

Going (almost) Paperless

With Google Docs

There are many ways to collect assignments from your students electronically. The easiest way is to have them email work, but that generates hundreds of emails with attachments or files you must organize. We can transfer the organization responsibility to the students to make your job easier.

The videos below describe the process of setting up a system that works quite well. I suggest you watch all of the videos once through to get the 'whole picture,' and then go back and follow the steps to actually set up your system.



Introduction - (1:43) This video describes why you want to do this.

Forms - (:42) So Google made changes in Forms (surprise!). This video describes how to set up forms so that the data goes into a spreadsheet... which you need it to do.

Step One - (9:24) Step by step instructions on how to collect email addresses from students. This is a crucial step and eliminates the need to type in all your students addresses.

Step Two - (7:39) Creating your contact groups for your classes. Even if you don't go paperless, Steps One and Two will help you in efficiently communicating with your students.

Step Three - (3:16) Sharing a folder with your students to get material to them.

Step Four - (12:04) Create the form for students to submit work. This is where the beauty of this system happens.
