



# gClassFolders

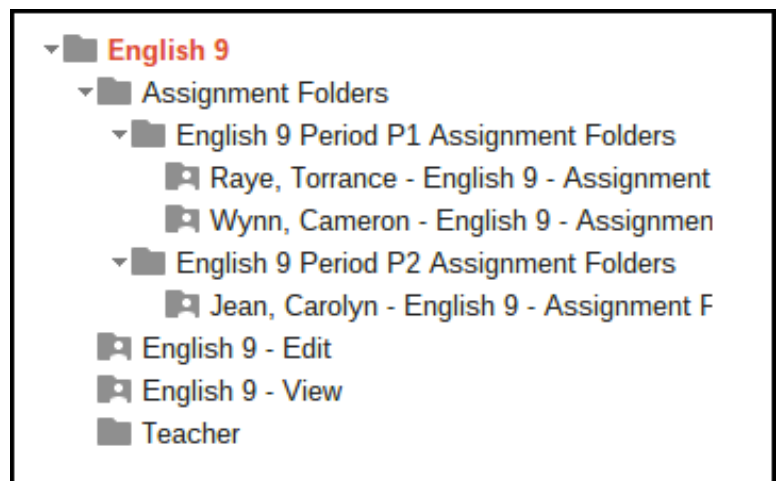
gClassFolders (<http://www.gclassfolders.com/home>) provides an easy way to distribute files to students. It also generates assignment folders for individual students organized by period and course to be used by students to submit work. A big thank you to [Bjorn Behrendt](http://www.edlisten.com) (<http://www.edlisten.com>) and [Andrew Stillman](http://www.youpd.org) (<http://www.youpd.org>). for their work in developing and updating this script!

- **Class View:** This is one folder for the course to house files that are only VIEWABLE by everyone in the class. So anything you place in this folder will be viewable by all students enrolled in this course, regardless of what period they are attending. *Example: Syllabus, worksheet templates*

- **Class Edit:** This is one folder for the course to hold files that are EDITABLE by everyone in the COURSE. *Example: Group assignments*

- **Assignment Folders:** One assignment folder is generated for each student. This is only between the teacher and the particular student. *Example: Student work*

- **Teacher:** This is one folder used by gClassHub to store files that integrate with the applications. This is only viewable by the Teacher. *Example: Doctopus*



## Procedure

1. Export class data from the Student Records.
2. Install the gClassFolders script in a new Google Docs spreadsheet.
3. Import all your students into this spreadsheet.
4. Run the script to create folders in your Google Drive and all your students' Google Drives.

# Exporting Data From Student Records

2	S1	H5011-01	AM HIS/MUSIC
3	S1	H5017-07	Gov and Politics
4	S1	H5008-01	WEST CIV I
5	S1	H5017-08	Gov and Politics

Click the Roster for the appropriate class.

WIHS - 1314 (Current) Willard High School - 2013-2014  
 Attendance Date: Monday, 08/19/13 (1st Day) Semester: 1 Term: 1 Period: 123456

Actions

- Load or Save Grid-Templates
  - Load
  - Save
  - Save As
  - Delete
- Manage Student-Name Groups
- Reset Columns to Defaults
- Grid Options
- Student Selection Criteria (Rows)
- Select from Check-Box List of Students
- Add 1+ Students from Name/ID Select
- Keep Only 1+ Highlighted Rows
- Remove 1+ Highlighted Rows
- Clear all Rows from this Grid
- Find/Search Current Column
- Find Next
- Replace Values in Selected Column
- Print this Grid
- Reports
- Export
- Email Students in Grid

SELECT GRID TEMPLATE

Done Edit Cancel

Select		
<input type="checkbox"/>	<input type="checkbox"/>	Bus Route Info
<input type="checkbox"/>	<input type="checkbox"/>	CAF AUP Search
<input type="checkbox"/>	<input type="checkbox"/>	CAF Google sign ins
<input type="checkbox"/>	<input type="checkbox"/>	CAF Student Phone Number and
<input type="checkbox"/>	<input type="checkbox"/>	CAF Teacher List
<input type="checkbox"/>	<input type="checkbox"/>	Class Technology Agreement
<input type="checkbox"/>	<input type="checkbox"/>	Demographics (Students-Roster)
<input type="checkbox"/>	<input type="checkbox"/>	Distributed Laptops
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	G Class Folder Info
<input type="checkbox"/>	<input type="checkbox"/>	HS AG
<input type="checkbox"/>	<input type="checkbox"/>	HSBAND

STUDENT DATA GRID

WIHS - 1314 (Current) Willard High School - 2013-2014  
 Attendance Date: Friday, 08/16/13 (1st Day) Semester: 1 Term: 1 Period: 1234567

Done Edit Cancel

Student First Name	Student Last Name	Student Email
Austin	Adams	AUSADA14@media.willardr2.net
Katie	Badger	KATBAD22@media.willardr2.net
Hannah	Bicknell	HANBIC02@media.willardr2.net
Tanya	Boboescu	TANBOB04@media.willardr2.net
Emily	Britton	EMIBRI30@media.willardr2.net
Rylan	Clinkingbeard	RYLCLI23@media.willardr2.net
Hayley	Cole	HAYCOL20@media.willardr2.net
Makenna	Cotter	MAKOT09@media.willardr2.net
Haley	Curio	HALCUR01@media.willardr2.net
Cooper	Dunn	COODUN05@media.willardr2.net
Samuel	Edwards	SAMEDW07@media.willardr2.net
Keanu	Evans	KEAEVA02@media.willardr2.net
Alex	Fox	FOXALE12@media.willardr2.net
Kayla	Hoffman	KAYHOF30@media.willardr2.net
Caleb	Johnson	CALJOH21@media.willardr2.net

