

# GOING PAPERLESS WITH GOOGLE DOCS UEN FACULTY LOUNGE

CLINT STEPHENS

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DIRECT LINK: HTTP://GOO.GL/MRPOK

OR HTTP://SEDCCLINT.COM

GOOGLE DOCS TAG





# WHY PAPERLESS?

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- Saves supplies costs
- Students can work from anywhere they have a browser, hand in anytime, don't need Office...
- Teachers can assess student work anytime
- No stacks of paper for teacher to lug home
- Dog can't eat digital home work!



# SOME HAVE TRIED WITH GOOGLE DRIVE/DOCS...

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- ...and have been buried by notification emails, suffered an unorganized Docs list, can't find specific assignments...
- It's almost too much to handle for teachers without a plan.



# NOW, YOU HAVE A PLAN!

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- Google Docs / Drive paperless workflow overview:
  - Digitize EVERYTHING
  - Student folders shared with teacher
  - Teacher folders shared with students
  - Student assignment “Hand-In Form” to tie it all together



# WITH THIS IN PLACE...

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



# WHAT YOU'LL NEED:

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- *Everyone* needs a Gmail account
  - This can be done with ANY Gmail account - regular or Google Apps
- Student email addresses
  - Hopefully organized by class / period as Gmail contact groups
  - [http://youtu.be/FNR\\_ZY6aang](http://youtu.be/FNR_ZY6aang) shows you how



# **DIGITIZE STUDENT WORK**

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- No matter what a student does for your class, it needs to end up in a digital form
- This evidence gets saved or archived in their Google Docs / Drive space
- If it lives somewhere else online, get a link!



# **DIGITIZE STUDENT WORK**

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- With Google Drive, documents, presentations and spreadsheets are easy.
- School copy machine - scan to PDF?
- What about Math homework? Artwork? PE Skill? Acting in a play?



YOUTUBE VIDEO LINK:  
[HTTP://YOUTU.BE/Q\\_eFLKd2WEO](http://youtu.be/Q_eFLKd2WEO)

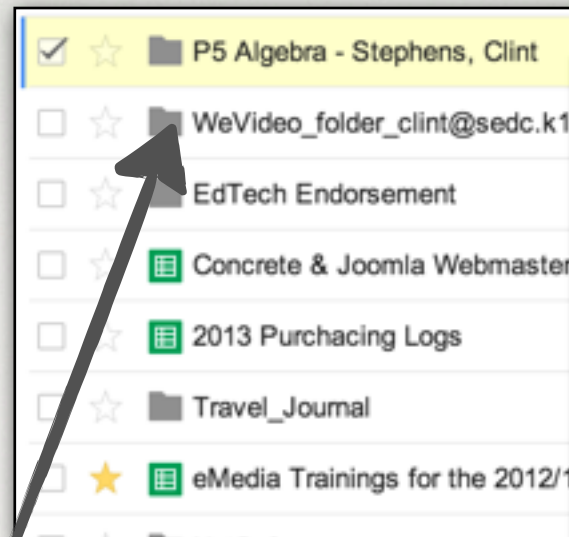
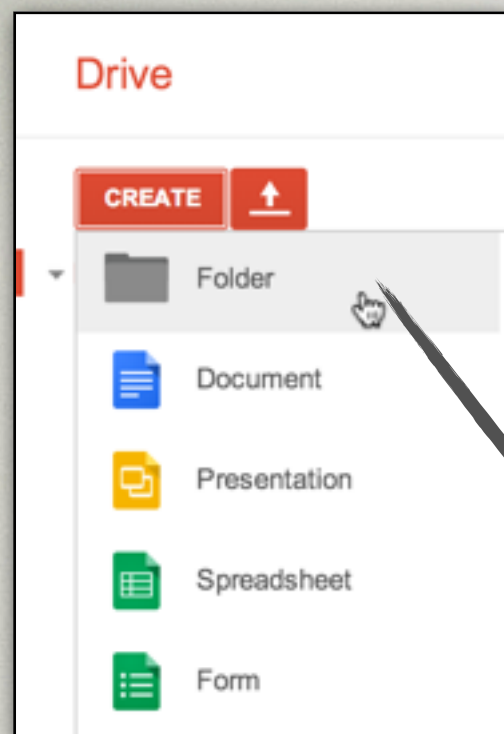


