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BACKGROUND

Main Problems?

1. Uncontrollable timeline of the conventional way; resulting in unfair "races"

2. Fully booked supervisors are still flooded by student requests

WHY GOOGLE APP SCRIPT

Time limitation (3 weeks)

Free, secure, and battery-included

Very user-friendly & easy to use

ROLES OF USERS

STUDENTS

Registration Form
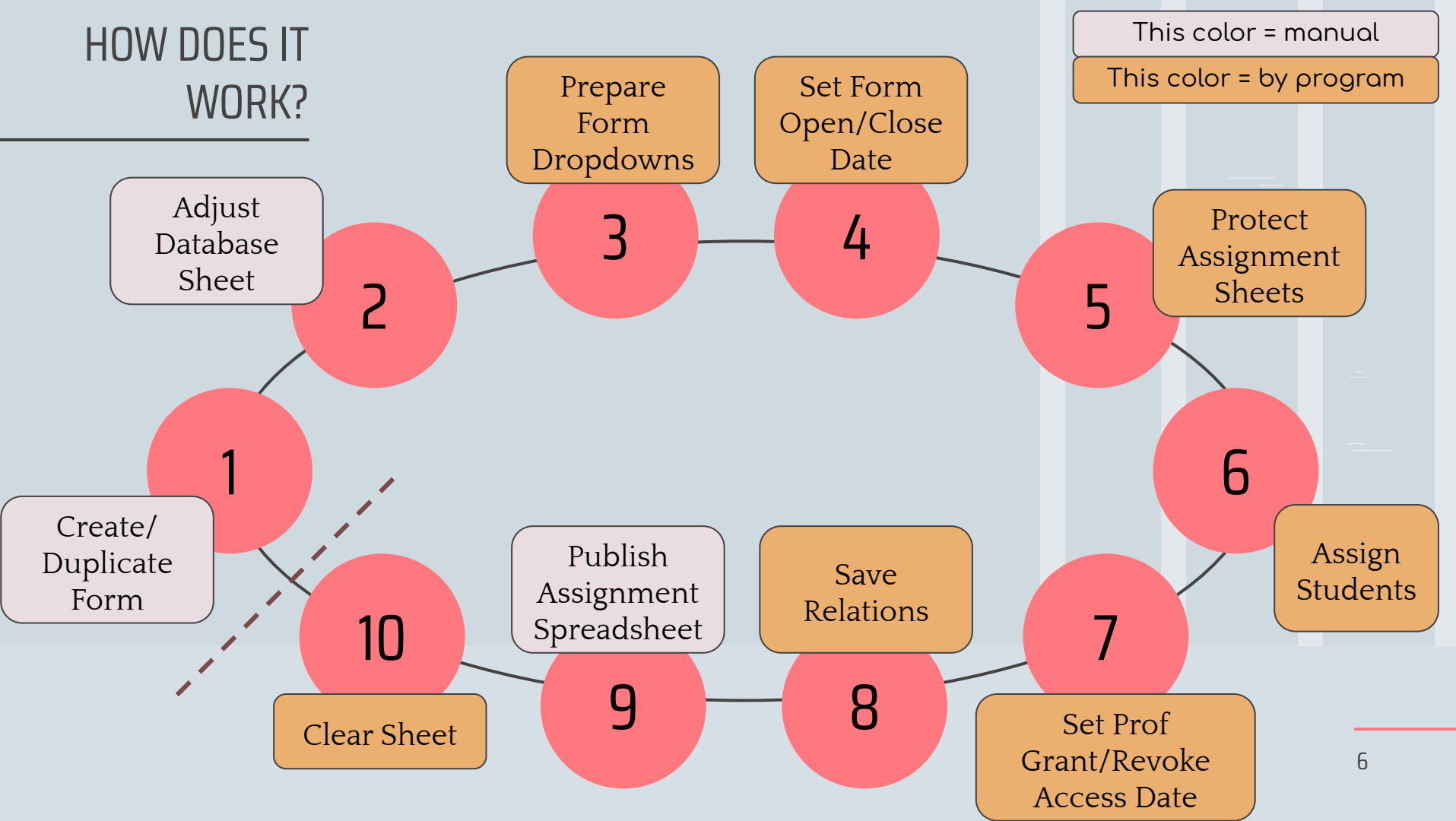
ADMINS

All Files & Sites

PROFESSORS
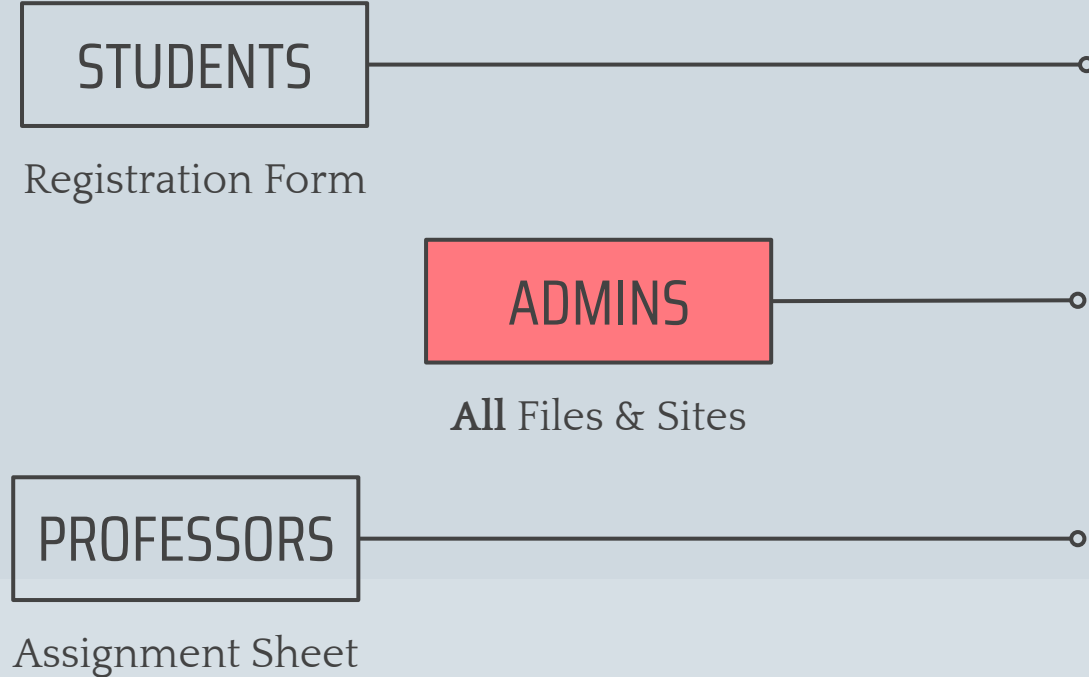
Assignment Sheet

Files & Sites:

1. Registration Form
2. Assignment Spreadsheet
3. Form Responses Spreadsheet
4. Database Spreadsheet
5. Admin Page
6. Trigger Page

HOW DOES IT WORK?

This color = manual

This color = by program

Create/Duplicate Form — 1

Adjust Database Sheet — 2

Prepare Form Dropdowns — 3

Set Form Open/Close Date — 4

Protect Assignment Sheets — 5

Assign Students — 6

Set Prof Grant/Revoke Access Date — 7

8

Save Relations — 8

Publish Assignment Spreadsheet — 9

Clear Sheet — 10
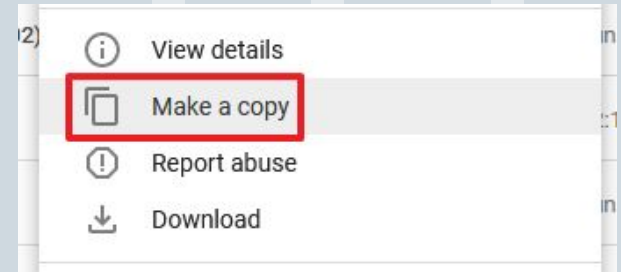
HOW TO USE (1)

Create/Duplicate Form

What Browser Tabs to Open?

1. Google Drive (GDrive) folder
2. New/duplicated Registration Form

What to Do?