Actions

- Load or Save Grid-Templates
- Manage Student-Name Groups
- Reset Columns to Defaults
- Grid Options
- Student Selection Criteria (Rows)
- Select from Check-Box List of Students
- Add 1+ Students from Name/ID Select
- Keep Only 1+ Highlighted Rows
- Remove 1+ Highlighted Rows
- Clear all Rows from this Grid
- Find/Search Current Column
- Find Next
- Replace Values in Selected Column
- Print this Grid
- Reports
- Export
  - Excel Tab / Delim Text File
  - SISCall Custom Notification File
- Email Students in Grid

EXPORT TO FILE

Attendance

Export File Type:  ASCII File  XLS File

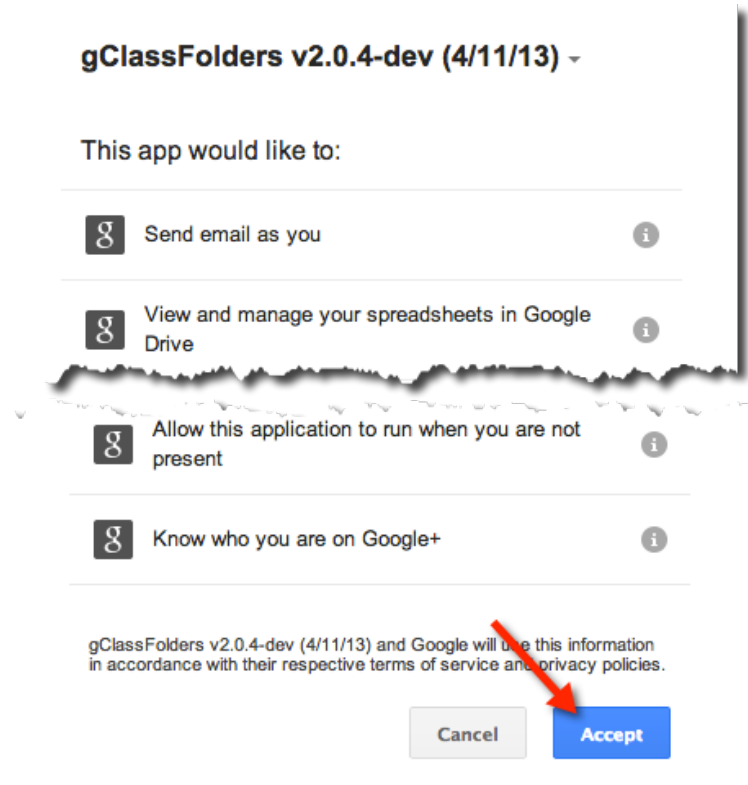
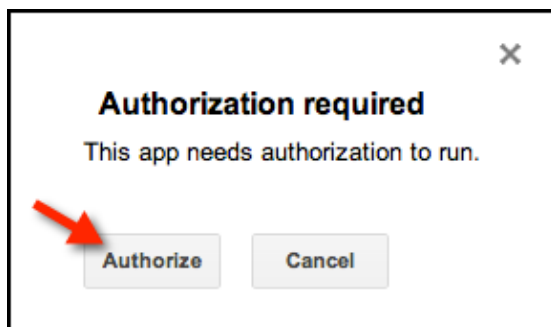
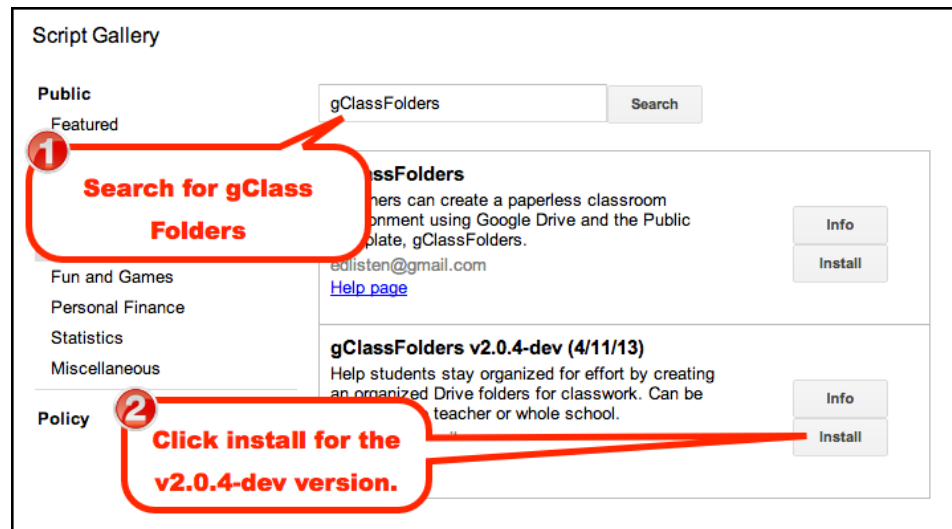
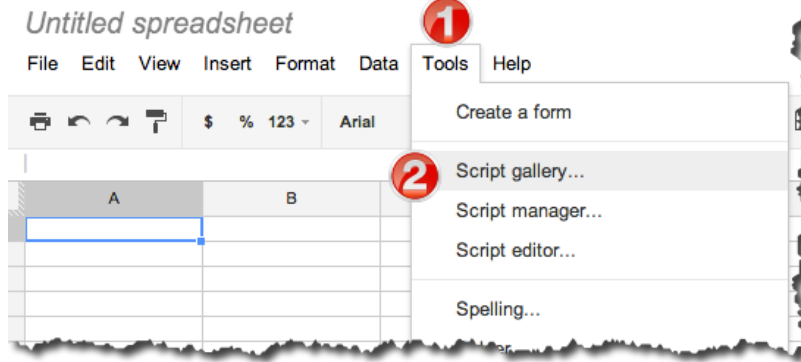
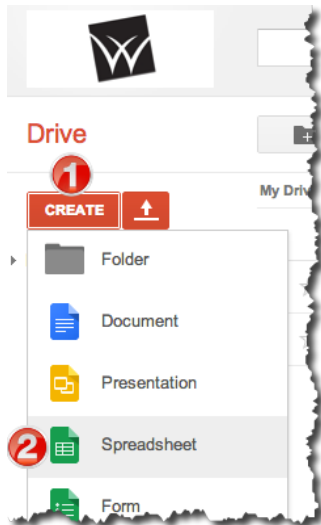
Delimiter:  Tab  Comma  Other

Include Column Heading:

Export Close

Repeat this for each of your classes. The first export will create a file named SISData.txt. The second export will create a file named SISData(2).txt, etc.