# STUDENT FOLDERS

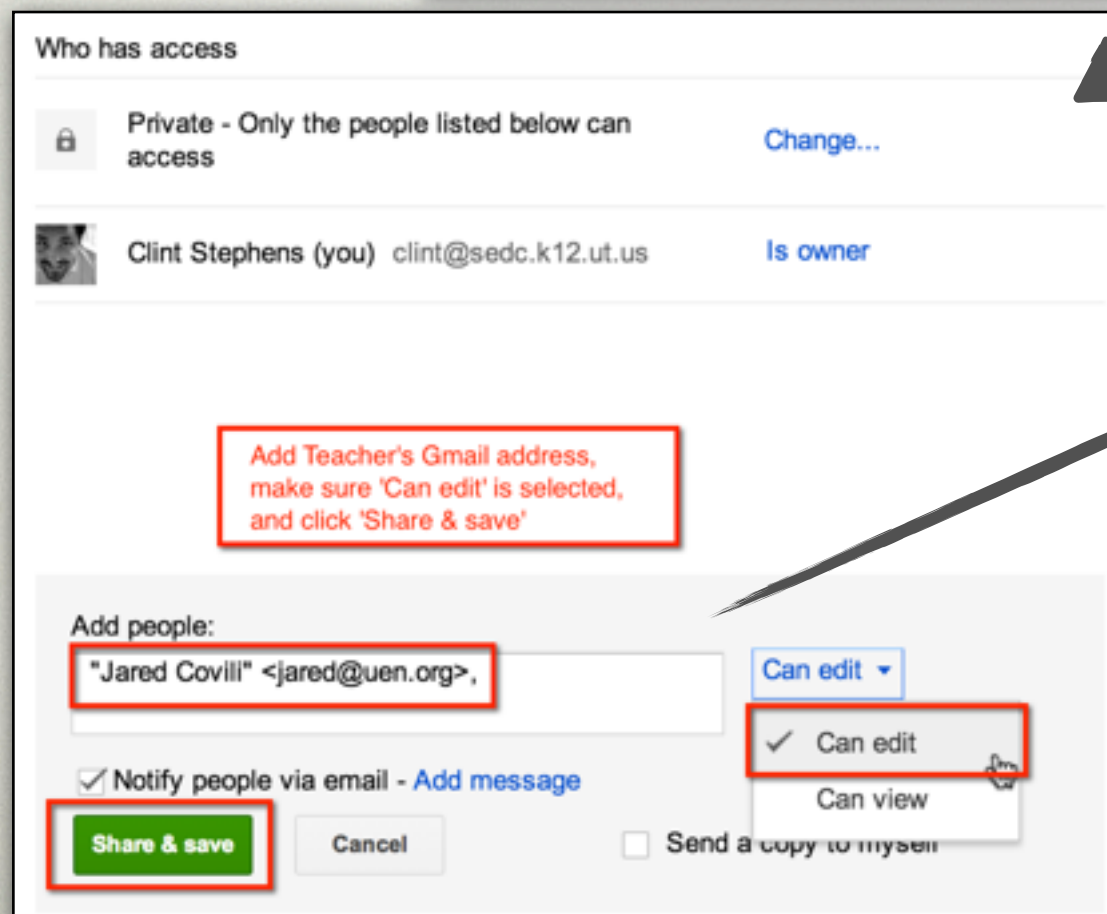
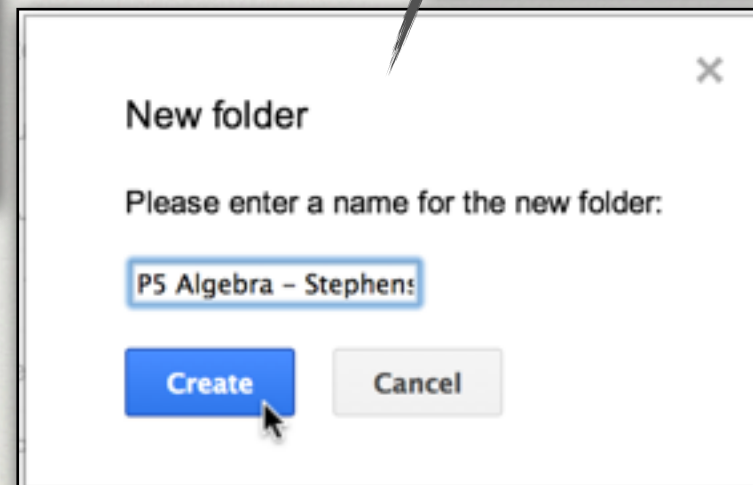
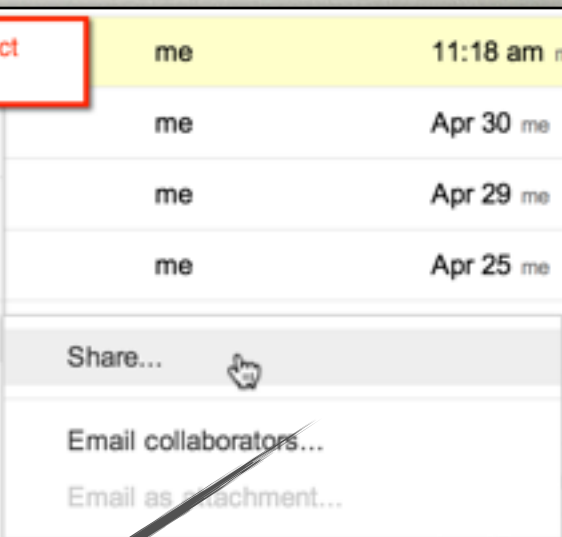
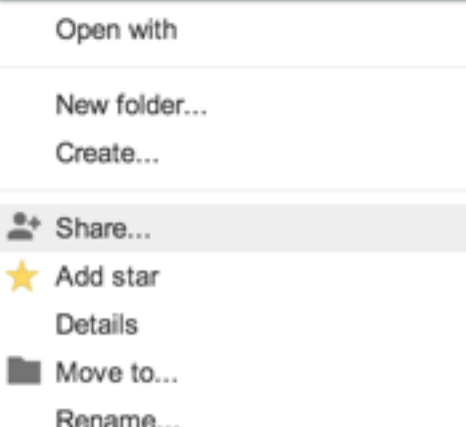
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- Students create folders for each subject with a standard naming scheme:
  - Subject / Period - Last, First
  - Whatever convention works for you
- Students share these folders with their teacher with '*Can edit*' rights.
- Teachers can now access anything saved in these folders to grade, edit, & comment.

