

How to use folders as student turn-in folders

Another good use for shared folders is for students to create turn-in folders for a teacher. Then to turn in an assignment, the student simply adds the document to the turn-in folder and it will be available to the teacher. Here is how turn-in folders are made and managed:

- Have each student create a normal folder. You may want to do this all at once in a lab setting.
- Have the students name the folder something that makes sense to them and to you. A good format might be **year-period-student-turnin**, such as **2015-03-SmithJohn-TurnIn**.
- Now the student goes to the sharing settings for that folder.
- The student needs to add their teacher in the **Add people** section.
- To allow the teacher to provide feedback, notes, suggestions, grades, and such, the student should give the teacher **Can comment** or **Can edit** rights.
- This is a one-time process the students will need to do to share their turn-in folders with you.

Now as the teacher, all of the students' shared folders will show up in your list of shared folders under **Shared with me** in Google Drive. If you have a lot of students, this can be quite a mess. So the best thing to do now is to organize the students' folders. This is a one-time process you will need to do at the start of the year.

- Click in your **My Drive** section and make a folder for the current school year, such as **2015-2016**.
- Select that folder and now make sub-folders under it for each of your class periods, such as **Per 1**, **Per 2**, etc.
- Now open up your **Shared with me** section where all your students' shared folders are listed.
- If the students have named the folders as you instructed, you can sort them by name to get them in order by class period (click the **Sort** button in the top right).
- Now select all of the students for a particular period, and then **drag and drop** their folders into the period folder you created for them.
- Repeat for the rest of your students and the periods they are in.
- When done you will have all your students' turn-in folders arranged nicely within period folders inside a year folder.

Anytime a student needs to turn in an assignment, they simply add it to their turn-in folder for your class period and the document will now be available for you to access.

How to use forms to turn in assignments

Another creative option for managing the submission of documents is to use Google Forms to collect the needed information. The form does not take the place of sharing the documents, but instead helps you as a teacher to manage the shared assignments. Here's how it works:

Teacher makes a form:

- First, the teacher needs to create a Google Form that will be used to collect the assignment turn-in information.
- The teacher may want to make a form for each class period to help keep things organized.
- Form questions should include: Last Name, First Name, Assignment title (use a **Choose from a list** question), and URL for assignment.
- The teacher may also want to check the options to require the user to be signed into their school Google Apps account, and to automatically collect their school username. This will add another layer of authentication.
- The teacher will now want to share the Form link with your students through any of the normal methods (email, post on website, QR code, URL shortener, etc.)

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** Required*

Last Name *

First Name *

Assignment Title *

URL for assignment *

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Note: The teacher can go back in and edit the Assignment title question to add new assignments and remove old ones as needed throughout the year.

Students submit their assignment information:

- When a student completes an assignment, they need to first share it with their teacher as normal.
- Next the student needs to copy the web address (URL) of the shared document.
- If the document was shared with the teacher directly (through the **Add people** option) then the web link can simply be copied from the browser's URL address bar at the top of the screen when the document is open.
- If the document was shared by changing its privacy settings, then the link can be copied from the **Sharing settings** window.
- The student now accesses the assignment turn-in form, fills in their information, and pastes in the link to their shared document.

Teacher uses form to manage submitted assignments:

- Now the teacher can open the spreadsheet view of the form to see all of the assignments that have been submitted.
- The date and time are included, which is helpful if there are specific cutoffs for when assignments are due.
- The teacher can click on the assignment links to quickly open the shared documents.
- The teacher can add helpful information in the columns to the right of the data to record grades, notes, or simply an indication that the assignment has been processed.
- Using the filter option in Google Spreadsheets, the teacher can show just the links for specific assignments.
- Old assignment information can be removed (by deleting the rows) or hidden. Simply **right**

click on the row header and choose **Delete row** or **Hide row**.