# Installing the gClassFolder Script into a New Spreadsheet



**gClassFolders v2.0.4-dev (4/11/13)**  
 Help students stay organized for effort by creating an organized Drive folders for classwork. Can be run as single teacher or whole school.  
 astillman@gmail.com  
[Help page](#)

Info  
 Installed

Installed

Close

Untitled spreadsheet ☆

File Edit View Insert Format Data Tools Help

gClassFolders All changes saved

What is gClassFolders?  
 Initial settings

fx | A B C D E

**Choose your preferred interface language.**

Note: This will affect all column heading and menu options. Once this setting is chosen, it cannot be changed.

English

The terms below can be renamed, and require custom translation. These labels determine how important folders and columns will be named by gClassFolders.

Assignment Folder	Assignment Folder
Assignment Folders	Assignment Folders
Class	Class
Classes	Classes
Period	Period

**You can change these terms if needed.**

**Indicate how you plan to run gClassFolders**

Single Teacher Mode

Meant for one teacher running gClassFolders from their own account. Single Teacher Mode is simpler, but offers fewer options for managing and archiving student work over time and across a student's classes if they have multiple teachers.

Choose carefully! Once student folders have been generated, it is not possible to switch modes

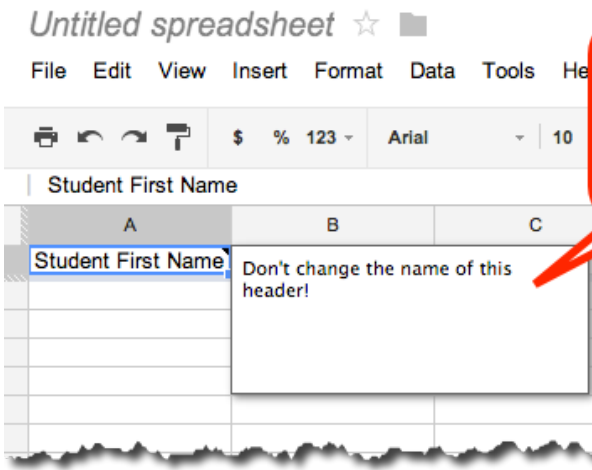
Save

Hello there! Help us track the usage of this script

You are most likely seeing this prompt because this is the first time you are using a Google Apps script created by New Visions for Public Schools, 501(c)3. If you are using scripts as part of a school or grant-funded program like New Visions' CloudLab, you may wish to track usage rates with Google Analytics. Entering tracking information here will save it to your user credentials and enable tracking for any other New Visions scripts that use this feature. No personal info will ever be collected.

- Let New Visions for Public Schools, 501(c)3 and gClassFolders co-author Bjorn Behrendt know you're an educational user.
- Participate in institutional usage tracking. (Only choose this option if you know your institution's Google Analytics tracker Id.)

Save settings

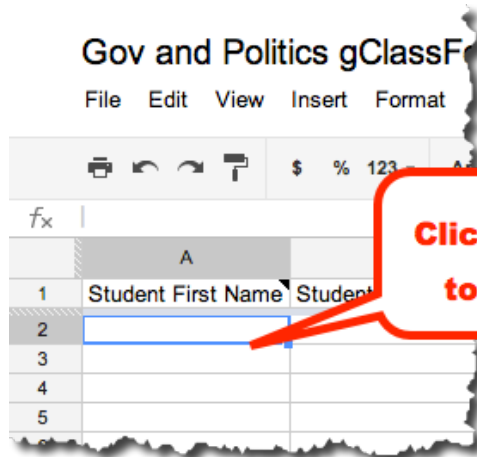


**Notice it says not to edit the headers.**

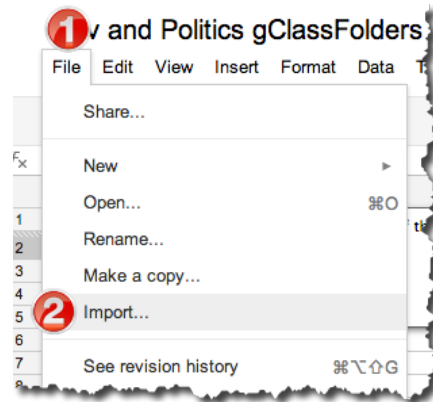


**Click here to rename spreadsheet to something appropriate, for example: [Latham gClass Folders 2013.](#)**

# Importing All Your Students into this Spreadsheet



**Click in cell A2 to select it.**



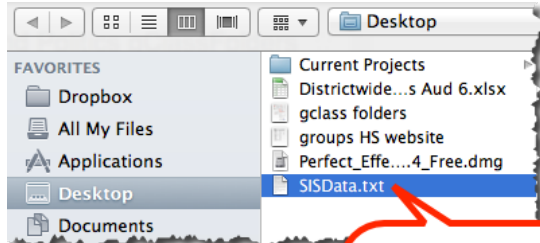
**Import file**

**Upload file**  
Supported formats: .xls, .xlsx, .ods, .csv, .txt, .tsv, .tab

Choose File No file chosen

**Import action**

- Create new spreadsheet
- Insert new sheet(s)
- Replace spreadsheet
- Replace current sheet
- Append rows to current sheet
- Replace data starting at selected cell



