

## ruThere with GoogleSheets

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

### 1. How to make an Instructor account


- Please contact the System Administrator of ruThere for your University.

### 2. How to allow ruThere to access your GoogleSheets




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

Share with others

Get shareable link 

People

ruthere@gmail.com



Add a note

Send

Cancel

Advanced

This menu should pop up after clicking “SHARE”. Allow [ruthere@gmail.com](mailto:ruthere@gmail.com) to edit.

### 3. Adding a new Class/Section:

Click here to add a new sheet/class

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

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CSC131S1 ▾

CSC130 Section 5 ▾

#### 4. Formatting a Class/Section:

	A	B	C	D	E	F
1	Students	ID	SIS User ID	Section	Grades	25
2				CSC131 Computer Software Engr - SECTION 01		5
3				CSC131 Computer Software Engr - SECTION 01		
4				CSC131 Computer Software Engr - SECTION 01		
5				CSC131 Computer Software Engr - SECTION 01		
6				CSC131 Computer Software Engr - SECTION 01		
7				CSC131 Computer Software Engr - SECTION 01		
8				CSC131 Computer Software Engr - SECTION 01		
9				CSC131 Computer Software Engr - SECTION 01		
10				CSC131 Computer Software Engr - SECTION 01		
11				CSC131 Computer Software Engr - SECTION 01		
12				CSC131 Computer Software Engr - SECTION 01		
13				CSC131 Computer Software Engr - SECTION 01		
14				CSC131 Computer Software Engr - SECTION 01		
15				CSC131 Computer Software Engr - SECTION 01		
16				CSC131 Computer Software Engr - SECTION 01		
17				CSC131 Computer Software Engr - SECTION 01		
18				CSC131 Computer Software Engr - SECTION 01		
19				CSC131 Computer Software Engr - SECTION 01		
20				CSC131 Computer Software Engr - SECTION 01		
21				CSC131 Computer Software Engr - SECTION 01		
22				CSC131 Computer Software Engr - SECTION 01		
23				CSC131 Computer Software Engr - SECTION 01		
24				CSC131 Computer Software Engr - SECTION 01		
25				CSC131 Computer Software Engr - SECTION 01		
26				CSC131 Computer Software Engr - SECTION 01		
27					5	codes->

**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).