	A	B	C	D	E	F	G	H
1	Timestamp	Username	Last Name	First Name	Assignment Title	URL for assignment	Grade	Done
5	4/24/2012 16:50:22	00000	Smith	John	Lab 15	https://docs.google.com/a/orB1D8WkmzfNxyPOX1C	C	X
6	4/24/2012 16:50:49	00000	Smith	John	Photosynthesis Presentation	https://docs.google.com/a/orB1D8WkmzfNxyPOX1C	A	X
7	4/24/2012 16:51:18	00000	Smith	John	Research Paper	https://docs.google.com/a/orB1D8WkmzfNxyPOX1C	B	X

How to create and use templates

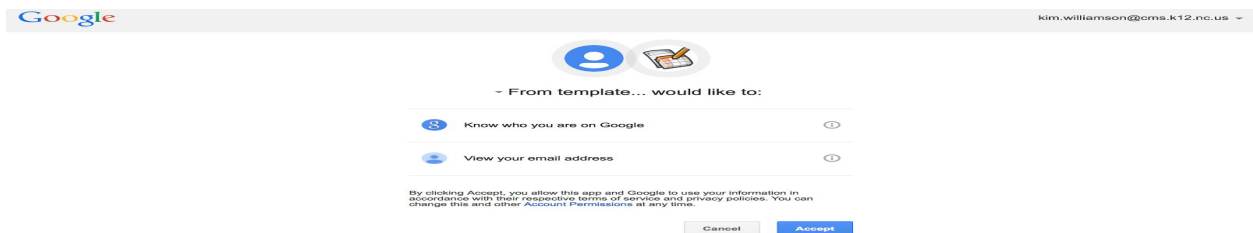
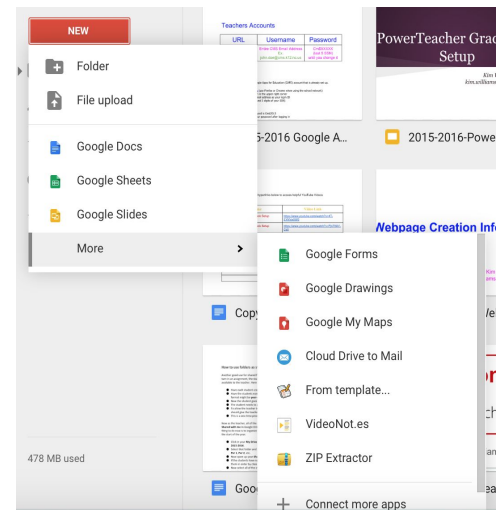
Another great way to go paperless is to take advantage of the Google Docs template gallery. With templates you can create documents, presentations, and other files that serve as starter guides for your students. Students are not able to change your original template, but they can make their own copy of it to edit as they need.

Templates are especially useful in a couple of situation:

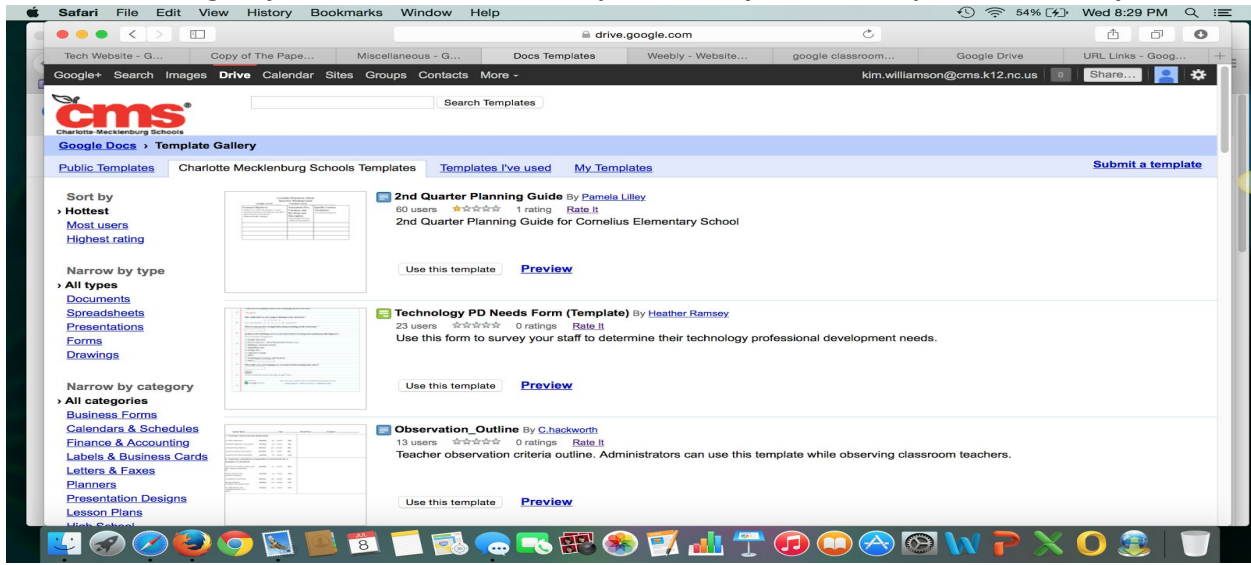
- With young or inexperienced students, a template can help them get started on their project without being limited by their lack of proficiency.
- Also, when time is limited, templates can help all users to spend time inserting their content, rather than losing time creating the document layout.