**Navigate to where you exported the SISData.txt file from Students Records, select it, and click Open.**

**Import file**

**Upload file**  
Supported formats: .xls, .xlsx, .ods, .csv, .txt, .tsv, .tab

Choose File SISData.txt

**Import action**

- Create new spreadsheet
- Insert new sheet(s)
- Replace spreadsheet
- Replace current sheet
- Append rows to current sheet
- 1  Replace data starting at selected cell

**Separator character**

- Automatic
- 2  Comma
- Custom:

3 Import Cancel

**Preview**

	A	B	Student E
1	Student First Name	Student Last Name	Student E
2	Austin		
3	Katie		
4	Hannah		
5	Tanya		
6	Emily		
7	Rylan		
8	Hayley		
9	Makenna		
10	Haley		
11	Cooper		
12	Samuel		
13	Keanu		
14	Alex		

Gov and Politics gClassFolders ☆

File Edit View Insert Format Data Tools Help gClassFolders All change

Student First Name	Student Last Name	Student Email	Class Name	Period
Austin		@media	Gov and Politics	
Katie		@media		
Hannah		@media		
Tanya		@media		

Type in the name of the class.

Hover your mouse over this tiny square until it becomes cross hairs. Then click and drag down to fill the rest of the cells with this same Class Name.

Gov and Politics gClassFolders

File Edit View Insert Format Data

changes saved in Drive

Student First Name	Student Last Name	Student Email	Class Name	Period ~Optional~	Tea
Austin		@media	Gov and Politics	3	
Katie		@media	Gov and Politics		
Hannah		@media	Gov and Politics		
Tanya		@media	Gov and Politics		

Enter a number for the Period/Hour of the class.

Hover your mouse over this tiny square until it becomes cross hairs. Then click and drag down to fill the rest of the cells with this number.

Gov and Politics gClassFolders ☆

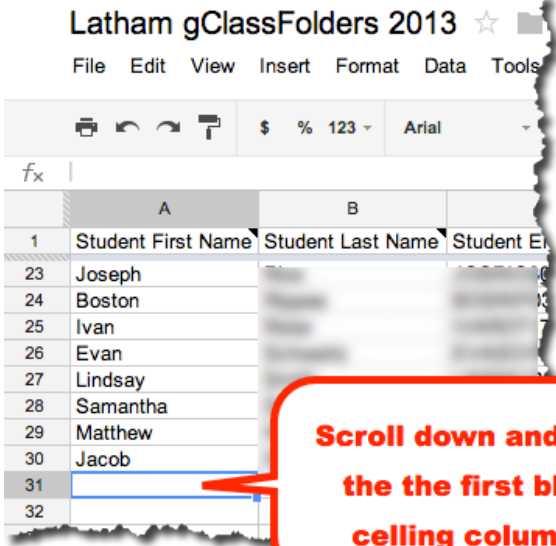
File Edit View Insert Format Data Tools Help g Drive

capwhshistory@willardschools.net

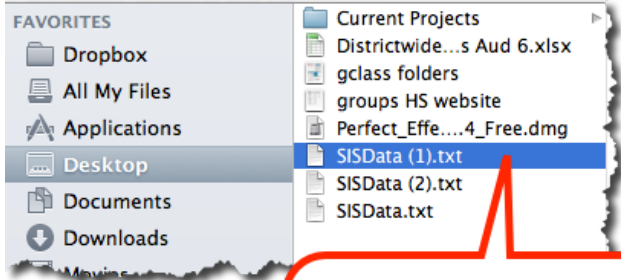
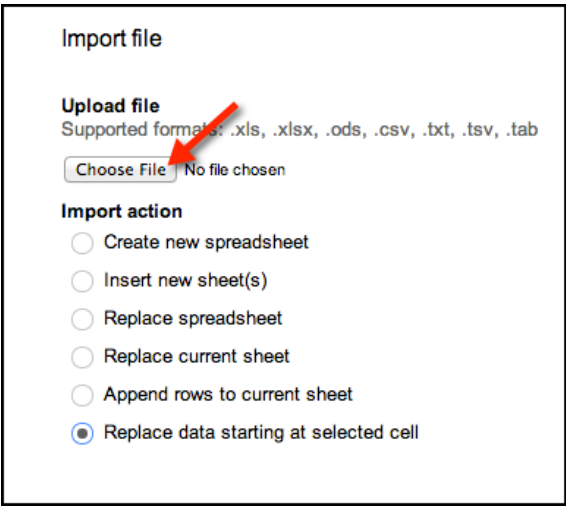
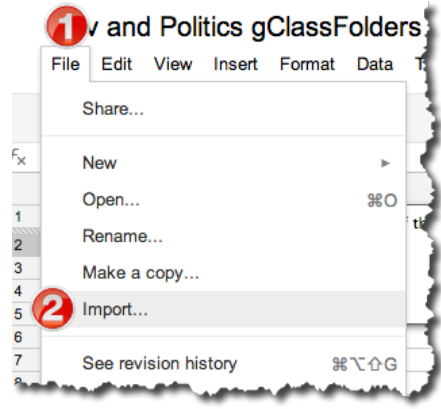
Student First Name	Student Last Name	Student Email	Class Name	Period ~Optional~	Teacher Email(s)
Austin		@media	Gov and Politics	3	capwhshistory@willardschools.net
Katie		@media	Gov and Politics	3	
Hannah		@media	Gov and Politics	3	
Tanya		@media	Gov and Politics		

Enter your school email address.

