## ruThere with GoogleSheets

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- 2. How allow ruThere to access your GoogleSheets
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- 4. Formatting a new Class/Section

### 1. How to make an Instructor account

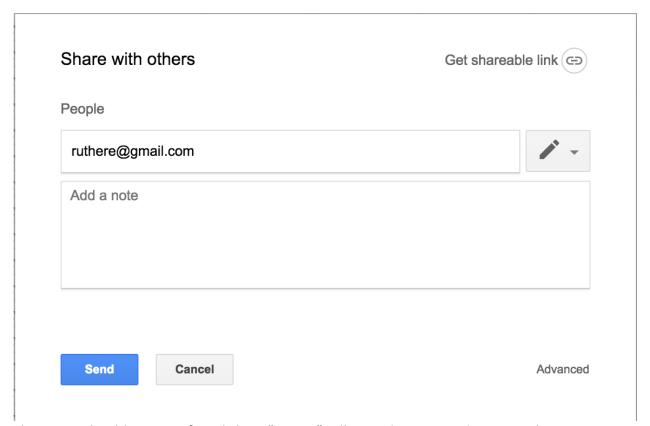
- Please contact the System Administrator of ruThere for your University.

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



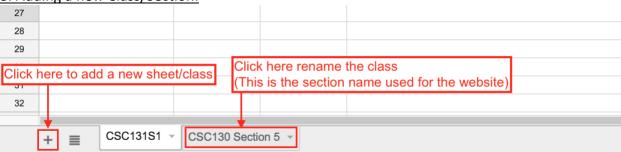


The "SHARE" button should be on the top right of your GoogleSheets spreadsheet.

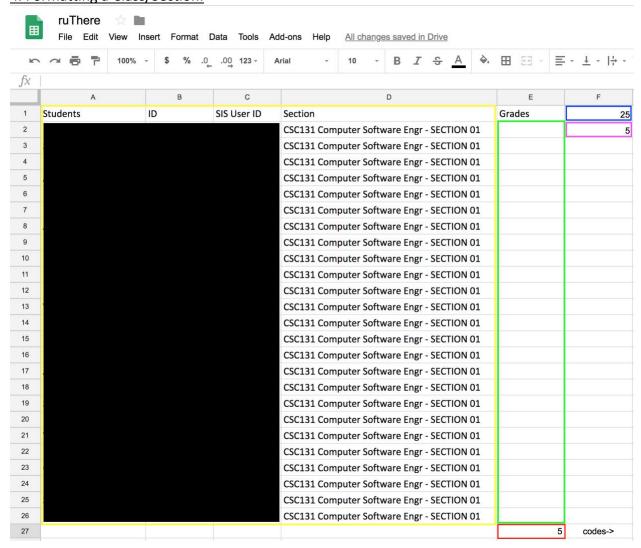


This menu should pop up after clicking "SHARE". Allow <a href="ruthere@gmail.com">ruthere@gmail.com</a> to edit.

# 3. Adding a new Class/Section:



### 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).