

GOING PAPERLESS WITH GOOGLE DOCS

DIRECT LINK: [HTTP://GOO.GL/MRPOK](http://goo.gl/MRPOK)

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[HTTP://SEDCCCLINT.COM](http://sedccclint.com) - GOOGLE DOCS TAG

WHY PAPERLESS?

- Saves supplies costs
- Students can hand in work anytime
- Teachers can access student work anytime
- No stacks of paper to lug home
- Cyber-dogs have not figured out how to eat digital home work!

ADDED BONUS

- With all student work available online, Digital Portfolios are MUCH easier to compile.

SOME HAVE TRIED...

- And have been buried by notification emails, suffered an unorganized Docs list, can't find specific assignments...
- Almost too much to handle without a plan.

NOW, YOU HAVE A PLAN!

- Google Docs / Drive workflow Overview:
 - Digitize EVERYTHING
 - Student Folders shared with Teacher
 - Teacher Folders shared with Students
 - Work “Hand-In Form” to tie it all together

WITH THIS IN PLACE...

- Fast and seamless for students to turn in their work
- Easy for teachers to manage and grade the mountain of student work

THE DETAILS

DIGITIZE STUDENT WORK

- No matter what a student does, it needs to end up in a digital form, and then saved in their Google Docs / Drive space.
- The first step is done - all of your students already have a district Gmail / Apps account.

DIGITIZE STUDENT WORK

- Documents, presentations and spreadsheets are easy.
- Math homework? Artwork? Cell phone or iPad camera and email photo.
- PE Skill? Acting in a play? Record video and upload to YouTube/Drive account.
- School copy machine scan to PDF?



DIGITIZE STUDENT WORK

- With all of their work available in Google Docs, students will have a complete record of their own learning.
- Their best work can & should eventually end up in a Digital Portfolio.
- For now, let's just stick with the Paperless Classroom workflow.

STUDENT FOLDERS

- Students create folders for each subject with a standard naming scheme:
 - Subject / Period - Last, First or whatever works for you.
- Students share these folders with their teacher *with edit rights*.
- A teacher can access anything saved in these folders to grade, edit, comment.

STUDENT FOLDERS

- 'Handing in' homework only requires students to drag the file / document from their Google Docs list to the appropriate folder.
- Students do have one more small step...
- Since the folder is shared, the file is automatically shared with the teacher, and not an email was sent!

STUDENT FOLDERS

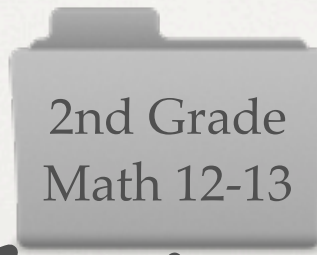
- Teachers can organize these shared folders in Google Docs however they'd like
 - By school year
 - By subject
 - By period