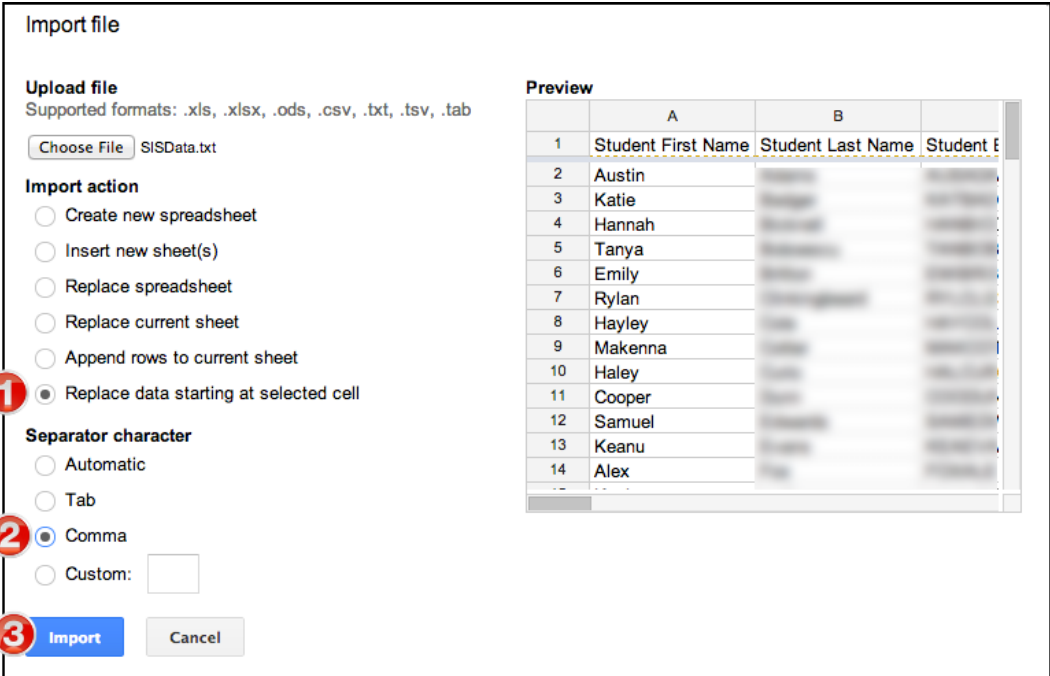
Hover your mouse over this tiny square until it becomes cross hairs. Then click and drag down to fill the rest of the cells with this address.



**Scroll down and click the the first blank celling column A**



**Navigate to SISData(1).txt, select it, and click Open.**





## Gov and Politics gClassFolders

File Edit View Insert Format Data

changes saved in Drive

3

Student First Name	Student Last Name	Student Email	Class Name	Period ~Optional~	Tea
Austin		@media	Gov and Politics	3	
Katie		@media	Gov and Politics		
Hannah		@media	Gov and Politics		
Tanya		@media	Gov and Politics		

**Enter a number for the Period/Hour of the class.**

**Hover your mouse over this tiny square until it becomes cross hairs. Then click and drag down to fill the rest of the cells with this number.**

## Latham gClassFolders 2013

File Edit View Insert Format Data Tools Help gClassFolders All changes saved in Drive

Gov and Politics

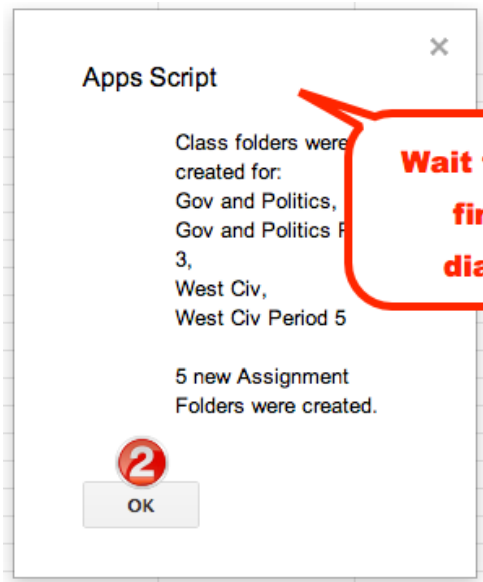
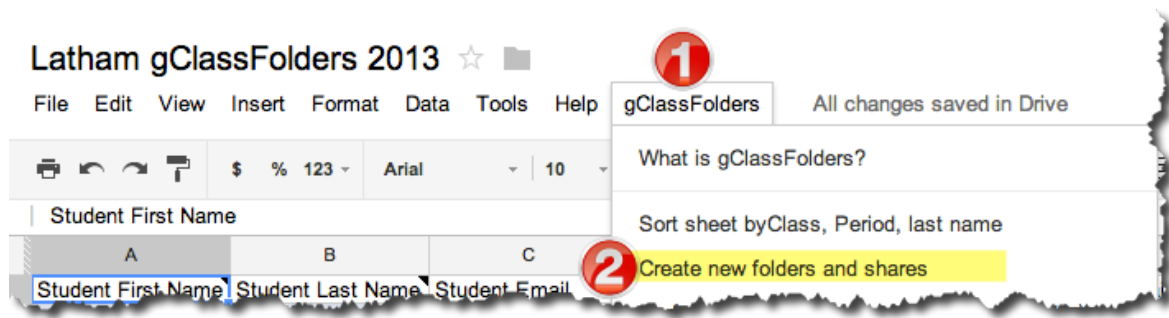
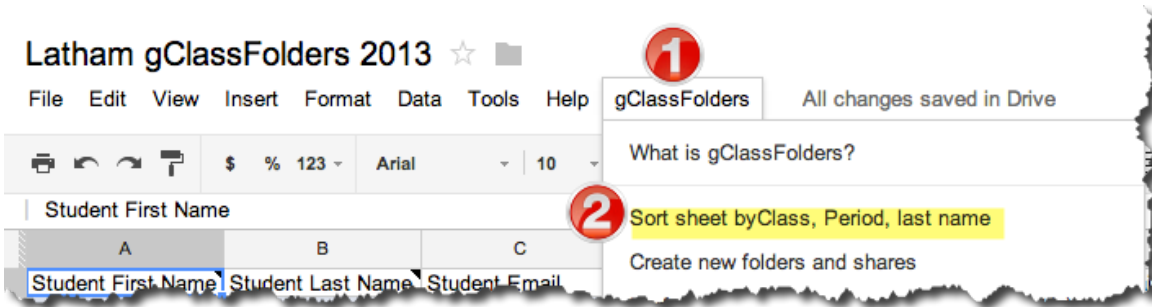
Student First Name	Student Last Name	Student Email	Class Name	Period ~Optional~	Teacher Email(s)
Ivan		@media	Gov and Politics	3	capwhshistory@willardschools.net
Evan		@media	Gov and Politics	3	capwhshistory@willardschools.net
Lindsay		media.w	Gov and Politics	3	capwhshistory@willardschools.net
Samantha		@media	Gov and Politics	3	capwhshistory@willardschools.net
Matthew		@media	Gov and Politics	3	capwhshistory@willardschools.net
Jacob		@media	Gov and Politics	3	capwhshistory@willardschools.net
Jennifer		@media		5	
Michael		@media		5	
K		@media		5	

