

URL of this  
presentation:

<https://goo.gl/7SfgBu>

# Using docAppender in Your Classroom

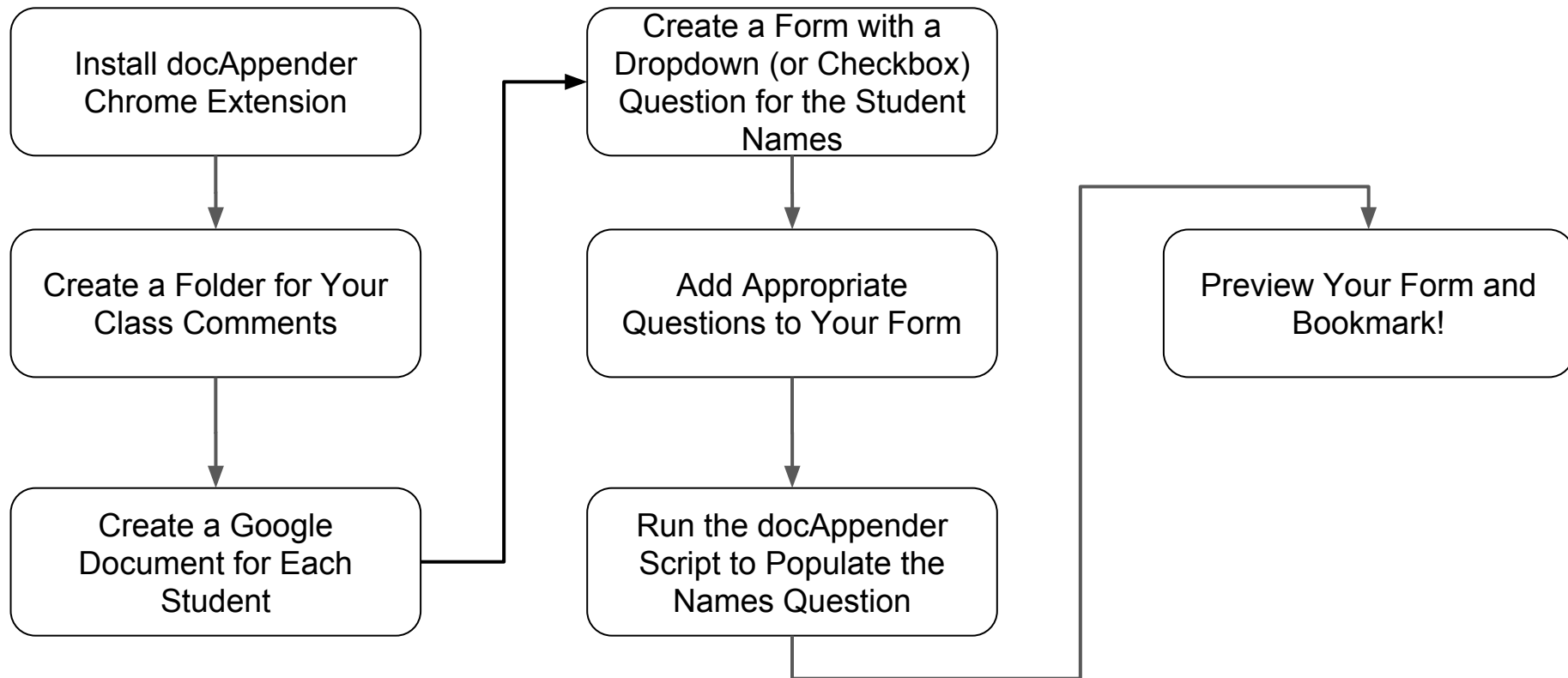
Peter Beens  
February 2017  
@pbeens

# What is docAppender?

docAppender is a Google Form add-on that...

- makes it easy to create a form to collect anecdotal data on your students and...
- embed that data in a separate Google Doc for each student.

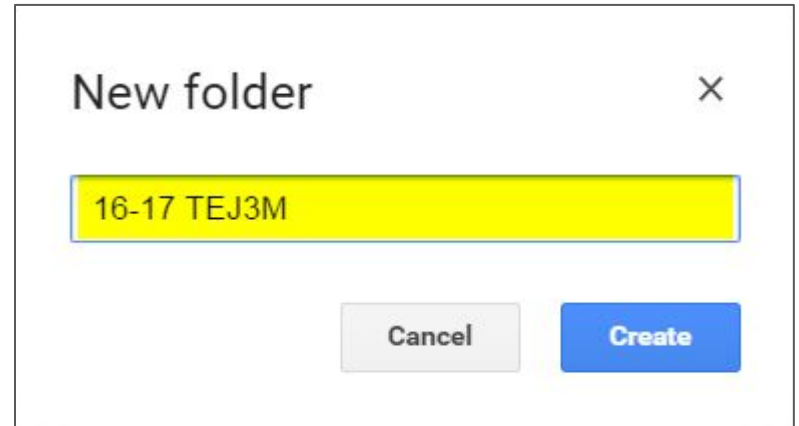
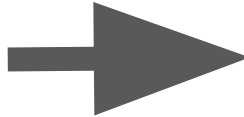
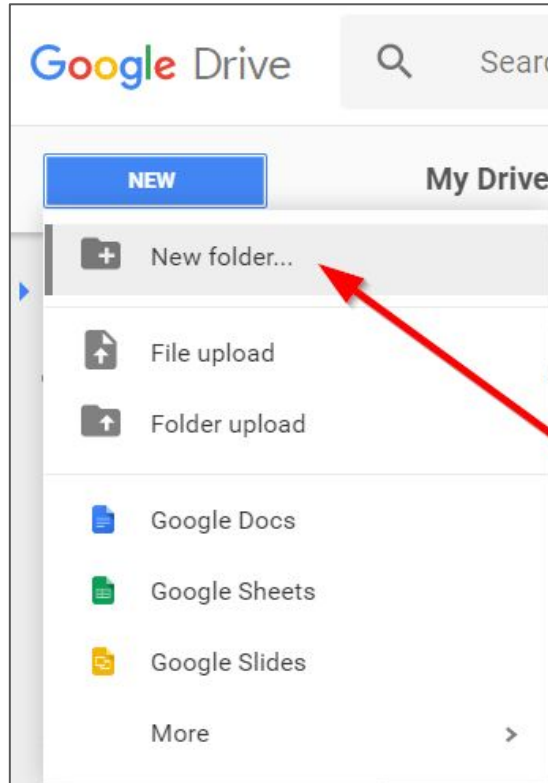
# Overview of Process