STUDENT FOLDERS

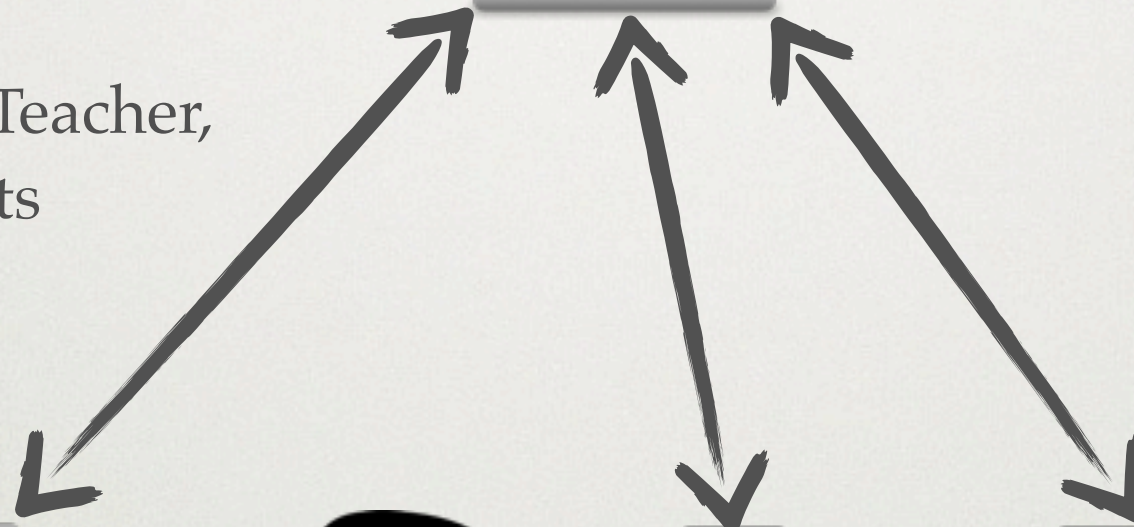
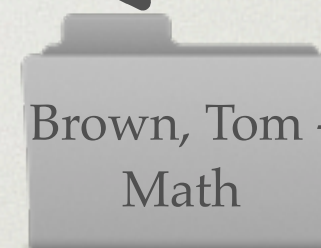
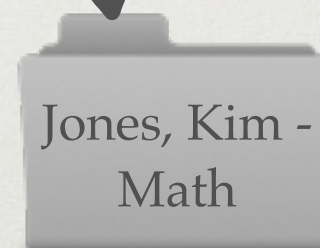
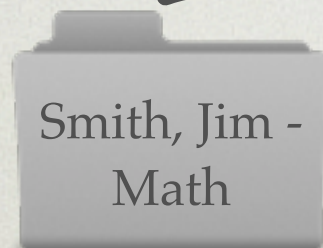
- Just create a class / subject folder, and drag the shared student folders into it
- Since students used a folder naming convention, everything is automatically organized alphabetically by the subject or student name.
- No more long, long, long list of student work!



Teacher Adds Student Folders to a
Class/Subject Collection



Students Share with Teacher,
Give Edit Rights



<input type="checkbox"/>	TITLE	OWNER	LAST MODIFIED
<input type="checkbox"/> ☆	🚩 Andersen, Bob CMAP 2012 Shared	Bob Andersen	6/28/12 Bob An
<input type="checkbox"/> ☆	🚩 Charles, Ryan CMAP 2012 Shared	Ryan Charles	7/2/12 Ryan Cha
<input type="checkbox"/> ☆	📁 CMAP Handout	me	10/27/12 me
<input type="checkbox"/> ☆	🚩 Fuchs, Dawn CMAP 2012 Shared	Dawn Fuchs	6/28/12 Dawn F
<input type="checkbox"/> ☆	🚩 Grant, Lorene CMaP 2012 Shared	Lorene Grant	7/9/12 Lorene G
<input type="checkbox"/> ☆	🚩 Gubler, Marvene Cmap 2012 Shared	Marvene Gubler	6/28/12 Marvene
<input type="checkbox"/> ☆	🚩 Holt, Calvin 2012 Shared	Calvin Holt	6/29/12 Calvin H
<input type="checkbox"/> ☆	🚩 Jones Quintin Cmap 2012 Shared	Quintin Jones	6/29/12 Quintin
<input type="checkbox"/> ☆	🚩 Jones, Mary Ann CMaP 2012 Shared	Mary Ann Jones	6/28/12 Mary Ar
<input type="checkbox"/> ☆	🚩 Lane, Melissa CMap 2012 Shared	Melissa Lane	6/29/12 me
<input type="checkbox"/> ☆	🚩 Montgomery, Janet CMAP 2012 Shared	Janet Montgomery	6/29/12 me
<input type="checkbox"/> ☆	🚩 Randall, Bud cmap 2012 Shared	Bud Randall	6/29/12 Bud Ra
<input type="checkbox"/> ☆	🚩 Rowley, Luke Cmap 2012 Shared	Luke Rowley	6/29/12 me
<input type="checkbox"/> ☆	🚩 Snow, Kendrik CMaP 2012 Shared	Kendrik Snow	8/10/12 Kendrik
<input type="checkbox"/> ☆	🚩 Sorensen, David CMap 2012 Shared	David Sorensen	6/29/12 me
<input type="checkbox"/> ☆	🚩 Sorensen, Jerry CMap 2012 Shared	Jerry Sorensen	11/23/12 Jerry S
<input type="checkbox"/> ☆	🚩 Stringfellow, Jayne CMAP 2012 Shared	Jayne Stringfellow	6/29/12 me