**If this class has the same name, click and drag the blue square. If not, click in the first blank Class Name cell and type in the appropriate name, then click and drag the blue square for that new name.**

**Click on this cell to select it, then click and drag down the blue square to copy your email address for the remaining student rows.**

Repeat these steps that start on Page 8 for the rest of your classes. Each time importing the next SISData.text(2) etc file. Then completing the Class Name, Period, and Teacher Email cells for each student.

# Create Folders in Your Google Drive & Students' Google Drives



**1**

**Wait for the script to finish and this dialogue box to**

A status column will be filled in as the folders are created. If anything should happen during the process, just re-run "Create new folders and shares" and the script will pick up where it left off.

# Teacher View

**1** Go to your Google Drive and expand the My Drive by clicking the triangle next to it.

**2** Expand the folders for the classes you just created.

**3** Expand the Assignment Folders.

**4** There will be folder for each Period. Expand it to view all the Student Folders for this class.

Create a Google Doc in this folder that you want all students to edit. All students in this COURSE will be editing the same document. For example, a document listing research topics that students would edit to indicate the topic of their choice.

In this folder you will have documents that you want students to only view, or to have to make a copy of before editing, aka templates.

Student "Tiger2" will save his assignments to this folder to "turn them in."

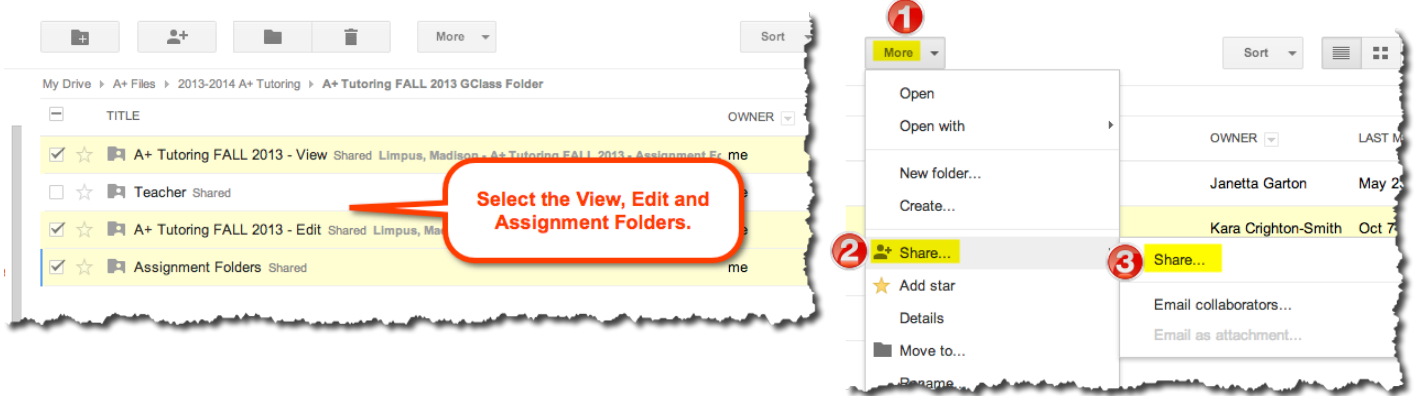
This Teacher folder used to store files that integrate with application. It is only viewable by the teacher.

The screenshot shows a Google Drive interface with the following structure:

- My Drive
  - Gov and Politics
    - Assignment Folders
      - Gov and Politics Period 3 Assignment Folders
        - Tiger, WHS - Gov and Politics - Assignment Folder
        - Tiger2, WHS - Gov and Politics - Assignment Folder
      - Gov and Politics - Edit
      - Gov and Politics - View
      - Teacher
    - West Civ
      - Assignment Folders
        - West Civ Period 5 Assignment Folders
          - Tiger3, WHS - West Civ - Assignment Folder
          - Tiger4, WHS - West Civ - Assignment Folder
          - Tiger5, WHS - West Civ - Assignment Folder
        - Teacher
        - West Civ - Edit
        - West Civ - View

# Secure the Folders

To prevent students from changing folder permissions and thus rendering the view or edit folders inaccessible by other students, or blocking teacher access to their assignment folder, set the sharing permissions so that only the teacher can change them.