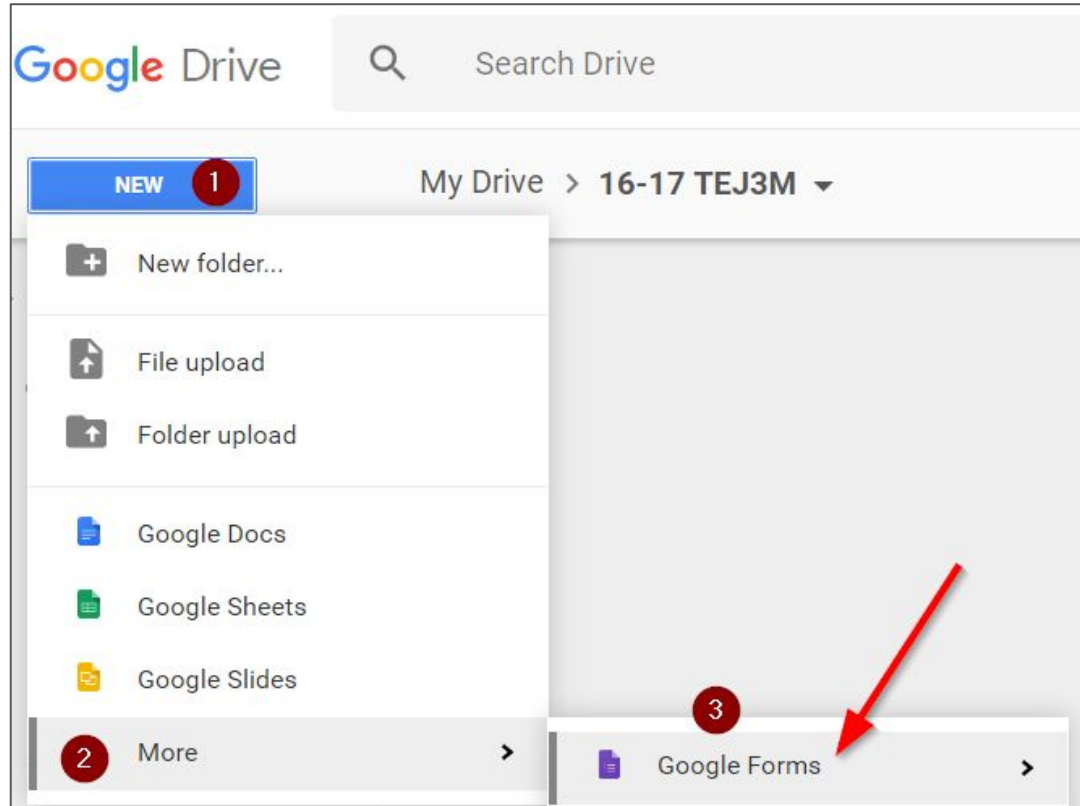
Go to [drive.dsbn.org](https://drive.dsbn.org)

We're Going to Create a Folder and a  
Form for Our Comments

# Create a Folder for Your Class Comments



# Create the Form You Will Use





# Creating the Form cont'd

The screenshot shows the Google Forms editor interface for a form titled "TEJ3M Notes". The top navigation bar is purple and contains a back arrow, the form title "TEJ3M Notes" (with a red circle 2 next to it), a folder icon, the text "All changes saved in Drive", a palette icon, an eye icon, a settings gear icon, a "SEND" button, a vertical ellipsis menu, and a profile icon "P".

The main editing area has two tabs: "QUESTIONS" (active) and "RESPONSES".

Under the "QUESTIONS" tab, the form title "TEJ3M Notes" is highlighted in yellow (with a red circle 1 next to it). Below it is the "Form description" field.