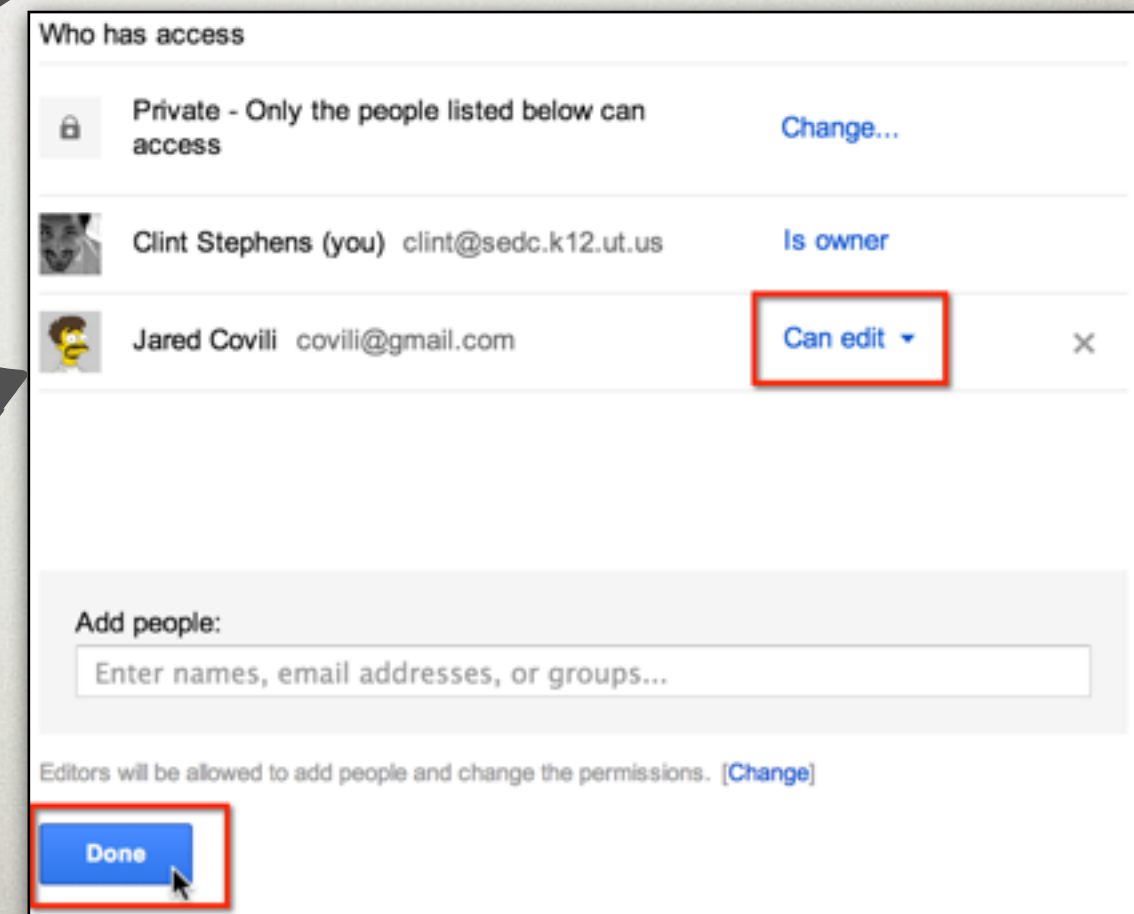




Right-click on your new folder, and select 'Share...' --> 'Share...'



Add Teacher's Gmail address, make sure 'Can edit' is selected, and click 'Share & save'





# STUDENT FOLDERS

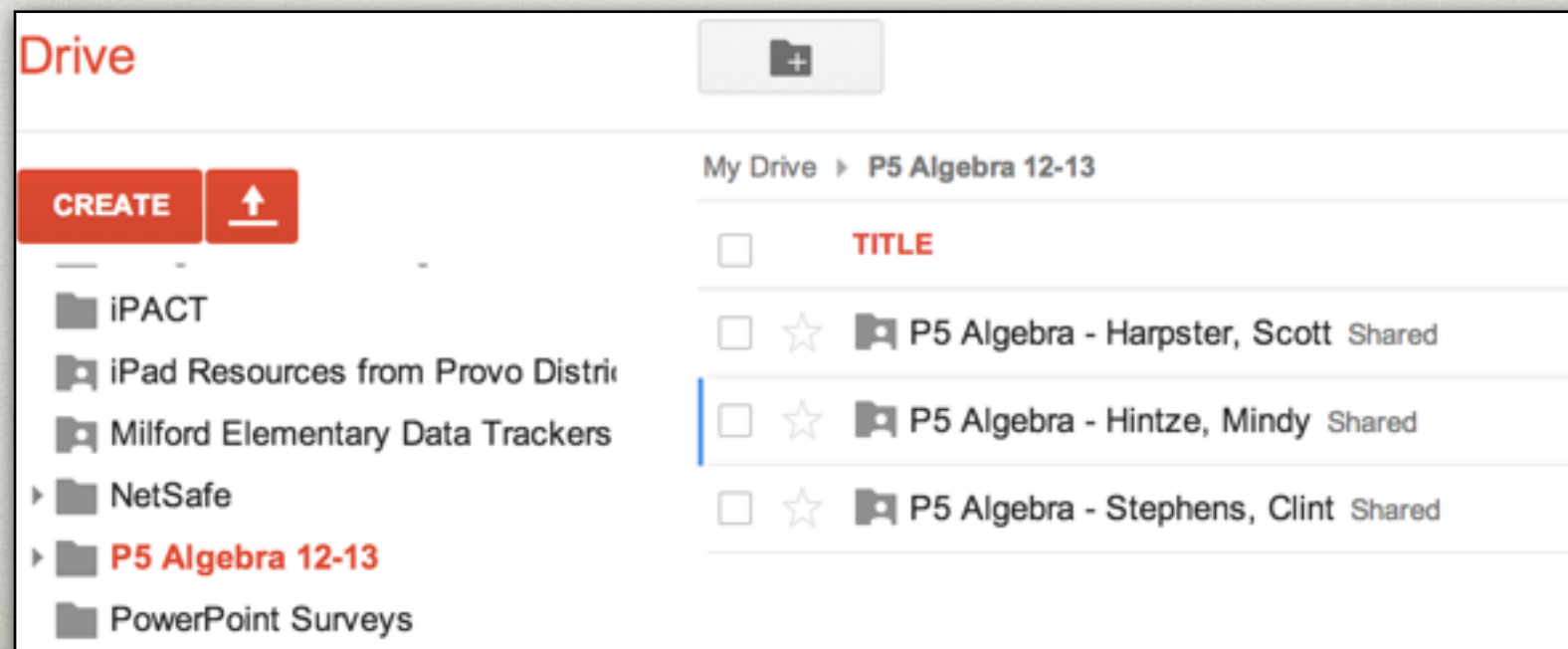
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- 'Handing in' homework only requires students to drag the file / document from their Google Docs list to the appropriate folder.
- Students do have one more small step...
- Since the folder is shared, the files within are automatically shared with the teacher
- No email or notification needed!



