

How to create a Doctopus Roster

(*This presumes you have already loaded the Doctopus Add-on)

1. Have Librarian or Office Manager share a class list Excel spreadsheet with you (.xlsx)
2. Drop class list into Google to create a Google Sheet (This assumes you have changed your Google Settings to "Convert uploaded files to Google Docs editor format")

Convert uploads

Convert uploaded files to Google Docs editor format

3. Open this Google Class Information Sheet
4. Open a **2nd** Google Sheet (File - New - Spreadsheet) and name it your teacher name
5. Launch Doctopus from the Add-ons menu on the top bar of your Sheet (*if Doctopus has not been added, click on Get Add-ons and choose Doctopus - Free - Accept. Doctopus will automatically be added to your menu)
 - a. Select Launch
 - b. The add-on will load to the right hand side of your teacher named Sheet
6. Under Select a Roster, choose - build a new Roster from the drop down choices
7. Under Select Method, choose - on this Sheet from the drop down choices
8. Click the red CREATE ROSTER and Doctopus will create a roster template
9. When Doctopus is finished with the template, copy and paste the class information from your original class information Google Sheet that you still have open in the other tab, into the appropriate fields on this new Roster. Be VERY careful NOT to copy or paste any of the headings on either sheet
 - a. Click the blue refresh button after pasting from the class information Sheet into the Doctopus Roster Sheet
10. Type in the Roster Name in Set Roster Name box
 - a. After naming click on the red box with CREATE AND SHARE FOLDERS
11. Doctopus will now populate your Roster with all your student information needed for any future assignments
12. When finished populating, click on the blue bar - Save roster and continue
13. Your Roster is complete. Close out of Doctopus until you want to send an assignment.