## Sharing settings

Link to share (only accessible by collaborators)

[a/media.willardr2.net/folderview?id=0B36YwTdlru2ldzFVdUFpZG9nRTQ&usp=sharing](https://a/media.willardr2.net/folderview?id=0B36YwTdlru2ldzFVdUFpZG9nRTQ&usp=sharing)

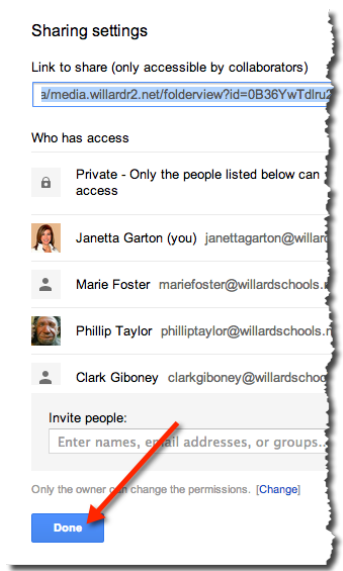
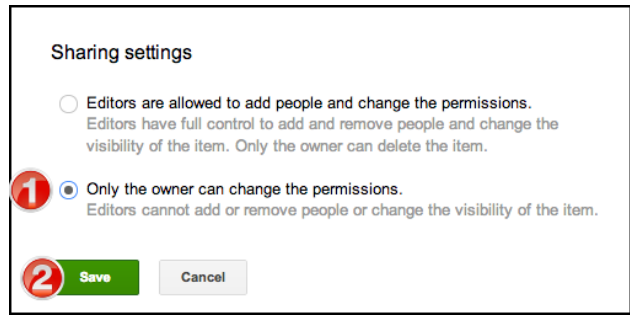
### Who has access

Private - Only the people listed below can access	Change...
Janetta Garton (you) janettagarton@willard...	Is owner
Marie Foster mariefoster@willardschools.net	Can edit
Phillip Taylor philliptaylor@willardschools.net	Can edit
Clark Giboney clarkgiboney@willardschool...	Can edit

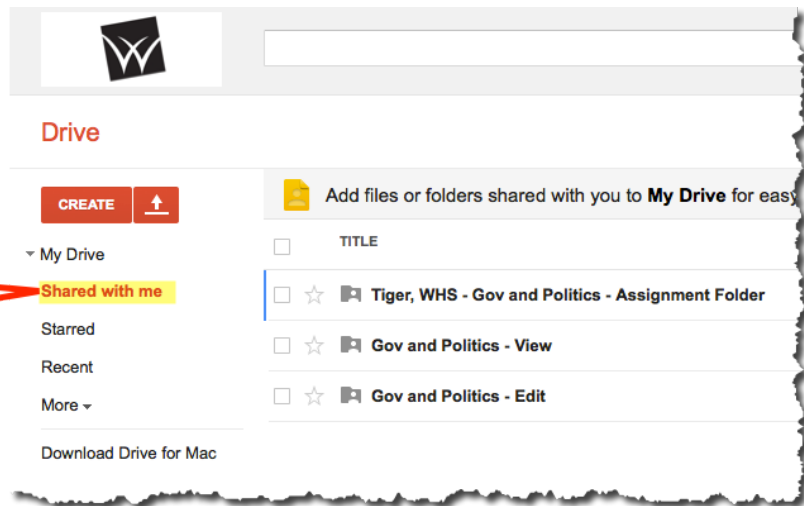
Invite people:  
Enter names, email addresses, or groups...

Editors will be allowed to add people and change the permissions. [Change](#)

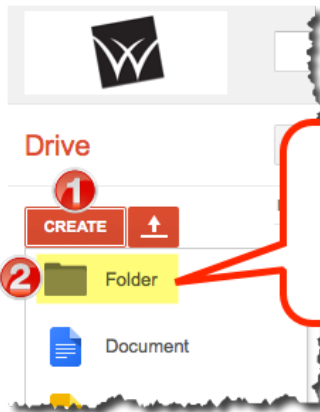
Done



# Student View



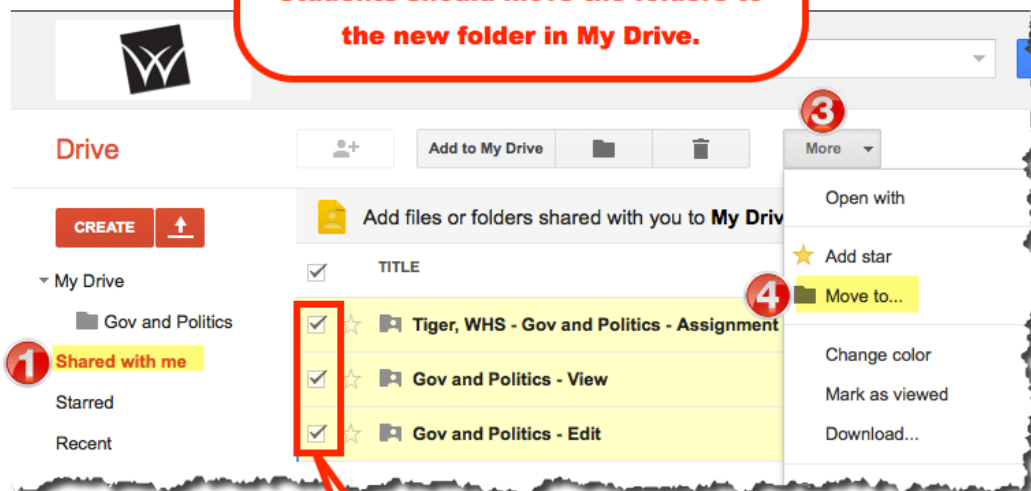
**At first, students will click on Shared with me to see the 3 folders for your class.**