# STUDENT FOLDERS

- Teachers can organize these shared folders in Google Docs however they'd like
  - By school year, subject, period...
- Just create a class / subject folder, and drag the shared student folders into it





# TEACHER FOLDERS

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- 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
  - ‘Handouts’ and ‘Collaborate’



# TEACHER FOLDERS

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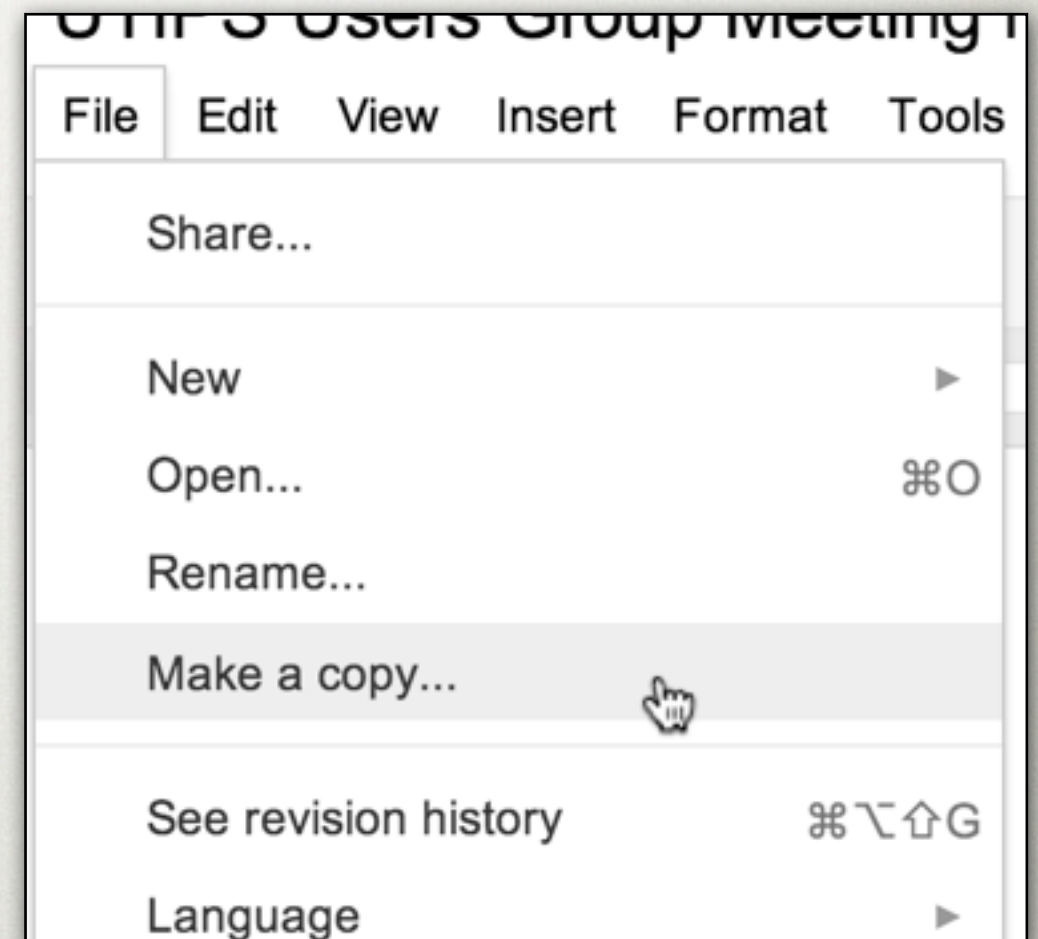
- The first is a 'Handout' folder, shared with '*Can view*' access rights only
- Use for documents and / or assignment templates for students to access and view
- With an assignment template, the students can use 'File --> Save a copy'
- Saves to their own Google Docs to edit and make their own. Original is unaffected



# TEACHER FOLDERS

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- 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

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- 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.
- Create & share this folder with students and give '*Can edit*' rights.
- Now, any document that you place in that folder, students can instantly access to collaborate & work together on!