TEACHER FOLDERS

- Obviously, teachers often need to hand out assignments or documents to students.
- To help make this instant and paperless, teachers should make two different folders, shared with their students....

TEACHER FOLDERS

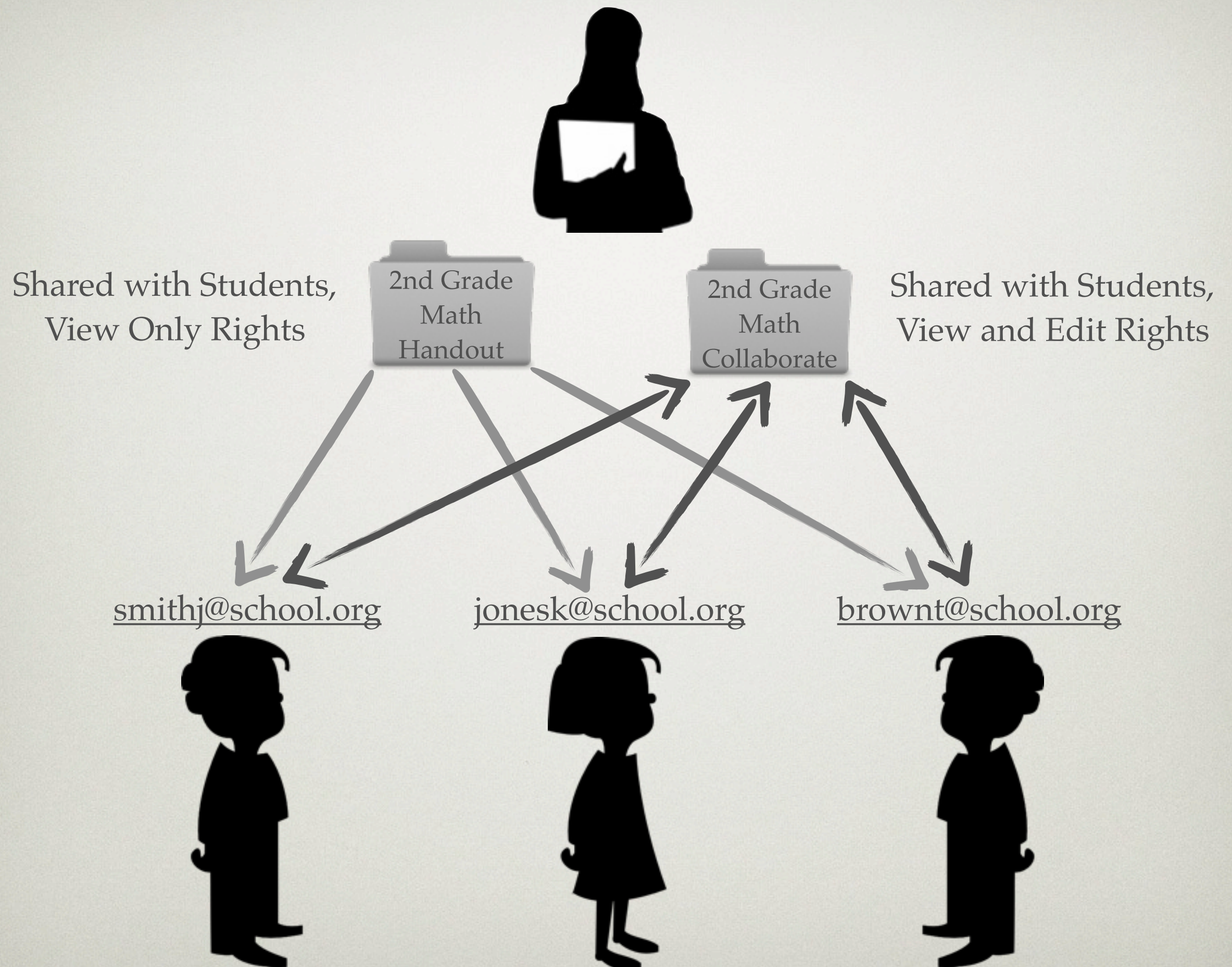
- The first is a 'Hand Out' folder, shared with View Only access rights
- Here's where you'll put documents and / or assignment templates for students to access and view.
- If it's an assignment template, the students can use 'File --> Save a copy' to save the assignment outline to their own Google Docs to edit and make their own.

