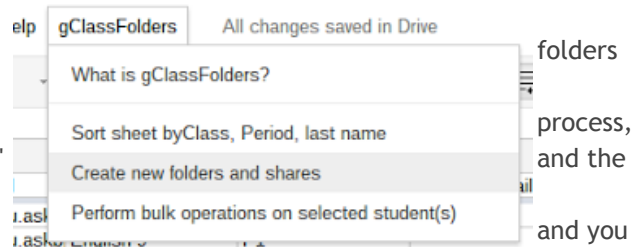
Indicate how you plan to run gClassFolders

Single Teacher Mode

Meant for one teacher running gClassFolders from their own account. Single Teacher Mode is simpler, but offers fewer options for managing and archiving student work over time and across a student's classes if they have multiple teachers.

Choose carefully! Once student folders have been generated, it is not possible to switch modes

Save



If you are the teacher you should now see the class folders in your Drive

Student Instructions

- Students should go to their "Drive"
- Create a Folder for their class
- Click "Shared With Me"
- Drag the Class Edit, Class View, and their Assignment dropbox to the folder they just created in



Drive.