A question block is added, containing:

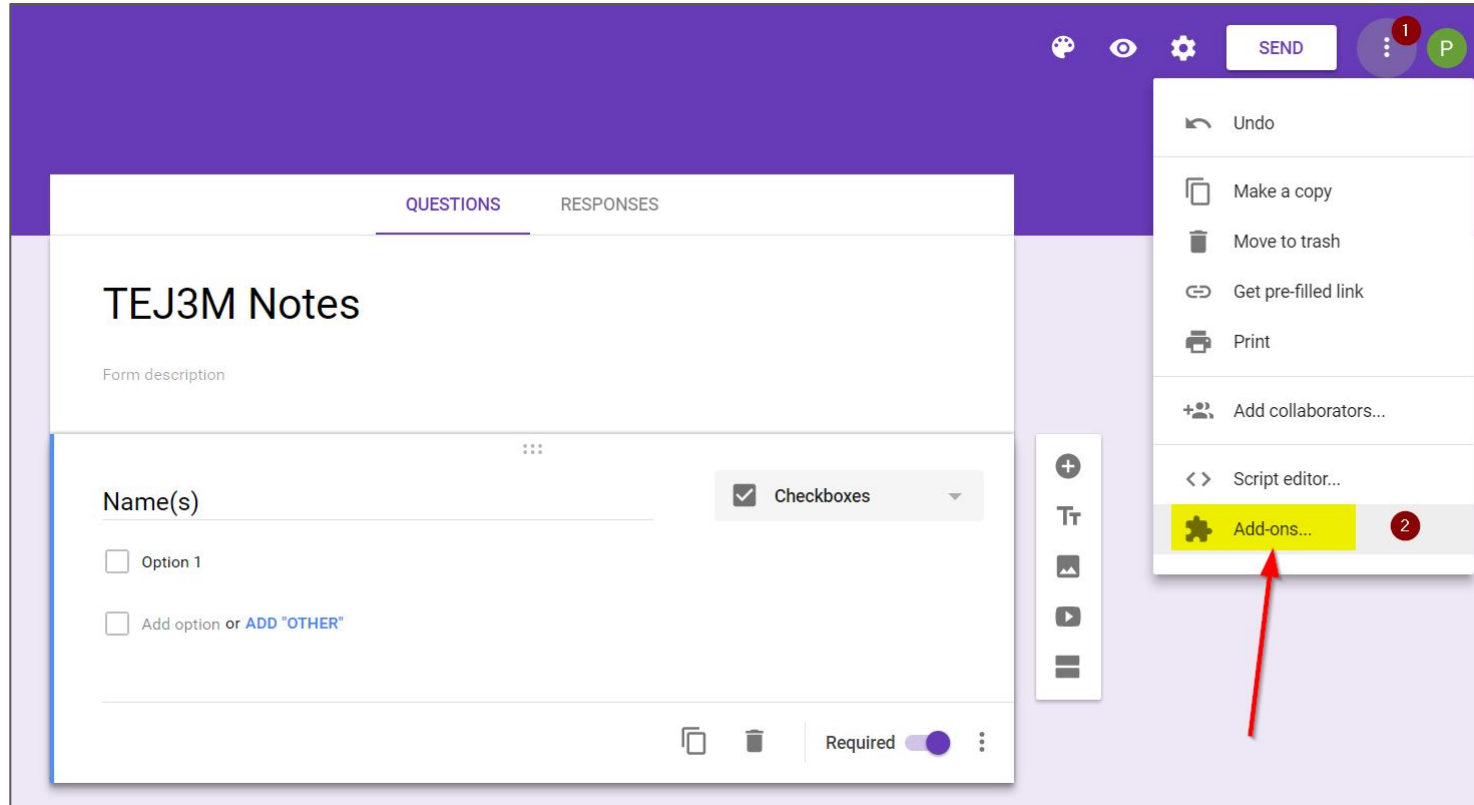
- A text field labeled "Name(s)" (with a red circle 3 next to it).
- A "Checkboxes" question type selector (with a red circle 4 next to it), which is highlighted in yellow.
- Two options: "Option 1" and "Add option or ADD 'OTHER'", each with an unchecked checkbox.
- A "Required" toggle switch (with a red circle 5 next to it) at the bottom right of the question block, which is highlighted in yellow.

A vertical toolbar on the right side of the question block contains icons for adding a new question (+), text (Tt), image, video, and a divider.

*At a minimum, add a Name field and a Comment field. You can add additional fields later, but you'll have to re-run docAppender.*