To create a template, do the following:

- Create a document, spreadsheet, or presentation as normal.
- Design it with just the basic needed information, leaving space for the users to later insert their own content.
- Perhaps include directions right in the template, which the users can later delete after reading.
- Close the document when done.
- Now go back to your normal Google Drive screen, and click **Create** and then **From template...** **(If you don't have a From Template then click on Connect more apps the app store will open up then click in the Search window and search for From template... then click connect and it will add it to your Google options.)**
- Once you add Form Template then you need to accept the terms to connect: See image below



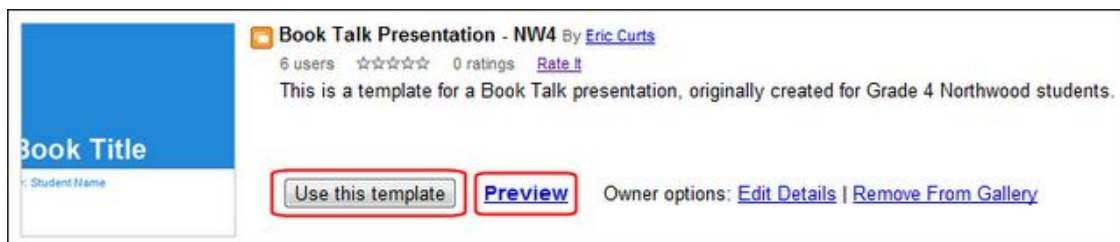
● This will give you access to the CMS template Gallery to view templates created by others.



- This will open the Google Docs Template Gallery.
- Click the **Submit a template** link in the top right of the screen.
- Click **Choose from your Google Docs** and navigate to locate and select your template document.
- Enter a **Description** and choose a **Category** for you template.
- Finally click the **Submit template** button.
- Your template is now available in the Gallery.
- Any time you make a change to the original template document, it will update in the Gallery as well.

For a student (or any user) to use a template, they do the following:

- From the main Google Docs screen, click the **Create** button.
- Then click **From template...** from the drop-down menu.
- The **Template Gallery** will now open. You can choose templates from your school domain, as well as Public templates from all over the world.
- You can narrow your template search by choosing **document type** and **category**, or by entering a **search term**.
- For any template you find you can click **Preview** to see a full size preview of the file.
- If you want to use the template, click **Use this template**.
- A copy of the document will then open up that you can edit and save for your own use.



How to use comments in the grading process

Google Docs allows you to add **comments** to the a shared document, presentation, and such. This is a useful way to share ideas with other **collaborators**, or to give **feedback to a student** on a document you are grading. Comments that you leave on a student's document, can be commented on by the student as well, and back and forth. This provides a way to have a conversation about the progress of a term paper, to get clarification from a student about a question, or simply to provide feedback.

1. To insert a comment, click in the document or select the words where you want the comment to be linked
2. Next click **Insert** in the top menu bar, then click **Comment** (*you can also press Ctrl - Alt - M on your keyboard if you prefer*)
3. A comment box will appear to the right of the document, where you can type in your comment
4. This comment will now be visible to others who share the document (*such as your collaborators or the student who turned in the assignment*) although the comment(s) will not display when the document is printed.
5. Collaborators (students, you, etc.) can reply to any comment by typing in the box labeled **Reply to this comment...**
6. You can also click the links to **Edit** your existing comment, or to **Delete** it.
7. Finally you can click **Resolve** to close the comment from further replies.
8. Note: You can also leave general comments that are not tied to a specific part of the document by clicking the **Comments** button in the top right corner of the document or presentation.