# ALMOST THERE...

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



# THE GLUE:

## ASSIGNMENT HAND-IN FORM

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- 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
- Will take students an extra 10 seconds each time they hand something in

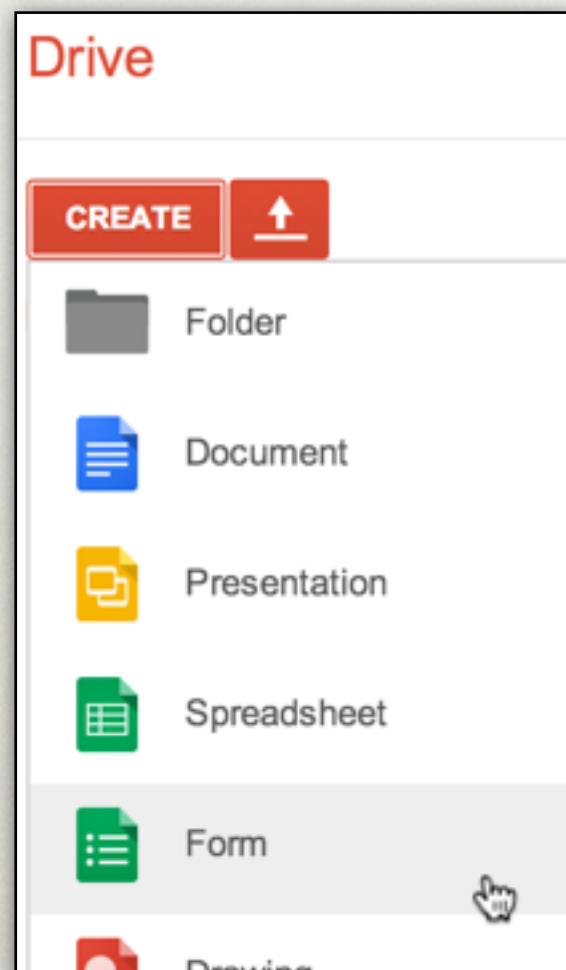


# THE GLUE:

## ASSIGNMENT HAND-IN FORM

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- Create a new Form in Google Docs with the following:



**Class Assignment Hand-In Form**

**\* Required**

**First Name \***

**Last Name \***

**Class \***

**Assignment Name \***

**Assignment URL/Web address \***

Never submit passwords through Google Forms.



# THE GLUE:

## ASSIGNMENT HAND-IN FORM

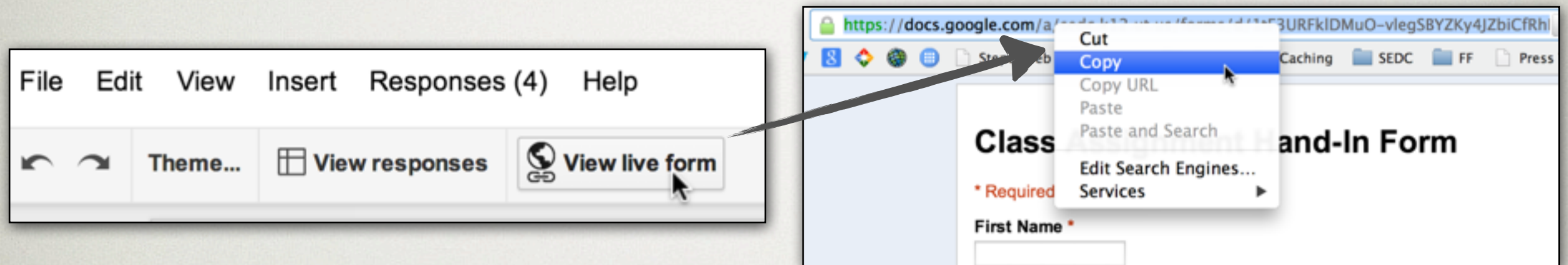
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- Assignment Web link / URL?
- The form allows you to sort the contents by *any* field: last name, assignment, etc.
- The link allows you to *quickly access* that assignment right in the form spreadsheet
- No need to go to each students folder, find the correct assignment, open, grade, close, find the next student folder...

