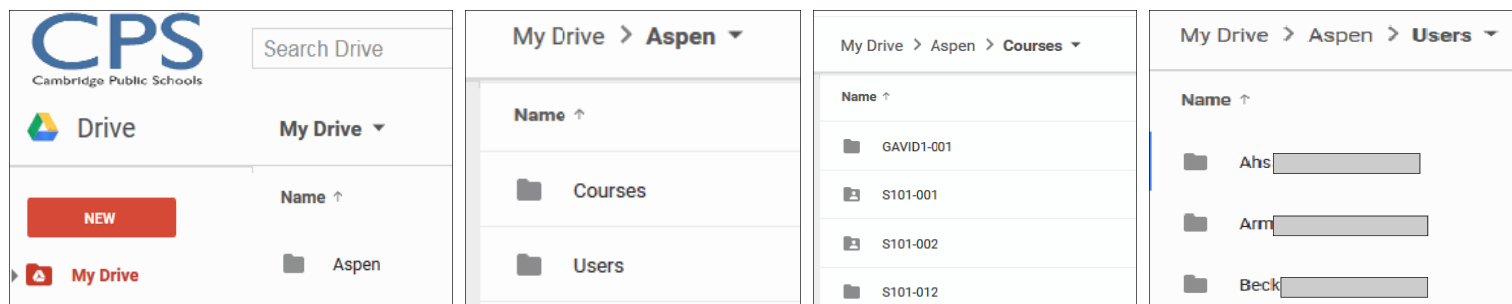


Using Google Docs in Aspen

Aspen provides Google Docs integration that can be used for online collaboration with your students. Students work on the document online, and submit it online. Then, you can score and edit the document and make it available for the student to review.

Once students start to submit these online assignments, Aspen creates all of the necessary folder structure within your drive



This document takes you through the steps

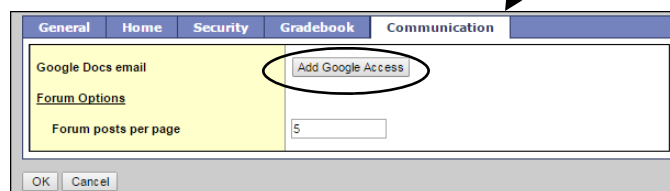
- 1) Complete one-time Google Docs setup.
- 2) Add a Google Doc to an assignment
- 3) Review and score a Google Doc posted by a student
- 4) How students receive and submit assignments using Aspen & Google Docs

Complete one-time Google Docs setup.

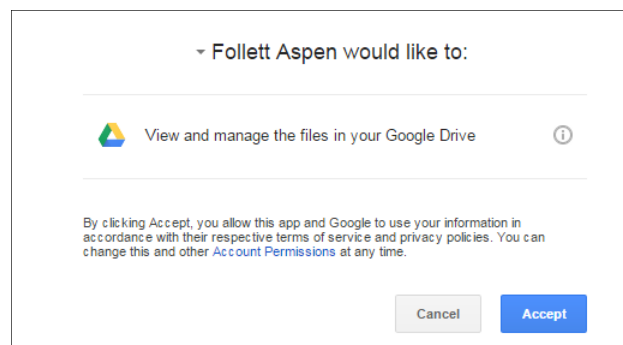
Log into Aspen and click the Set Preferences link at the top right.



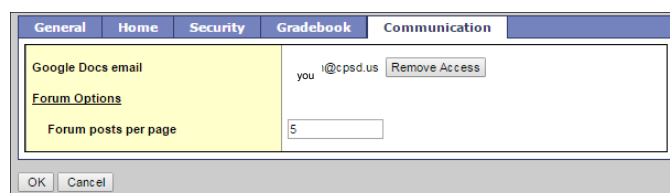
When the menu appears click the Communication top tab
Now click the Add Google Access link



You will be prompted to sign into Google Docs, or if you are already signed into Google Docs, you will get this message
Click Accept



Your Google Docs email will be listed



Your students must also complete this one time set up

Add a Google Doc to an assignment

When adding a Google Doc to an assignment, complete all of the usual assignment information, and at the bottom of the assignment window, click Add Google Doc

The screenshot shows the 'General' tab of an assignment creation form. The 'Resources Provided by the Teacher' section is highlighted in yellow and contains four buttons: 'Add File', 'Select Google Doc', 'Create Online Quiz', and 'Add Weblink'. The 'Select Google Doc' button is circled in red. Above this section, there are various fields for assignment details like 'Category', 'Assignment name', 'Date assigned', 'Date due', 'Total points', 'Online submission', and 'Options'.

Click Select Google Document
Choose the document from the list of your Google Docs that appears (you can type the name in the search box to narrow the list)
Once you have selected the Google Doc, click Select Document and then click Save.

The 'Details' dialog box shows a search interface for Google Documents. It includes a search box with the text 'Select Document', a 'Close' button, and a search icon. Below the search box is a list of documents. The 'File' field shows 'you 1@cpsd.us'. A 'Select Google Document' button is circled in red. At the bottom, there are 'Save' and 'Cancel' buttons.