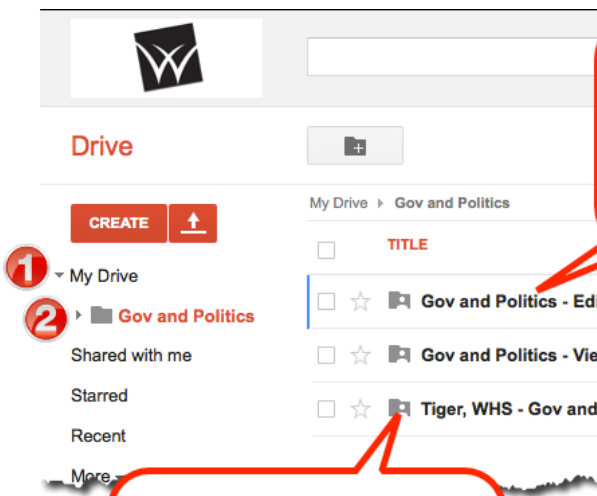
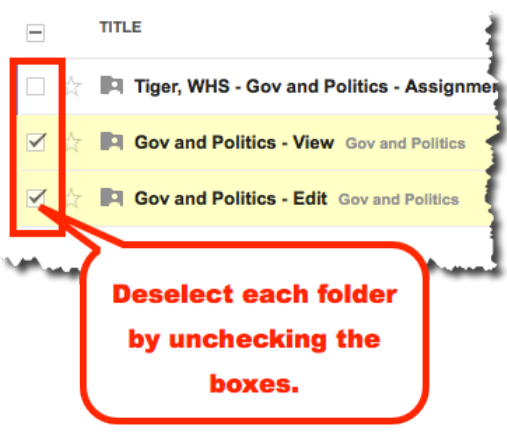
**Have students create a folder for your class.**



**Students should move the folders to the new folder in My Drive.**



**Select the 3 folders for the class.**



**The student can edit any documents in this folder, as can everyone else taking the course.**

**The student can view and make copies of any documents in this folder. They can NOT edit the documents in this folder.**

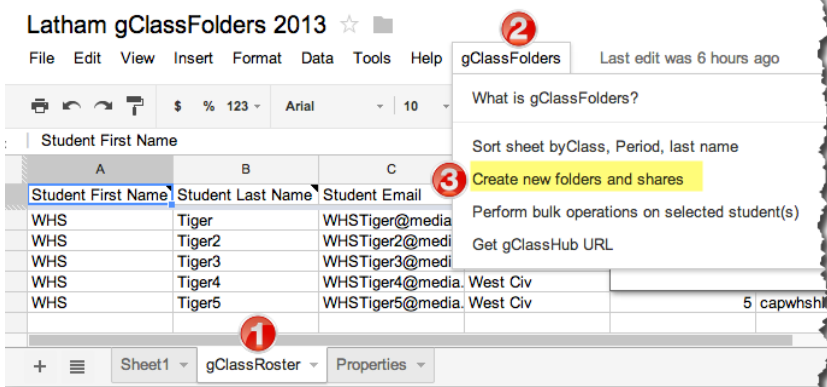
**Assignments turned in to the teacher will be saved in this folder. Only the this student and teacher can see documents here.**

## Managing the Student Folders

Keep the spreadsheet you used to create the folders so that you can easily add new students.

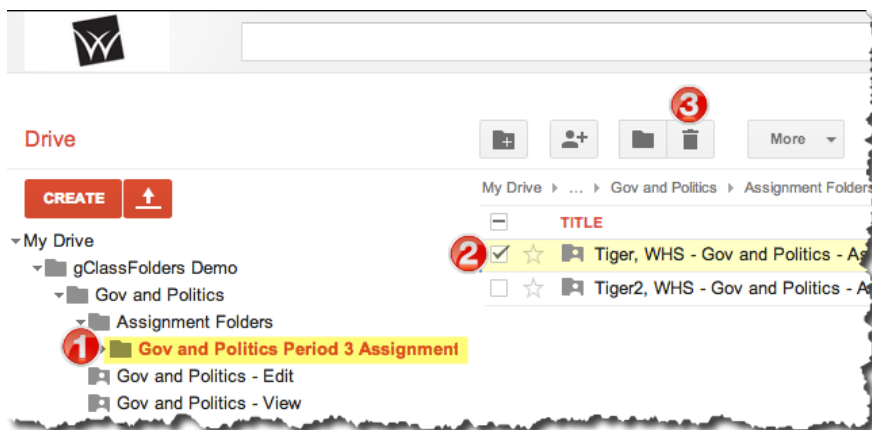
### Adding Students

To add new student you add them to your original spreadsheet and then use the GClassFolder menu to choose "Create folders and shares" a second time. It will only add folders for students who don't already have one.

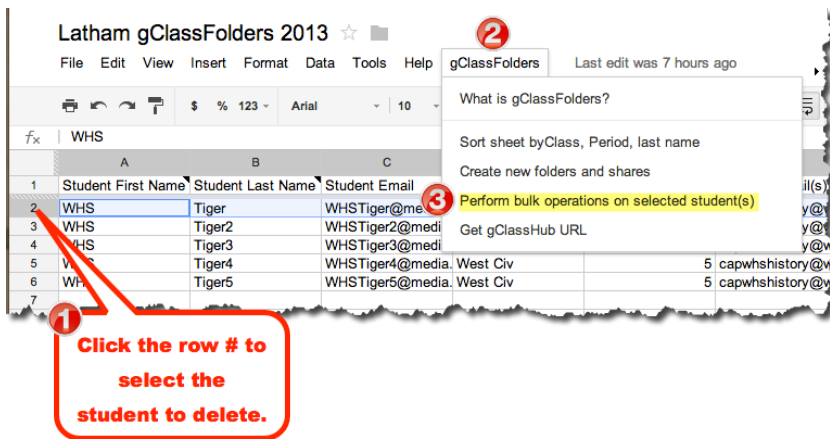


### Deleting Students

If you ran the script yourself, while logged into your school Google account, then you are the owner of the class folders. So just deleting the student's folders within your Google Drive will automatically delete it for the student too.



If someone else ran the script for you, NOT using your school Google account, select those students in the gClassFolder spreadsheet and run bulk operations to remove them. This will de-share the folder with them. Then you can just delete the class folder.



### gClassFolder Google+ Community

Join this Google+ Community for additional ideas and help.

<https://plus.google.com/communities/115718335045383669895>

