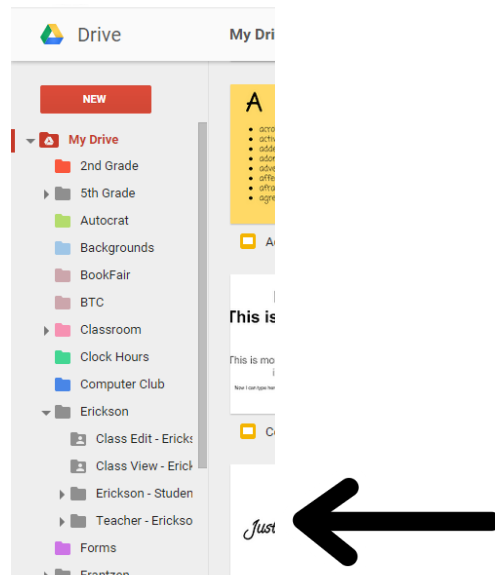


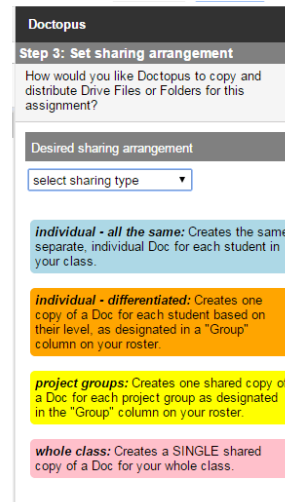
How to create and distribute a Doctopus Assignment

1. Create assignment in Docs, Sheets, Slides or Drawings and name it. This can even be a blank of any of the Google items above
2. Drop the assignment in the folder called
 - a. Teacher - Erickson (name of class where you are making the assignment)



- b.
3. Begin a NEW Sheet, name it and then launch the Doctopus Add-On
 - a. Select the Roster name from the right sidebar and then click the blue "Use this roster" button
 - i. Doctopus will now populate your student sheet
 4. Click the Blue "Next" button on the bottom

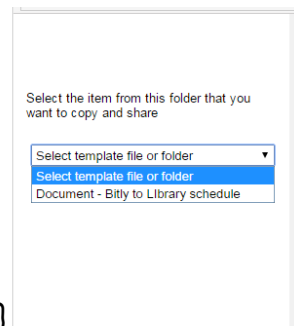
5. Choose how you would like the doc, slide, etc. shared



by clicking the drop down arrow

6. Click the Blue "Save and continue" at the bottom

7. If you put your assignment in the Teacher - Erickson (your own name) from Step #2, just click the drop down arrow and you will see your assignment name. Choose it and click the Blue "Save



and continue on the bottom

8. You are now on Step 5 - click on Create New Folder so your assignments will all be in their own folders. Click on the Blue "Save and Continue" at the bottom.

9. Step 6 - click on the Blue "Run copy and share" button on the bottom.

10. That's it but be patient as it takes time to load all of the assignments into each student account.