<u>ruThere with GoogleSheets</u>

1. How to make an Instructor account
2. How allow ruThere to access your GoogleSheets
3. Add a new Class/Section
4. Formatting a new Class/Section

<u>1. How to make an Instructor account</u>
       - Please contact the System Administrator of ruThere for your University.

<u>2. How to allow ruThere to access your GoogleSheets</u>

The "SHARE" button should be on the top right of your GoogleSheets spreadsheet.

This menu should pop up after clicking "SHARE". Allow ruthere@gmail.com to edit.

3. Adding a new Class/Section:

| 27 |
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Click here to add a new sheet/class

Click here rename the class
(This is the section name used for the website)

| 31 |
| 32 |

+ ≡   CSC131S1 ▾   CSC130 Section 5 ▾

4. Formatting a Class/Section:

Yellow: Copy this information imported from Canvas (.cvs file)

Green: This section should be right after the information from canvas with a title on top such as "Grades".

Red: This specifies the maximum grade a student can score for attendance.

Blue: This is the count of the students, in this case, its 25 since the label "Students" in row 1 does not count.

Purple: This specifies the column the program has to start parsing the dates for each generation of code (Put 5 on this cell when you first initialize the class sheet).