TEACHER FOLDERS

- Make sure that if you do share a document this way that you have students rename it from 'Copy of Assignment 1' to 'Last, First Assignment 1' to make viewing / grading easier later.

TEACHER FOLDERS

- The other folder is a folder that will contain editable documents for collaborative work and presentations that you'd like all of your students to be able to access and edit.
- Share it with your students with their email addresses, and give full Edit rights.
- Now, any document that is in that folder, students can collaborate & work together on!



ALMOST THERE...

- With this structure in place, documents and files flow where they need to go by each person adding documents to the proper folders.
- Grading is still time consuming for teachers - need to dig through many student folders often guessing the correct assignment from its name.

THE GLUE: ASSIGNMENT HAND-IN FORM

- This last step is an extra step for your students, but it is the last piece to really making management and grading easy for teachers.

THE GLUE: ASSIGNMENT HAND-IN FORM

- Create a new Form in Google Docs with the following items (example):
 - Class Period or Subject
 - Last Name
 - First Name
 - Assignment Title or Name in a 'Choose from a list' question type
 - Link / URL for the Assignment

THE GLUE: ASSIGNMENT HAND-IN FORM

- Assignment link / URL?
- The form will allow you to sort the contents by *any* of the fields or questions asked, and the link will allow you to *quickly access* that assignment right in the form spreadsheet - without needing to go to each students folder, finding the correct assignment, and opening it up.

THE GLUE: ASSIGNMENT HAND-IN FORM

- With the Assignment Hand-In spreadsheet, you can sort by name, assignment, class - whatever - to group the work as you like, access the student's work with a single click
- Make your comments or edits, close the assignment and instantly access the next one.

THE GLUE: ASSIGNMENT HAND-IN FORM

- You can even add in your own information in the cells to the right with notes, grades or scores
- As long as you don't add columns to the left or change the information gained from the form, you'll be fine.
- This form / spreadsheet brings this whole process and workflow together and wraps it with a bow.

GCLASSFOLDERS - AUTOMATE THE PROCESS!

- If all of that was a little too confusing, you may want to try gClassFolders
- This is a Google Spreadsheet script automates the creation and sharing of all of the folders and shares
- You start here, enter your students names, email addresses and class, and follow the instructions.
- This workflow is Auto-Magically in place!

GOING BEYOND: DIGITAL PORTFOLIOS

STUDENT DIGITAL PORTFOLIOS

- With all student work digitized, available and easily shared in Google Docs / Drive, the creation or showcase of a student's best work is now a relatively simple task - just link it!
- Using free online tools such as Google Sites or Posterous, student can share and link to their very best work for this year and for the school years to come.

STUDENT DIGITAL PORTFOLIOS

- This portfolio can not only serve as a showcase for students, parents, and teachers but could also be useful for job or college hunting.
- All of the work of collecting and organizing is done naturally.
- All that is left is to identify the students best and linking to it on their own web site.

THANKS!

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