

DOCTOPUS INSTRUCTIONS

1) Download the Add-on for Google Chrome

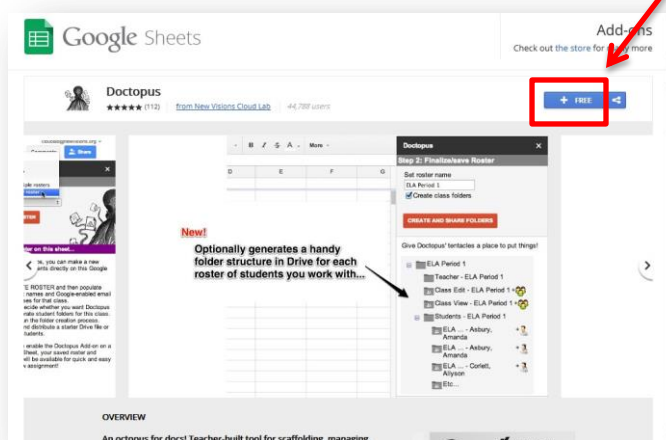
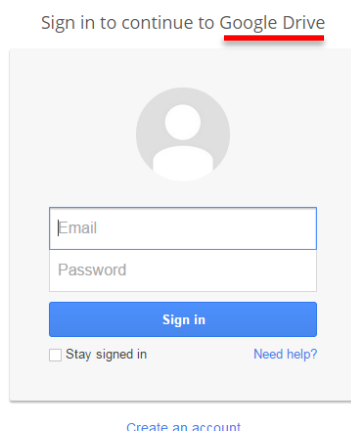
- i. Using Google Chrome, sign into Google Drive by navigating to <https://drive.google.com> and entering your email as well as your password.
- ii. In a new tab, go to: <https://chrome.google.com/webstore/detail/doctopus/fhhegaddkjpkfiemhhnphmnadfbkdhbf?hl=en>
- iii. Click on the free button.



3

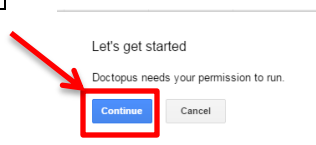
One account. All of Google.

1

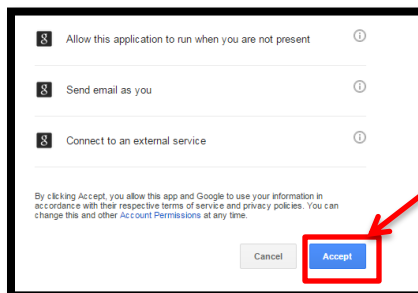


- iv. A Google Spreadsheet will open in a new tab. A box will appear, saying, “Doctopus needs your permission to run.” Click the blue continue button.
- v. A new window will appear. Click ‘Accept’ in the bottom right corner of the page.

4



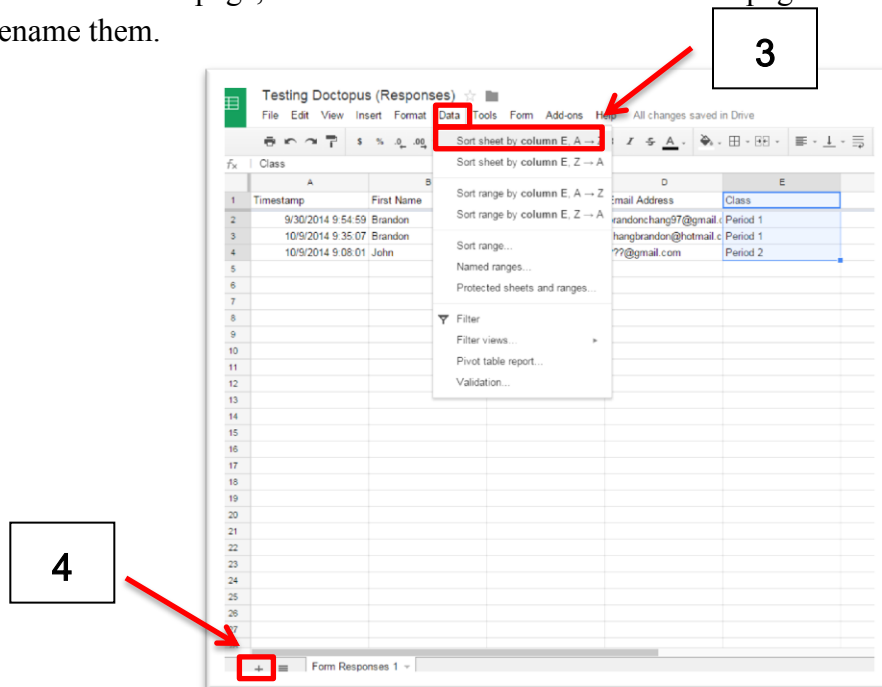
5



- vi. Now you are back to the empty Google Spreadsheet. Feel free to close this tab as it will not be used.

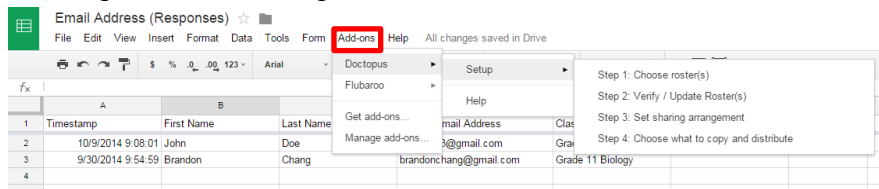
2) Create a Google Form and a Google Spreadsheet with Class Information

- i. Follow the instructions from the Weebly User Manual
- ii. Remember you will want to gather first name, last name, email address (Gmail), and which class they are in.
- iii. If all of your classes fill out the same Google Form and their answers are generated on one sheet, I would recommend dividing them up into 3 separate sheets in the same document. You can do this by highlighting the class column, clicking the 'Data' tab, and then 'Sort sheet by column E, A→Z'.
- iv. Create multiple sheets by clicking the plus symbol in the bottom left corner. Copy and paste all of the period one information onto the first page, the period two information onto the second page, and so forth. Then double click each page at the bottom to rename them.



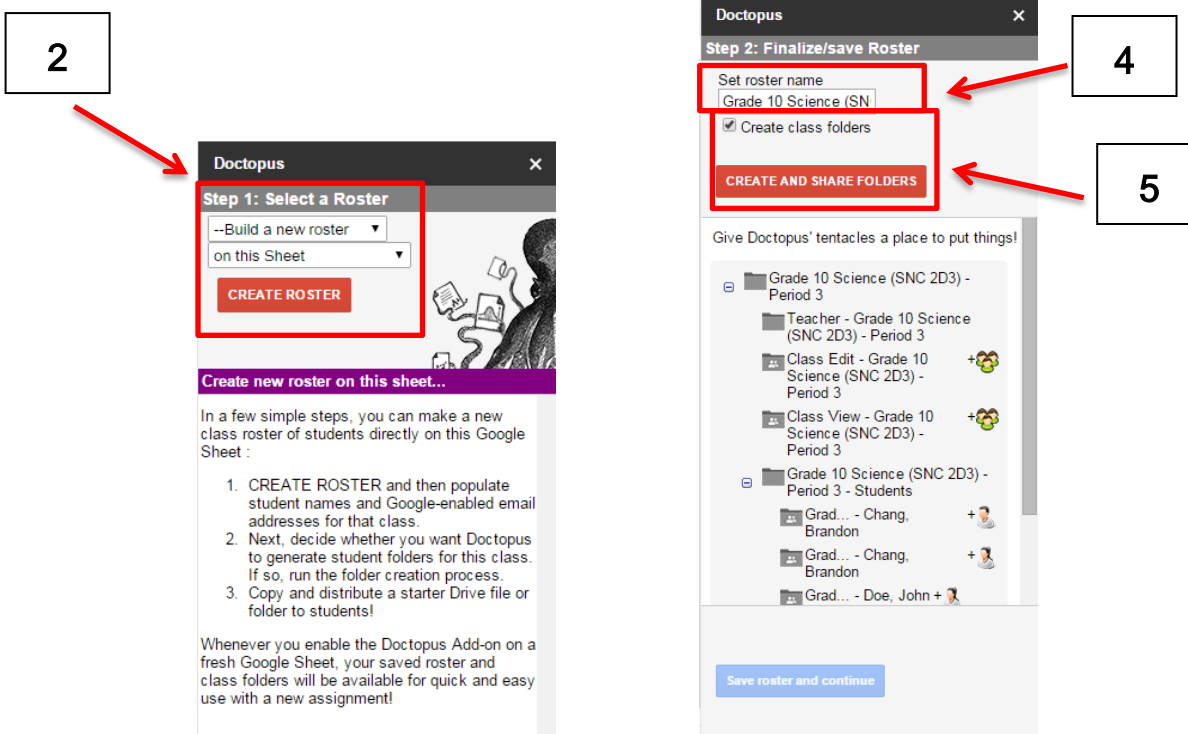
3) Run Doctopus and Set Up Your Roster

- i. In your Google Drive, open the Response spreadsheet. At the top, press the 'Add-ons' tab → Doctopus → Open/Launch/Setup.



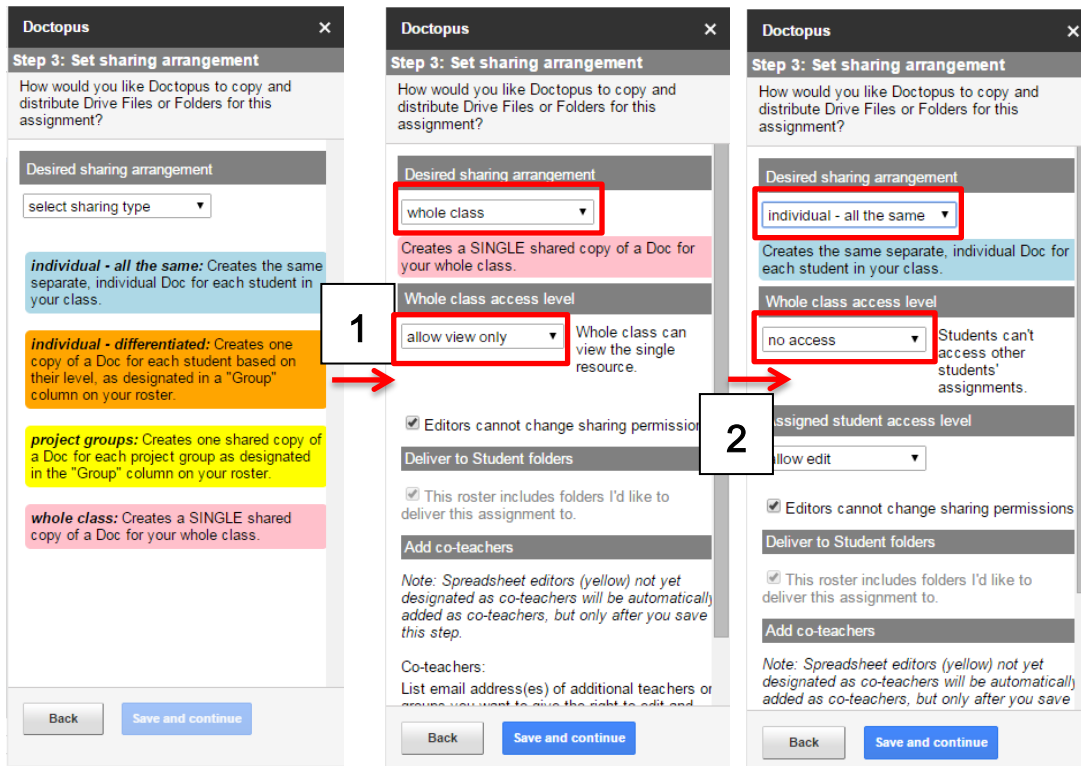
- ii. The initial step is selecting a roster. If you're doing this for the first time, select 'Build a new roster' then choose 'on this Sheet' for the method section. Click the 'Create Roster' button.

- iii. A new page will appear. Copy all the first names, last names, and emails of the class you'd like to create a roster for. Then paste them in the new page created by Doctopus. Once this is complete, click the blue Refresh button.
- iv. Create a name for the class folder such as *Grade 10 Science (SNC 2D3) – Period 3*.
- v. Make sure the 'Create class folders' check box is ticked off and click 'Create and Share Folder'. Then click 'Save roster and continue'.



4) Set Sharing Arrangement

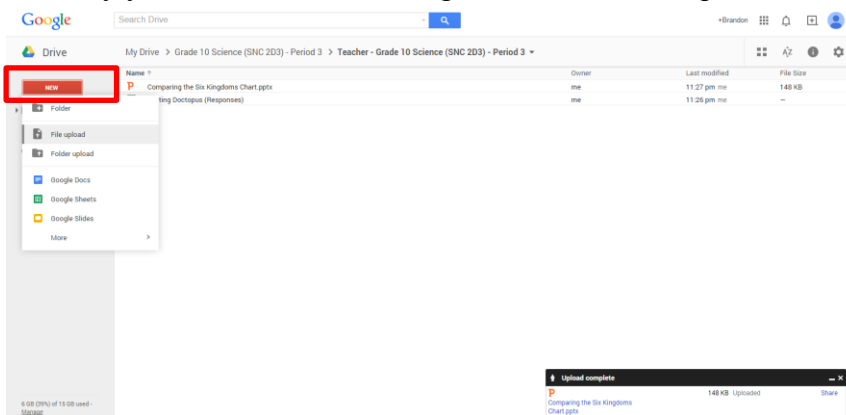
- i. After choosing your desired sharing arrangement, choose the access level. For class PowerPoints, lesson material, or handouts, 'whole class' and 'view only' are the best options. This means that students can see the document and download it to their personal computer at home, without being able to change the file in any way.
- ii. If you choose 'project groups' or 'individual – all the same/differentiated', there are two access levels. The 'Whole class access level' determines whether students can see each other's work, while the 'Assigned group member/Assigned student access level' determines whether the student can only view, edit, or comment on the file shared between you and him/her. The 'individual' option is best for projects that students work on independently (i.e. Food Log)



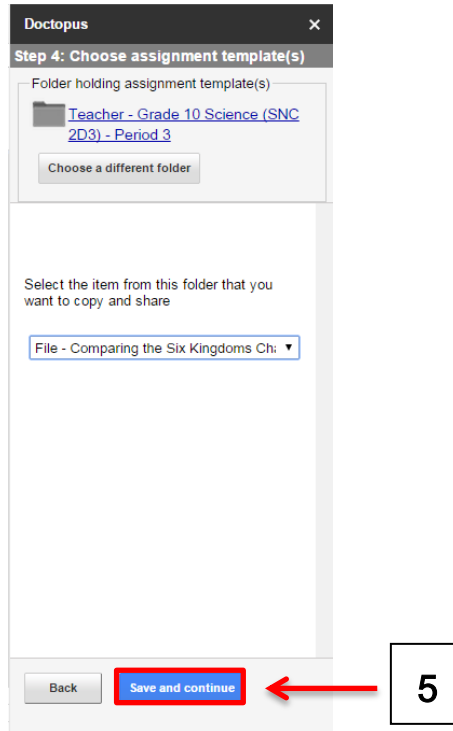
iii. Do not click ‘Save and continue’ just yet.

5) Choose assignment template(s)

- i. Go back to your Google Drive in a different tab.
- ii. Click ‘New’ and then upload a file or folder to share with your students. This should be in the ‘Teacher’ folder (i.e. *Teacher – Grade 10 Science (SNC 2D3) – Period 3*). Only you can access and change the documents kept here.

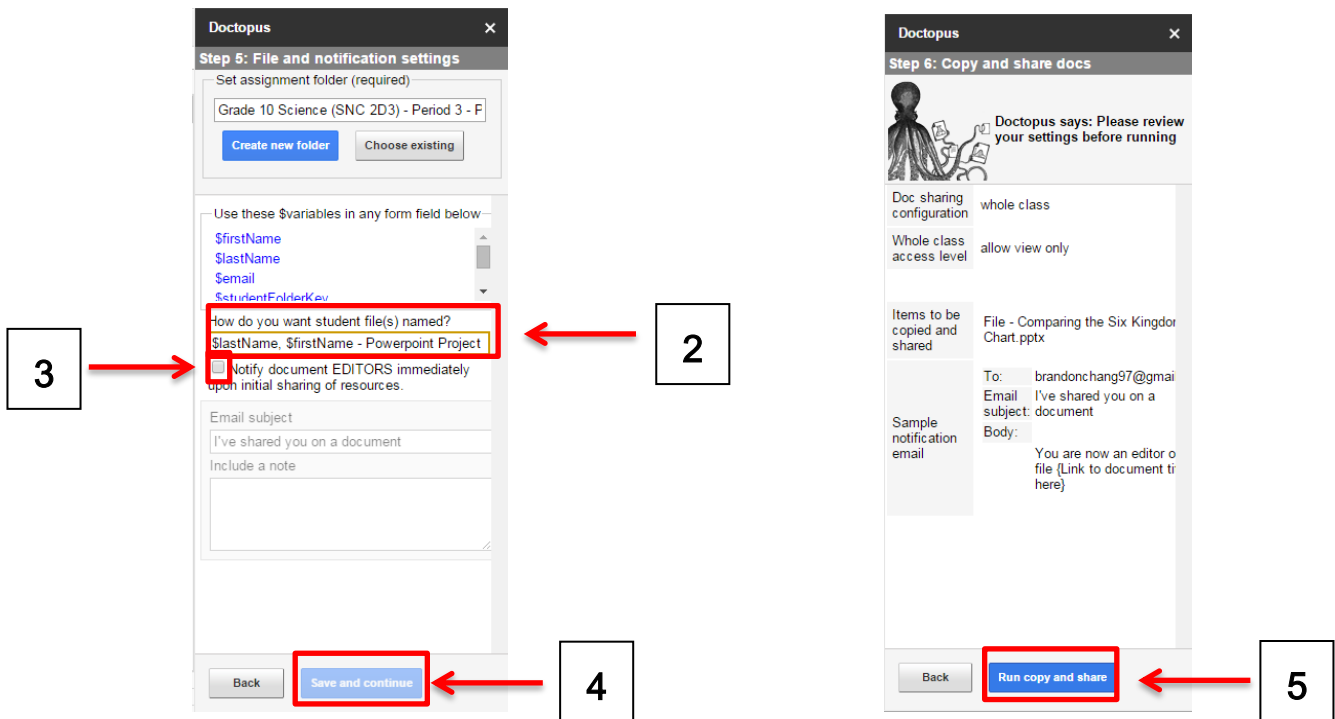


- iii. Open the roster spreadsheet tab once again. Now click ‘Save and continue’.
- iv. Where Doctopus says, “Folder holding assignment template(s), choose the ‘Teacher folder’.
- v. Select the file/folder you’d like to share and press the ‘Save and continue’ button again.



6) File and notification settings

- i. In this step, you are presented with the option to create a new folder or choose an existing one. If you are sharing a class PowerPoint or handout, click 'Choose existing' and select the 'Class View' folder. This distributes the exact same file to each student. If you are distributing an assignment that will be edited individually by students (i.e. Food Log Project), choose the student folder (i.e. *Grade 10 Science (SNC 2D3) – Period 3 – Students*) or create a new one. The option depends on your organizational preferences.
- ii. Name the file how you would like students to see it. The name can be the same as you currently have it, or it can be different.
- iii. If you select the box that says "Notify document EDITORS immediately upon initial sharing of resources," then your students will be able to know that you uploaded a new resource when they check their email.
- iv. Click 'Save and continue'.
- v. To finalize everything, review the details and click 'Run copy and share'.



7) Sharing new folders or files afterwards

- i. After doing this process once, you'll need to create a new spreadsheet for each succeeding file/folder shared. Just open a new Google spreadsheet, run Doctopus, use an existing roster, and repeat the same steps.