

Using Doctopus

Create a new Google Spreadsheet.

Doctopus Add-on
• Go to "Add-ons" in the menu
• Get Add-ons
• Search for Doctopus
• Add Doctopus

Go to Add-ons
• Launch

Using Doctopus with Google Classroom (you must have an assignment that was completed in Classroom)

Select a Roster by choosing "Ingest a Google CR Assignment"

Select a class

Select an assignment

Ingest the Assignment *Note that you can grade assignments that are and are not turned in*

Grade your assignments by clicking on the links for each student's assignment.

Using Doctopus without Google Classroom (You set-up Doctopus BEFORE your assignment goes to students!)

Create your roster. (I recommend keeping a roster on a Google spreadsheet that you can copy and paste from.)

Select a roster. On the current sheet.

Follow the prompts to create class folders or not. Creating folders is a great way to keep students organized during a project involving multiple documents! Use the tips given by Doctopus for helping students keep organized.

Choose your assignment type. Follow prompts to set your sharing arrangements.

Run and Copy the Assignment

Manage your assignment from this spreadsheet. As students complete work, you can use the links to grade student work.

Want grading to be easier? Try a Goobric!

-Do you want to stop allowing submissions? Trying Embargoing the Docs