

Wasatch Front Consortium: Workshop Schedule Generation

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Create the workshop data file

Using Excel, create a spreadsheet with the following format:

Please remember that case and spelling matter on the naming of the sheets and columns.

- A sheet named **Rooms** with columns labeled **Room Name**, **Room Capacity**
- A sheet named **Presenters** with columns labeled **Presenter Title**, **Presenter Description**, **Presenter Room**
- A sheet named **Districts** with columns labeled **District Name**, **District Percentage**
- A sheet named **Schools** with columns labeled **School Name**, **School District**
- The values for rooms and districts must be the same on both sheets, **Presenter Room** matches **Room Name**, and **School District** matches **District Name**
- The district percentage totals must add up to 100 and use only whole numbers.

Data Hints

Duplicate data

Please make sure that there are no duplicates in the room names.

Matching Values

The Presenter Title value must match the value you use in the drop down section for the choices area of your google form, so copy and paste will be a great idea.

Sample File

A file with the appropriate structure is installed with the application.

Setting up your Google Form

Go to your google account and choose drive/documents
Choose Create, and select Form from the options.

Name the form as you wish

You will need to create questions for the following pieces of data, **in order** (spaces/case do NOT matter here): All questions must be mandatory to make sure there is not data corruption. Data listed in **RED** **must** be set as a mandatory question on the form.

- 1. First Name**
- 2. Last Name**
- 3. Email**
- 4. Phone**
- 5. School**
- 6. Student class choice 1**
- 7. Student class choice 2**
- 8. Student class choice 3**
- 9. Student class choice 4**
- 10. Student class choice 5**
- 11. Grade Level**
- 12. Student Number**
- 13. Teacher Name**

Form Hints

Matching Values

The choice options (1-5) must be the exact same as the titles used in the workshop data file (.xlsx) you choose at the beginning of the schedule generating process. These are the options in the select from list type of question.

Organization

I recommend also using a select from list for the school and grade level questions.

Sample Form

A sample of the form is linked at:

<https://docs.google.com/spreadsheet/viewform?formkey=dE5NQ0pKNTJkR0J6ckNLLTRDcTJ6aVE6MQ>

and the associated spreadsheet is linked at:

<https://docs.google.com/spreadsheet/cc?key=0Ah-JZ7xxtVrTdE5NQ0pKNTJkR0J6ckNLLTRDcTJ6aVE>

These are set only for views.

Export Data from the Google Form

Open the Google spreadsheet that the form results have been saving to.
Under File, select Download As and then select Microsoft Excel (.xlsx)
Choose a good place to save it (My Documents, Desktop)
Name it something that makes sense (Student Requests.xlsx for example)
Open this file in Excel, and then choose Save-As, choosing to save it as an Excel Workbook.

Generating Schedules

Click on the button to add workshop data, and choose the xlsx file that contains the room, presenter, district, and school information.
Choose the cutoff date for registrations, The students being scheduled must have made their choices before this date. Example: if you choose December 21, 2012 as the date; only registrations up to 11:59 pm December 20 will be accepted for the scheduler.
Click on the button to add the student request data file, and choose the file you downloaded from google and then re-saved in Excel..
Click on the Generate Schedule button, this will process the schedules and then enable the button to launch the schedule in Excel.
Click on the Open Schedule button to open the saved file
Use the file as needed.

Walkthrough

A walkthrough screencast can be found at the following private youtube link: