

1. If you haven't done so already, go to <https://chrome.google.com/webstore/search/goobric> and download the Goobric Web App Launcher
2. Create a Google Sheet and type in/copy and paste your rubric
 - a. Reminder- leave cell A1 blank
 - b. Put your scores across the top and categories down the first column
3. In Google Classroom, open up the assignment that you want to grade. Under the "Student Work" tab, click the small folder icon.
4. Within this assignment folder, create a new Google Sheet.
 - a. Give it the same name as your assignment.
5. Go to "Add-ons" and if you don't have it already, go to "Get add-ons" and add Doctopus. Once it is installed/added, go back into Add-ons and click "Launch".
6. Once Doctopus loads, select "Ingest a Google Classroom assignment". Then, find your Google Class and select the assignment you want to grade with the rubric.
7. Click "Ingest assignment" and wait for it to create links on a new tab of the spreadsheet.
8. Click "Attach a Goobric", click to search your sheets to find your rubric from step 2. Hit "Select" and "Attach Rubric"
9. Click the link under "Assess Document" and begin to grade by selecting the scores on the rubric. Navigate between students by using the menu screen on your right.
10. Contact Amanda or Sam if you have any questions. Enjoy!