

Use Google Docs to Collaborate With Your Students

Within [My Resources](#), you can add Google Docs as resources for your own use, to share with your students, and to attach to assignments. Google Docs lets you create and upload text documents, spreadsheets, presentations, and more.

Using Google Docs as a teacher has many advantages for your classroom, such as:

- 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.
- Additional storage space for files. Google Docs are stored in your Google account, freeing up space in your My Resources quota. All Google Docs users get 5GB of storage space for free.
- Moving towards a paperless classroom. With assignments assigned, completed, edited and scored online, the need for mounds of papers and copies in your room is drastically reduced.

Learn how to do the following:

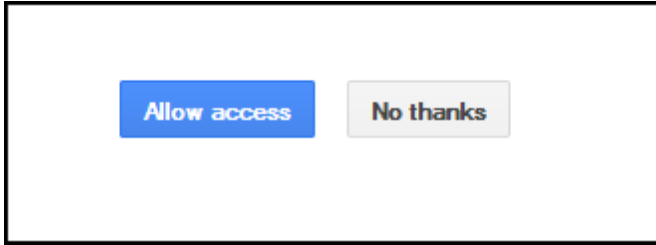
- [Complete one-time Google Docs setup.](#)
- [Add a Google Doc to My Resources.](#)
- [Create an assignment using a Google Doc.](#)
- [Review and score a Google Doc posted by a student.](#)

To complete one-time Google Docs setup:

1. In Aspen, on the settings bar, click **Set Preferences**.
2. Click the **Security** or **Communication** tab.
3. At the **Google Docs email** field, click **Add Google Access**.
4. If the Google Accounts page appears, do one of the following:
 - If you have a Google, Gmail, Google Docs, or Google Drive account, enter your **Email** and **Password**. Click **Sign in**.
 - If you do not have a Google, Gmail, Google Docs, or Google Drive account, click **Sign Up**. Complete the fields to create a Google account and sign in.

Note: If you are currently signed in to your Google account, no sign-in is necessary. Your email address appears in the following dialog box.

The Request for Permission dialog box appears:



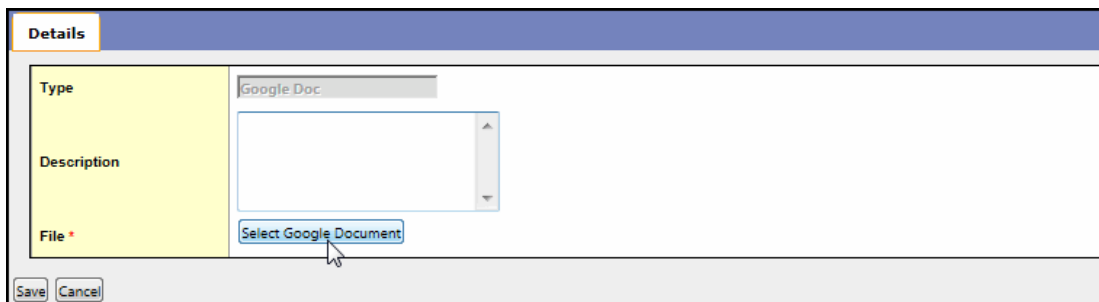
5. Click **Allow access**.

Notes:

- On the **Security** and **Communication** tabs in your user preferences, the **Google Docs email** field is automatically updated, and the **Add Google Access** button becomes **Remove Access**.
- If you later decide that you do not want Aspen and Google Docs to communicate, click **Remove Access** at the **Google Docs email** field.

To add a Google Doc to My Resources:

1. Outside of Aspen, create or upload a file to Google Docs.
2. In the Staff view in Aspen, click the **Planner** tab.
3. Open **My Resources**.
4. Within My Resources, go to the folder in which you want to store the link to the Google Doc.
5. At the bottom of My Resources, click **Add**, then **Google Docs**. A dialog box appears:



Note: You can type a description of the file in the **Description** field.

6. Click **Select Google Document**. The list of documents in your Google Docs appears.
7. Select the document, and click **Select Document**. You can also type text in the **Search** field to search for text within a document title.
8. Click **Save**. The link to the Google Doc appears in My Resources.

To create an assignment using a Google Doc:

Note: You must have added a Google Doc to My Resources in order to add it to an assignment.

1. Log on to the Staff view.
2. Click the **Planner** tab.
3. Do one of the following:
 - Open **My Resources** (not accessible from the Curriculum View). Click, drag and drop the Google Doc onto the date you want to assign the assignment on your Planner. The New Assignment page displays the Google Doc in the **Resources Provided by the Teacher** field. Complete the assignment details at the top of the page, including the **Grade Term** field at right.
 - In the **EventView**, click in the cell for the day you want to create an assignment. Select **Add Assignment** or **Add Ungraded Assignment**. In the **Resources Provided by the Teacher** field, click **Select Google Doc**, and select the document you want to associate with the assignment. (Note that you can click a document name to preview it). Click **Select Document**. Select another Google document, or click **Save**. Complete the assignment details at the top of the page, including the **Grade Term** field at right.
 - From the **Options** menu, click **Add Assignment** or **Add Ungraded Assignment**. In the **Resources Provided by the Teacher** field, click **Select Google Doc**, and select the document you want to associate with the assignment. (Note that you can click a document name to preview it). Click **Select Document**. Select another Google document, or click **Save**. Complete the assignment details at the top of the page, including the **Grade Term** field at right.
4. If you want students to do their work and submit the document online, do the following:
 - In the **Online submission** fields, enter open and close dates.
 - Next to the Google Doc in the **Resources Provided by the Teacher** field, 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. To continue, click **Make Student Editable**. The words "*Student Editable*" appear next to the file name.
 - Click **Save**.

To review and score a Google Doc posted by a student:

1. Click the **Scores** page. **G** appears in the assignment column for any student who has posted their document.
2. 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:
3. Click the title to open the document.
4. Type any comments in the document, and close it.
5. 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.