

## 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 let you create and upload text documents, spreadsheets, presentations and more.

Learn how to do the following:

- Complete one-time Google Docs setup: You can add Google access to your Aspen preferences with just a few clicks. Select any Google Doc from your account to associate it with an assignment.
- Add a Google Doc to My Resources: You can easily attach a Google Doc to a homework assignment once it has been uploaded to My Resources. My Resources serves as a central storage area for documents that can be shared with students.
- Create an assignment using Google Docs: When you attach a Google Doc to an assignment, you can select to make it student editable or read-only. If you make a Google Doc student editable, each student opens their own copy of the file, makes edits, and posts it back to you. If you make a Google Doc read-only, the student can view the document but not edit it.
- Review and score Google Docs: You can enter comments and scores for a Google Doc posted or submitted by a student. You can also add the score to the Gradebook for students to view.

## Create an assignment using Google Docs

There are two ways you can create an assignment for your students using Google Docs™:

- Attach one or more Google Docs to an assignment, and make them "student editable." When a student opens the assignment, Aspen saves the file with their name appended, such as *Review questions -- Gomes, Marcia*. Students can make edits to the document, and then post it back to you.
- Attach one or more Google Docs to an assignment, and make them "read only." Each student can view the documents but not edit them. For example, you might want to share a copy of the Gettysburg Address with your students, so they can memorize the passage and recite it to the class.

### To add a student-editable Google Doc to an assignment:

1. From the **Planner** tab, open **My Resources**. Click, drag, and drop the Google Doc into 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. Select **Make Student Editable**, and then click **Save**.
2. In the **Online submission** fields, enter open and close dates. Student can only post their completed assignment within this timeframe.
3. Complete the assignment details at the top of the page, including the **Grade Term** field at right.
4. Click **Save**.

### To add a read-only Google Doc to an assignment:

1. From the **Planner** tab, open **My Resources**. Click, drag, and drop the Google Doc into 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. Click **Save**.
2. Complete the assignment details at the top of the page, including the **Grade Term** field at right.
3. Click **Save**.

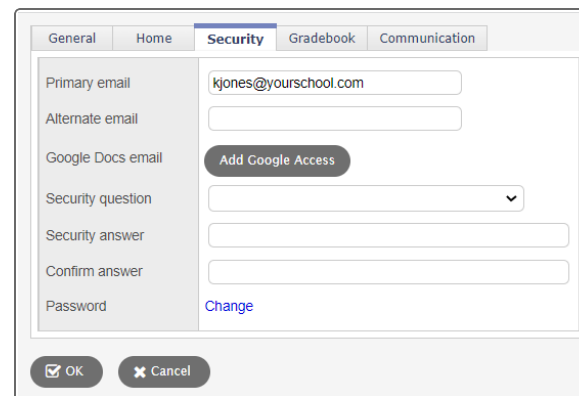
## Grant Aspen access to Google Docs

In order for Aspen and Google Docs™ to communicate, users have to grant access between the applications (this is a one-time step that links your Google Docs account with your Aspen account).

You can use the following instructions to set up access. Or, the first time you try to add or view a Google Doc, the system will automatically prompt you to grant access.

### To give permission for Aspen to access to your Google Docs:

1. On the settings bar, click **Set Preferences**. The Set Preferences pop-up appears.
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 account, enter your email address, and click **Next**. Type your password, and click **Sign in**.
  - If you do not have a Google account, click **Create account**. Complete the fields to create a Google account, and then 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 pop-up.



5. Click **Allow access**.

## Add a Google Doc to My Resources

### To add a Google Docs™ document (Google Doc) to My Resources:

1. Outside of Aspen, create or upload a file to Google Docs.
2. Log on to the Staff view in Aspen.
3. Click one of the following:
  - **Planner** tab
  - **Gradebook > Scores > Options > Add Assignment** or **Add Ungraded Assignment**
  - **Gradebook > Assignments > Options > Add Assignment** or **Add Ungraded Assignment**
  - **Pages > select a class Page > Group Resources > Edit**
4. Within **My Resources**, select the folder you want to store the Google Doc in.
5. At the bottom of the My Resources widget, click **Add**. The widget displays options.
6. Select **Google Doc**. The Google Docs Details pop-up appears.
7. Click **Select Google Document**. The list of documents in your Google Docs appears.
8. Select the document, and then click **Select Document**. You can also type text in the **Title Search** field to search for text within a document title.
9. If you want to share this document with students using the Group Resources widget, decide whether you want it to be collaborative or read-only. At the "Access when shared in Group Resources" drop-down, select one of the following:
  - **Can Edit**: Select this option if you want to make the Google Doc editable when shared in the Group Resources widget. Class members will collaborate on a single document, and Google tracks the revision history.
  - **Can View**: Select this option if you want to make the Google Doc read-only when shared in the Group Resources widget.
10. Click **Save**. The link to the Google Doc appears in My Resources.

## Review and score Google Docs

1. Log on to the Staff view.
2. Click the **Gradebook** tab.
3. Select a class section, and then click the **Scores** side-tab. The Scores grid appears.
4. In the column of the assignment containing the posted Google Doc, click  to open the student's version of the document.  
A pop-up shows the document **Title**, **Submitted** (Posted) date/timestamp, **Last Modified By** (Google Account name), and **Last Modified Date**.
5. Click the title to open the document.
6. Type any comments in the document, and then close it.
7. Type a score on the Scores grid next to . Depending on the assignment's visibility type, the student can view the score you enter from the Student portal, as well as any comments you type within the document.

**Note:** If the assignment has not been graded or if it is after the **Online submission Close date**, the student can no longer post the Google Doc. However, the Google Doc remains editable. Teachers can see if a student re-posted a Google Doc by viewing the **Submitted** date/timestamp.