Now Let's Install docAppender

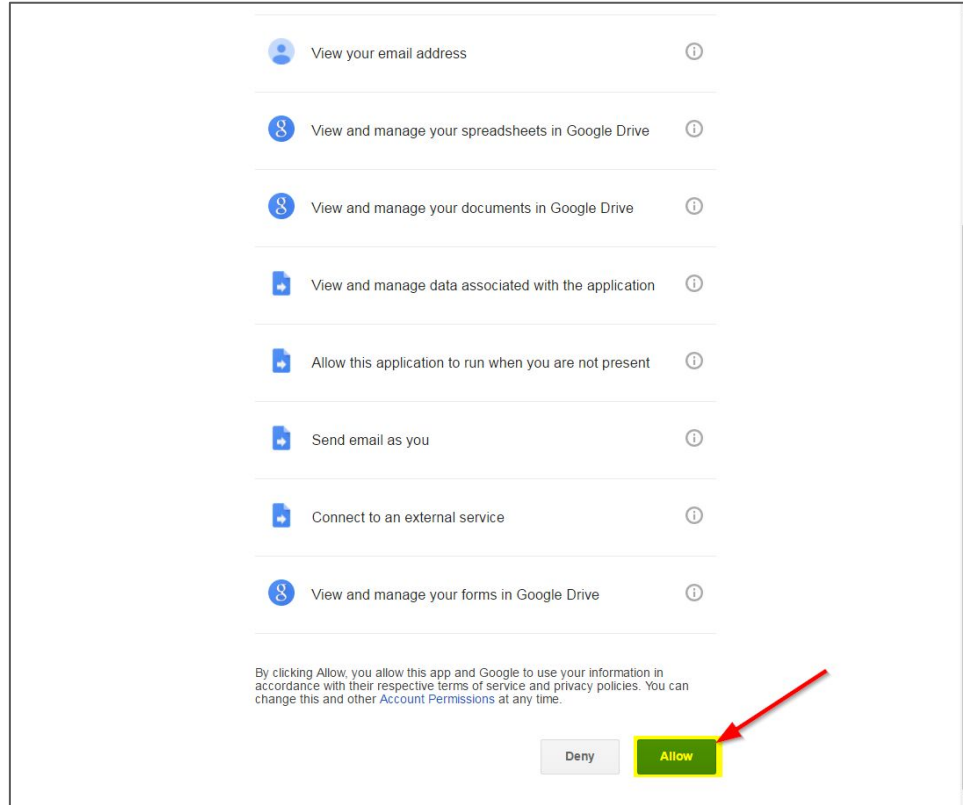
# Install docAppender (step 1)



# Install docAppender (step 2)

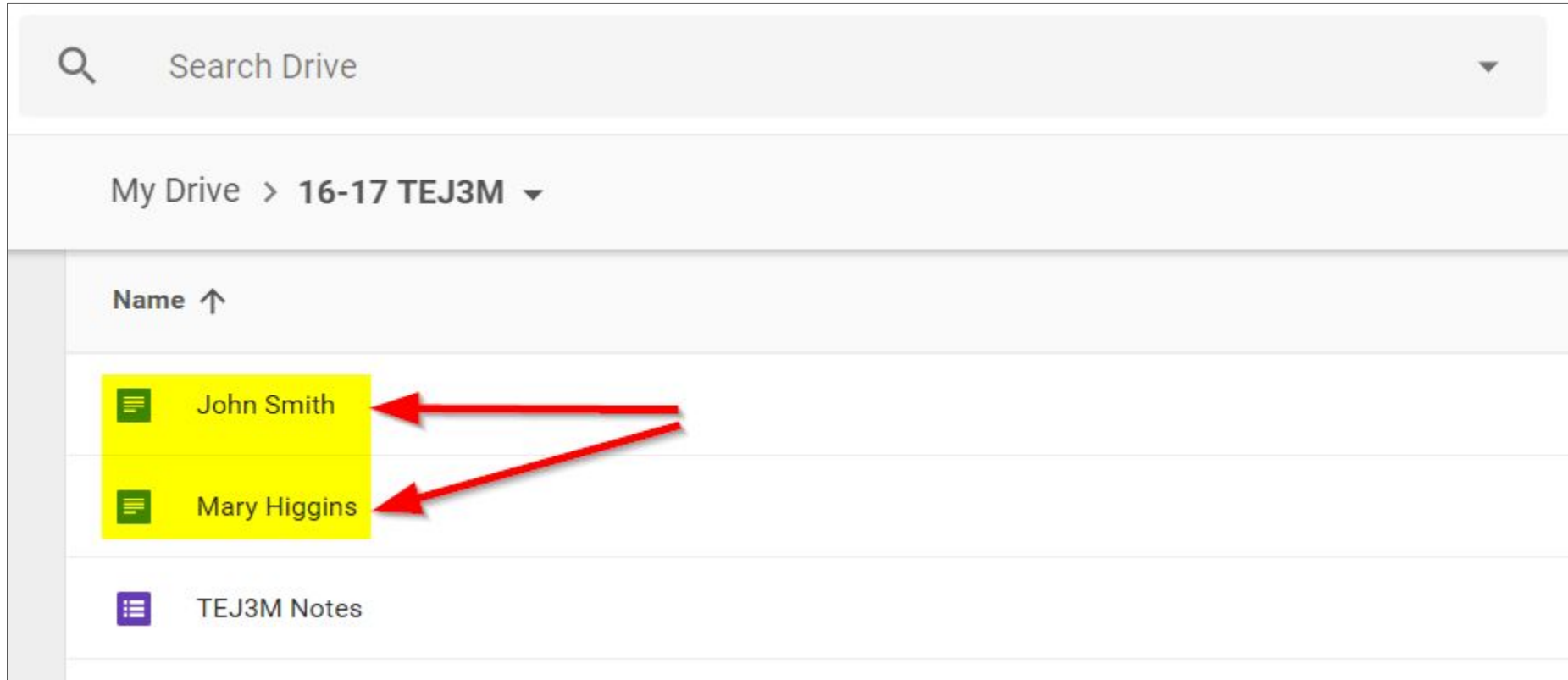


# Install docAppender (step 3)



Before We Can Use docAppender We  
Need to Create Student Files (Google  
Docs) to Contain Our Comments