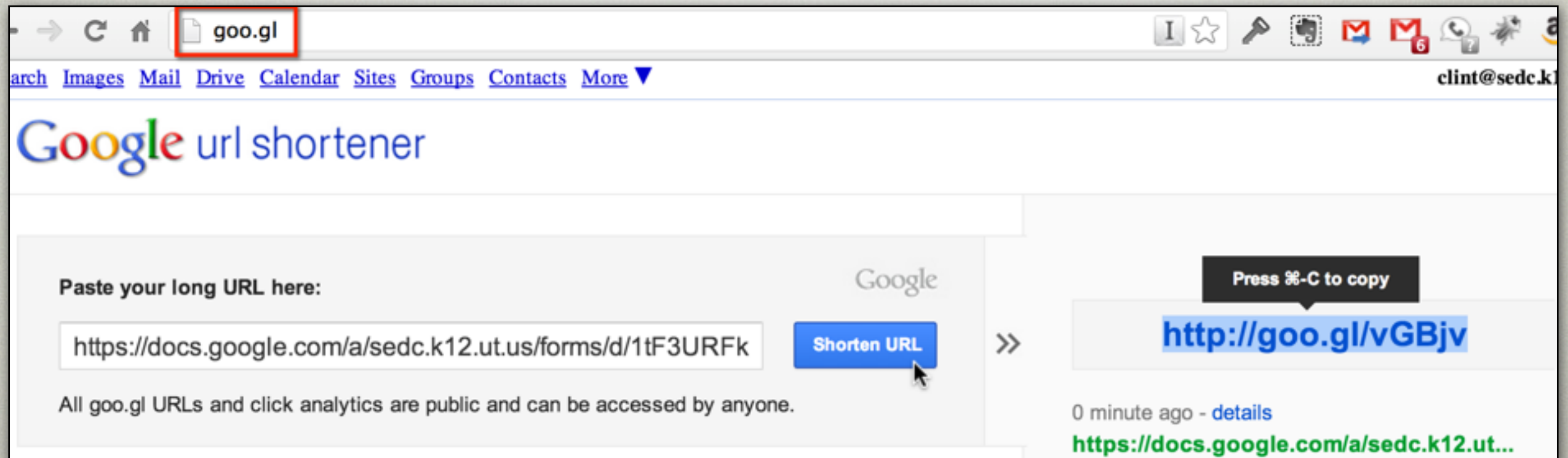


# THE GLUE: ASSIGNMENT HAND-IN FORM

Link to your form on your class site...



Or post a short URL using <http://goo.gl>









File Edit View Insert Format Data Tools Form Help All changes saved in Drive					
\$ % 123 Arial 10 B I <del>S</del> A					
Last Name					
A	B	C	D	E	F
Timestamp	First Name	Last Name	Class	Assignment Name	Assignment URL/Web
5/1/2013 12:58:48	Scott	Harpster	Period 5	Chapter 2 Presentation	<a href="https://docs.google.com/spreadsheets/d/0ApQK1V6VZBOJdE53/edit">https://docs.google.com/spreadsheets/d/0ApQK1V6VZBOJdE53/edit</a>
5/1/2013 12:59:47	Mindy	Hintze	Period 5	Chapter 2 Presentation	<a href="https://docs.google.com/filed/0ApQK1V6VZBOJdE53/edit?usp=sharing">https://docs.google.com/filed/0ApQK1V6VZBOJdE53/edit?usp=sharing</a>
5/1/2013 12:58:26	Clint	Stephens	Period 5	Chapter 2 Presentation	<a href="https://docs.google.com/spreadsheets/d/0ApQK1V6VZBOJdE53/edit">https://docs.google.com/spreadsheets/d/0ApQK1V6VZBOJdE53/edit</a>
5/1/2013 13:00:28	Clint	Stephens	Period 5	Chapter 1 Questions	<a href="https://docs.google.com/a/schools.google.com/filed/0ApQK1V6VZBOJdE53/edit?usp=sharing">https://docs.google.com/a/schools.google.com/filed/0ApQK1V6VZBOJdE53/edit?usp=sharing</a>



# THE GLUE:

## ASSIGNMENT HAND-IN FORM

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- 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.



# QUESTIONS?

GET THE FULL DETAILS AT  
[HTTP://GOO.GL/MRPOK](http://goo.gl/MRPOK)

OR

[HTTP://SEDCCLINT.COM](http://sedcclint.com)

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