The 'Google Documents' dialog box shows a search for documents. The search box contains '9_12 Grade Mathematics Algebra I.doc'. Below the search box is a list of documents. The document '9_12 Grade Mathematics Algebra I.doc' is selected, indicated by a black circle next to its radio button. Other documents in the list include '04 Mathematics Mathematics Classroom Performance 4.PDF', '2014 MCAS Look Alike.PDF', '5-YEAR Net JK', '5-YEAR Net JKK', '5-YEAR Net JKK Seats2.numbers', '5-YEAR Net JKK Seats2.xlsx', '5-YEAR Net JKK Seats2.xlsx', '5-YEAR Net JKK Seats2.xlsx', '9_12 Grade Science Physics.doc', '9_12 Mathematics Algebra I Quiz 1.PDF', '9_12SCPHY-TEST1.PDF', '9_12SCPHY-TEST2.PDF', and '9_12SCPHY-TEST3.PDF'.

You will now see the Google Doc listed on the assignment.

If the Google Doc will just be used as a resource, you don't have to do anything else.

If you want Aspen to create a document for every student that they can edit

The screenshot shows the 'Resources Provided by the Teacher' section of the assignment form. It contains four buttons: 'Add File', 'Select Google Doc', 'Create Online Quiz', and 'Add Weblink'. Below these buttons, there is a list of resources. The resource '9_12SCPHY-TEST1.PDF' is selected, and a 'Make Student Editable' button is circled in red next to it.

Click Make Student Editable

(A message warns you that student-specific instances of the document will be created and that this operation cannot be undone. For example, if you have 26 students in a class, Aspen creates an individual copy for each of the 26 students when they open the assignment in the portal.)

In the Online submission fields of the assignment, enter open and close dates.

The words "Student Editable" will appear next to the file name.

(You can also add Google Docs to your saved Resources in Aspen on your Planner top tab. Using the Planner also allows you to drag and drop assignments & resources—for more information about using the Planner and My Resources see this link [click here](#))

Review and score a Google Doc posted by a student

When students complete & post the online assignment, a G appears in the assignment column
 Click the G to open the student's version of the document. A window appears with the document title, last modified by email address, and the last date it was modified
 Click the title to open the document.

Type any comments in the document, and close it.

Type a score on the Scores grid next to the G. From the Student portal, the student can view the score you enter, and the comments you enter within the document.

(Note: If it is before the Online Submission Close Date for the assignment, the student can make edits to the document and post it again. For teachers, the only indication that a student has re-posted a Google Doc is to view the Last Modified By and Last Modified Date information.)

Class List :: 2014-2015 - S101-014 - CP Physics (HN Opt)

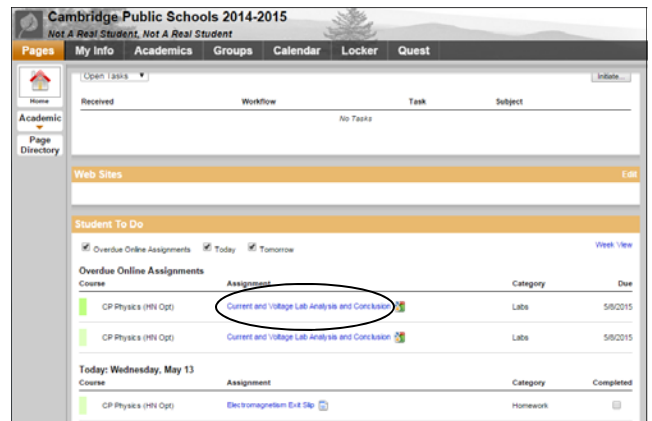
Details	Student Fields	Grade Columns	Term	Status	CI						
Roster	Default Fields	All	All	Enrolled	S						
Seating Chart	Name	HR	YOG	Recommendation	Comment	Missing	Q1	Q2	Q3	Q4	Curr&Van&C
Groups											12/04 Labs 24 pts.
Curriculum											
						0	87.6 B+	85.57 B			11 G
						0	98.51 A+	99.61 A+			24 G
						0	97.88 A+	95.71 A			24 G
						1	86.78 B+	86.47 B			22 G
						0	89.36 B+	82.89 B			22
						5	72.28 C-	78.56 C+			22

How students receive and submit assignments using Aspen & Google Docs

Students must also complete the one time Google Docs set up in Step 1. Once that is complete they can submit assignments using the Submit Assignments widget on the class page, the To Do widget on their Home page or using their Calendar.

From the To-Do Widget

on their Home Page, students click on the assignment name



When the assignment window pops up, students click on the Google Doc link and the Doc will open. Once they are finished editing the document, they can click Post to submit the assignment.

Teacher:	Statistics	
Course:	CP Physics (HN Opt)	High	40.0
Category > Description	Labs and Projects	Low	36.0
Assignment name	Current and Voltage Lab Analysis and Conclusion	Median	39.0
Term:	4	Average	38.33
Date assigned	5/6/2015		
Date due	5/8/2015		
Score	No score		
Description			
Remark			
Resources Provided by the Teacher			
Current and Voltage Lab Analysis and Conclusion 5 summary questions (3). Post			
Cancel			

From the Class Page

(In order for this to work you must be sure that you have included the Submit Assignments widget in your class page design)

Students click on the Assignment name

When the assignment window pops up, students click on the Google Doc link and the Doc will open. Once they are finished editing the document, they can click Post to submit the assignment.

From the student's calendar

When a student clicks their Calendar top tab, it displays all assignments and events by the week, month or day.

Clicking on an assignment from the calendar will open the assignment window. When the assignment window pops up, students click on the Google Doc link and the Doc will open. Once they are finished editing the document, they can click Post to submit the assignment.