# Manually Create a Google Doc for Each Student

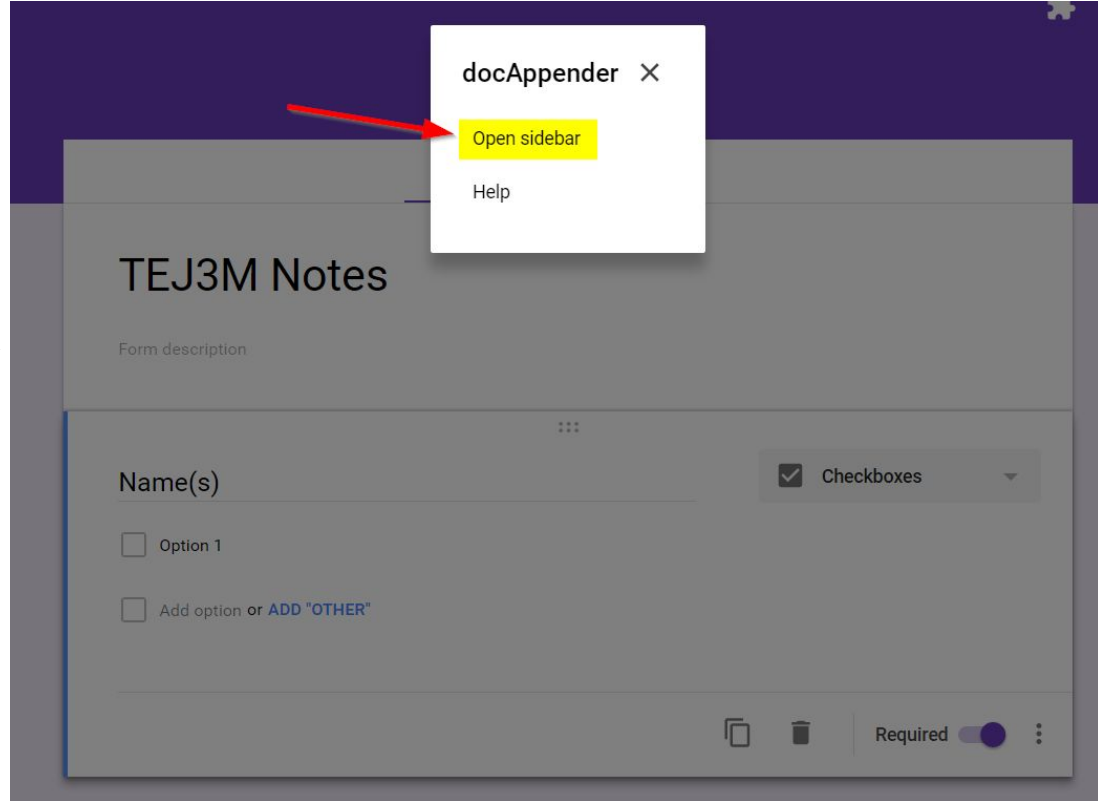
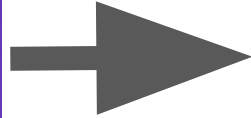
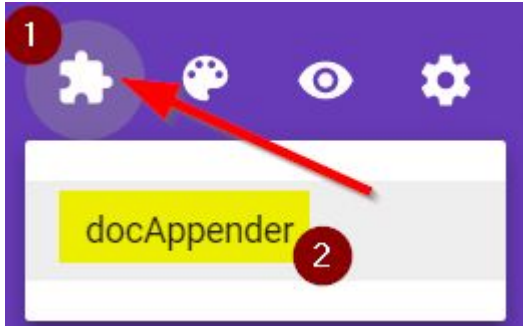


# Let's Run docAppender!

*This will populate our Names question with the titles of the Google Docs (which are the student names).*



# Running docAppender (step 1)



# Running docAppender (step 2)

DOCAPPENDER

Step 1: Target Doc folder

Create or select the Drive folder that will contain the Google Docs that will get selected by name and appended via this form. Make sure the folder has appropriately-named Docs in it before proceeding to step 2.

