This is a quick guide to using Goobric and Doctopus. You must use Google Chrome and Google Classroom for these steps to work.

To practice, open one of your Google Classroom classes and create an assignment. Goobric and Doctopus only work when an assignment has been used.

Note: Before you start, please log out of all other Google Accounts and then log in as a teacher. It might help to restart Chrome from scratch and close all other tabs.

1. Download and install the Doctopus add-on for Google Sheets. Inside of a Spreadsheet>Add-ons>Get add-ons>Search for Doctopus

2. Download and install the Goobric extension for Google Chrome. Window>Extensions>Get More Extensions>Search for Goobric

3. Create a Google Classroom and have your students join.
4. Create a Google Classroom Assignment. Give it to your students to complete.
5. Use the rubric template to create a rubric for the assignment. You can also share the rubric with your students on Google Classroom, so they know what they’ll be graded on. Name the
rubric whatever your assignment is with the word “rubric” after it. Ex. “Learnerator Vocabulary Rubric.”

5. Once the assignment is completed, Create a new Google Spreadsheet and title it whatever the assignment was with the word “Assessment” after it. Ex. “Learnerator Vocabulary Assessment” You may also include the semester and year. I use F2015 (fall 2015).

6. Go to Add-ons and select Doctopus.

7. Follow the on-screen instructions to Select Roster> Ingest Google CR Assignment

8. Select your Google Classroom class (may take a few minutes depending on size of class and speed of internet).

9. Select the assignment you want to ingest (may take a few minutes depending on size of assignment and speed of internet). NOTE: I usually ingest ALL the assignments even those not turned in.

10. Attach the rubric you created. I usually have to search my Google drive for the rubric which is why I always name it the assignment and “rubric.”

11. After the above steps have been followed, find the eyeball on the right side of the Google Chrome address bar.

12. This will launch Goobric, and if all the steps have been followed correctly, you should see the rubric at the top of the screen with your students’ assignments below.

   HINT: Sometimes this step doesn’t work, but on the spreadsheet I can click on the link to the assignment next to each of the students’ names and that will open the grading window.

13. You have some options here. I usually type comments in the comment box and select send feedback to students. I also select “Auto Advance” so when I click submit, the next student’s assignment automatically shows up. You can also record audio feedback for them.

14. Grading is as simple as clicking the boxes on the rubric. Make sure to go through each tab of the rubric as you go.

15. Submit and repeat until all the rubrics have been graded.

16. Results are stored on the assessment spreadsheet you created. I use a simple “Average” formula to average the rubric scores into one holistic score. You can use the final data however you please.

Want to know more? Check out the ultimate guide by Oli Trussell: https://docs.google.com/document/d/1DRxiqYnAt7gQjrx8VHi77xklAbm8kOn-1lu78RWYTU/edit?usp=sharing

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