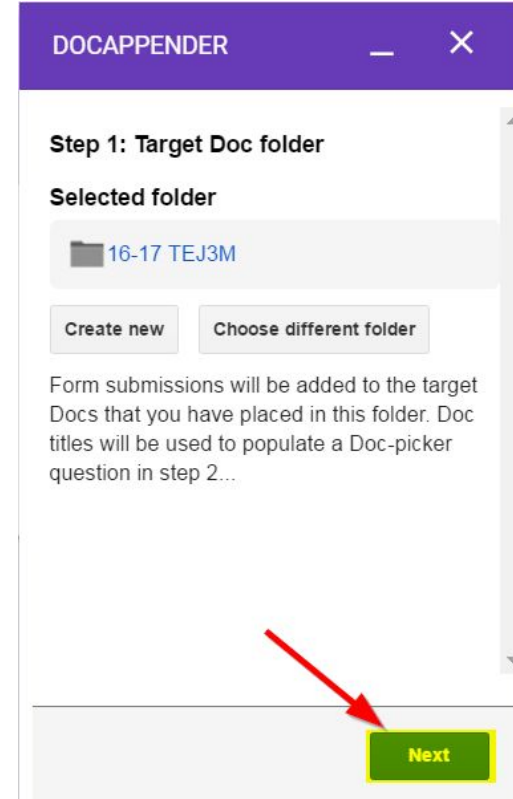
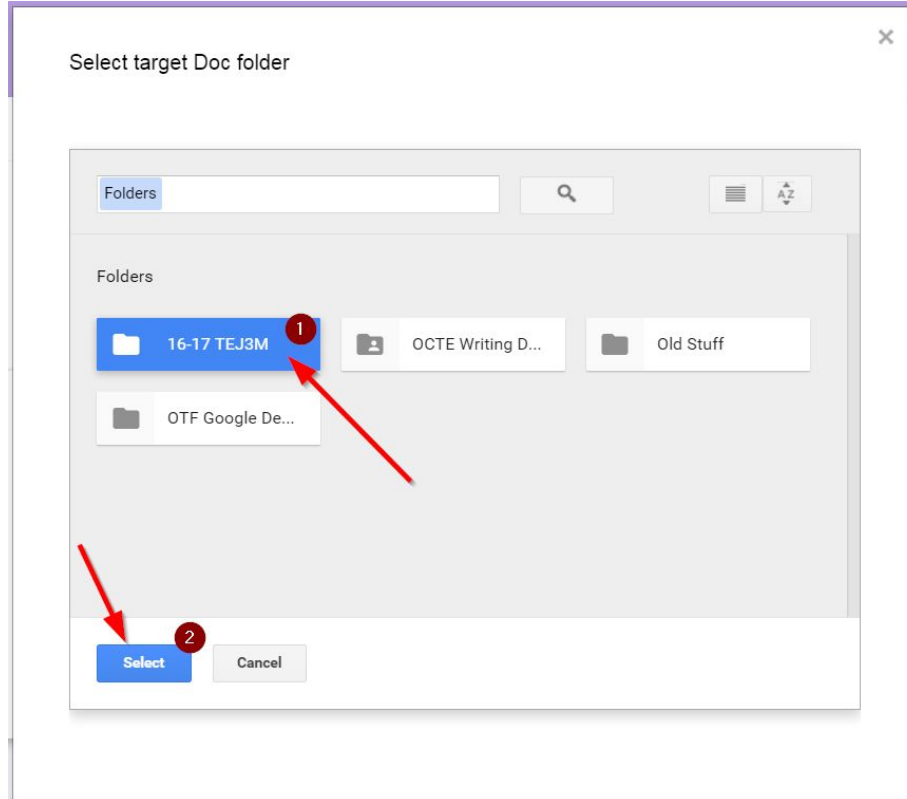
Create new

Pick from Drive

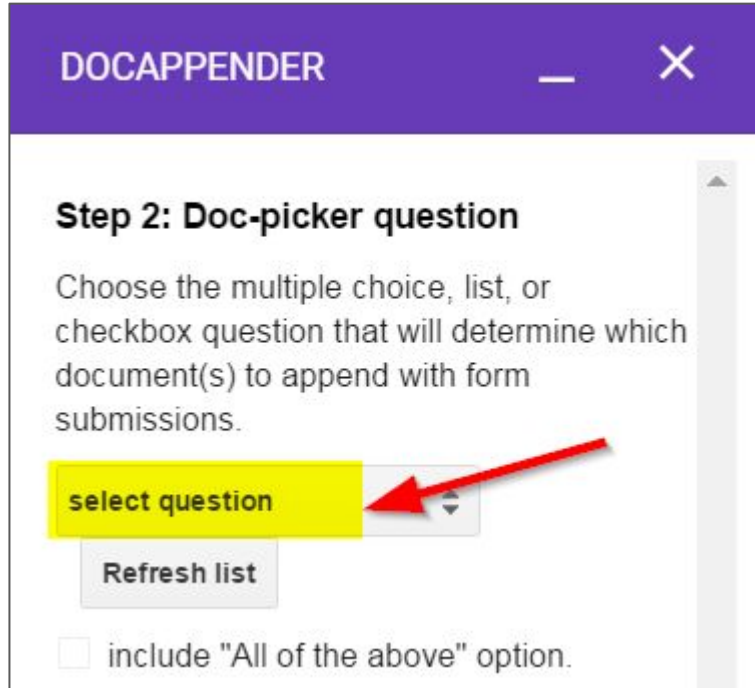
Form submissions will be added to the target Docs that you have placed in this folder. Doc titles will be used to populate a Doc-picker question in step 2...

Next

# Running docAppender (step 3)



# Running docAppender (step 4)



DOCAPPENDER

## Step 2: Doc-picker question

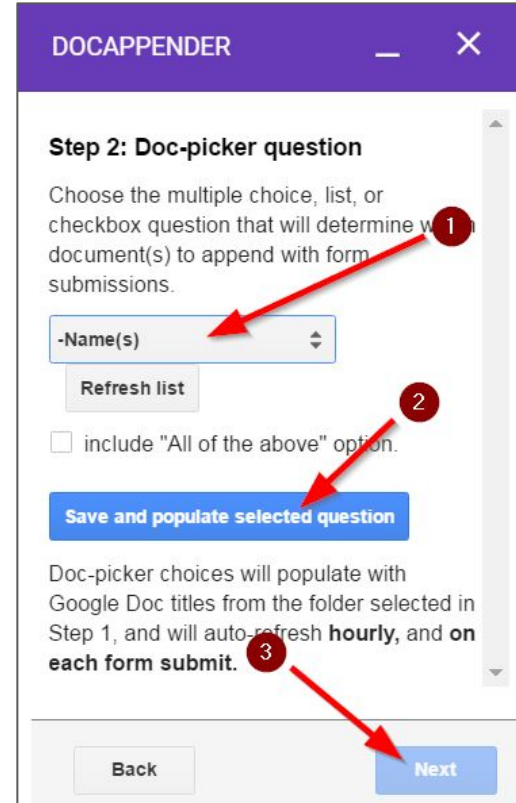
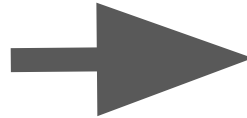
Choose the multiple choice, list, or checkbox question that will determine which document(s) to append with form submissions.

**select question**

Refresh list

☐ include "All of the above" option.

A red arrow points to the 'select question' button.



DOCAPPENDER

## Step 2: Doc-picker question

Choose the multiple choice, list, or checkbox question that will determine which document(s) to append with form submissions.

1

-Name(s)

Refresh list

2

☐ include "All of the above" option.

Save and populate selected question

Doc-picker choices will populate with Google Doc titles from the folder selected in Step 1, and will auto-refresh hourly, and on each form submit.

3

Back Next

Red arrows with numbers 1, 2, and 3 point to the '-Name(s)' dropdown, the 'Save and populate selected question' button, and the 'Next' button respectively.

# Running docAppender (step 5)

DOCAPPENDER

Step 3: Form values to be added to target Docs on form submit

☒ Timestamp

☐ Name(s)

Step 4: Format for appended responses

Separate vertical tables

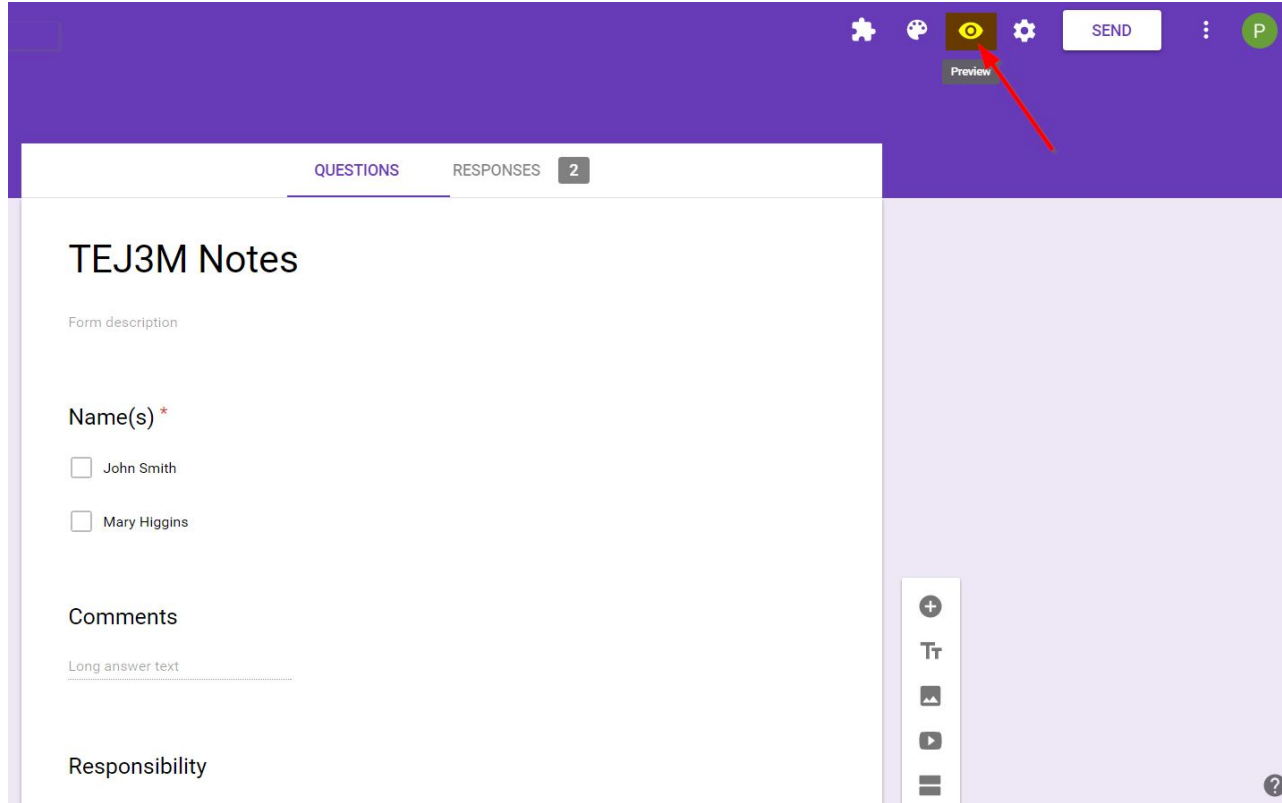
Back

Enable

(Also include any other questions you have added.)

# Filling in the Form

# Open the Form...



The screenshot displays the Google Forms editor interface. At the top, a purple header bar contains several icons: a puzzle piece, a palette, a yellow eye icon with a black pupil (labeled 'Preview'), a gear, a 'SEND' button, a vertical ellipsis, and a green circle with a white 'P'. A red arrow points to the 'Preview' icon. Below the header, a white bar shows 'QUESTIONS' and 'RESPONSES' with a count of '2'. The main content area is titled 'TEJ3M Notes' and includes a 'Form description' field. Below this, there are two checkboxes: 'Name(s)\*' with 'John Smith' and 'Mary Higgins'. Further down is a 'Comments' section with a 'Long answer text' field. At the bottom, there is a 'Responsibility' section. On the right side of the form, there is a vertical toolbar with icons for adding (+), text (Tt), image, video, and a menu icon (three horizontal lines). A question mark icon is visible in the bottom right corner of the form area.

Preview

QUESTIONS RESPONSES 2

## TEJ3M Notes

Form description

Name(s)\*

☐ John Smith

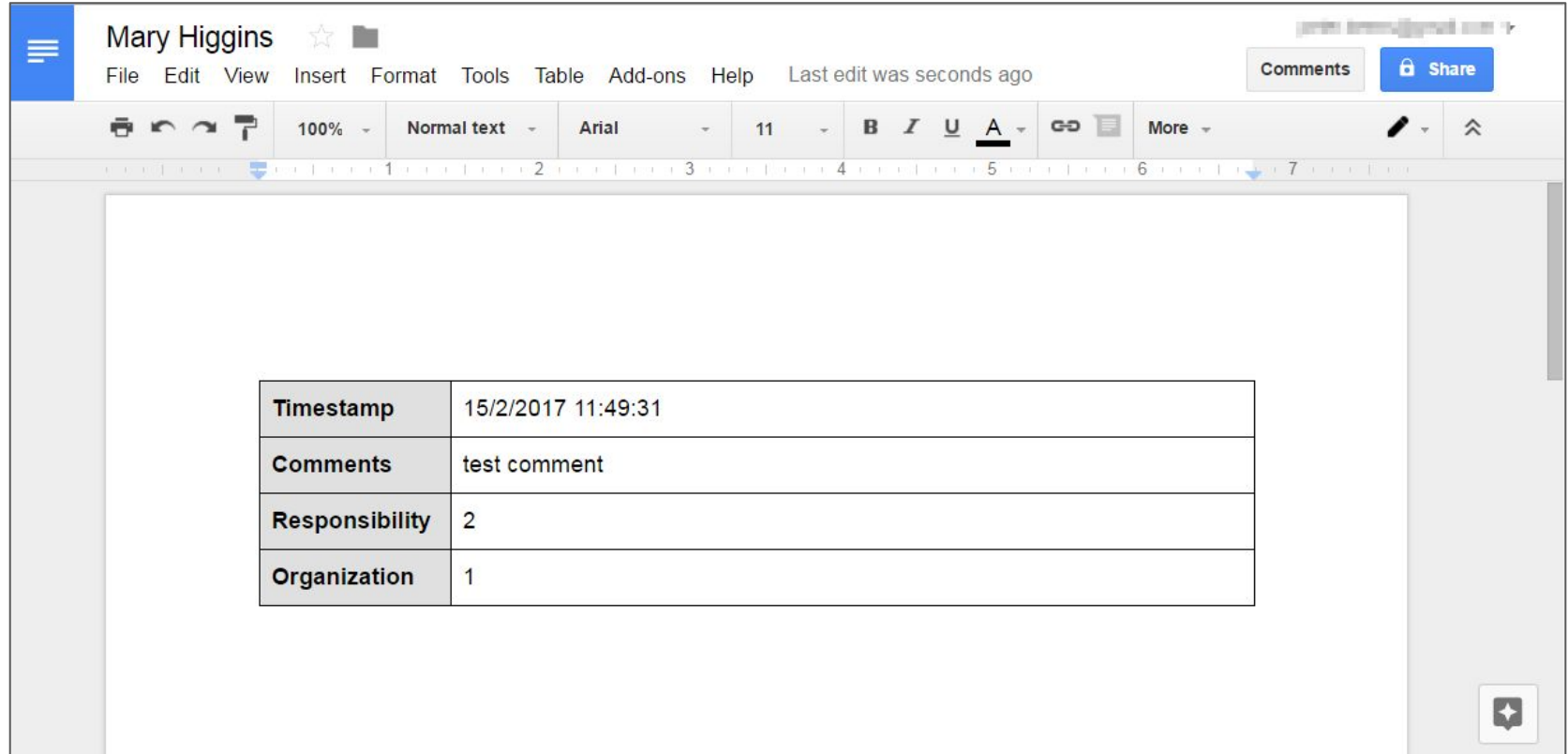
☐ Mary Higgins

Comments

Long answer text

Responsibility

# What the Comment File Looks Like...



The screenshot shows a Google Docs document titled "Mary Higgins" with a star icon and a folder icon. The menu bar includes File, Edit, View, Insert, Format, Tools, Table, Add-ons, and Help. The status bar indicates "Last edit was seconds ago". The toolbar shows various editing tools, including undo, redo, bold, italic, underline, text color, and background color. The document content area contains a table with four rows and two columns. The first column contains labels: Timestamp, Comments, Responsibility, and Organization. The second column contains values: 15/2/2017 11:49:31, test comment, 2, and 1. The table is centered in the document. The bottom right corner of the document area has a small icon of a star inside a square.

Timestamp	15/2/2017 11:49:31
Comments	test comment
Responsibility	2
Organization	1