1. Open the GDrive, <u>find the Google Registration Form</u> you want to duplicate
2. Right click, choose "<u>Make a Copy</u>"
3. Open it, <u>rename</u> the batch name
4. ...
5. ...

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HOW TO USE (1) [cont.]

What Browser Tabs to Open?

1. Google Drive (GDrive) folder
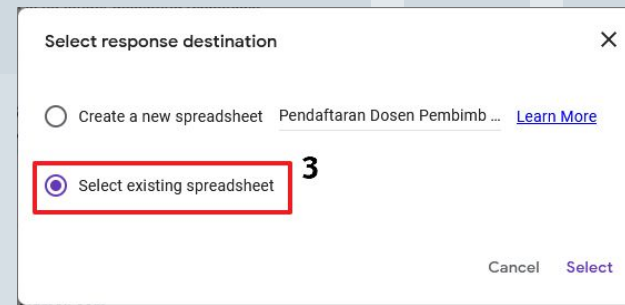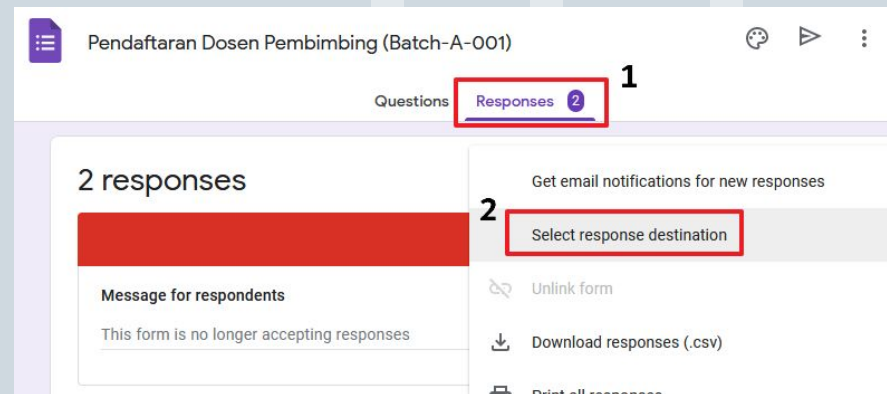2. New/duplicated Registration Form

What to Do?

1. ...
2. ...
3. ...
4. Set the response destination to our current Assignment Spreadsheet
5. <u>Rename</u> the sheet to the "BatchName" **(e.g. "Batch-A-001")**

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HOW TO USE (2)

What Browser Tabs to Open?

1. Database Spreadsheet (DB SS)
2. Registration Form (GForm)

What to Do?

1. Open sheet "OperationParameters" in DB SS
2. **For each batches**, add 5 new rows SIMILAR with the screenshot

- *Form URL ← GForm URL*
- *Dropdown Ids ← GForm (use "Inspect Element")*
- *Supervision level = dosbing 1, or dosbing 2, etc.*

	A	B	C
1	**Value**	**Type**	**BatchName**
2	https://docs.google.com/spreadshe	Spreadsheet Assignment	ALL
3	https://docs.google.com/spreadshe	Spreadsheet Form Respoi	ALL
4	https://docs.google.com/forms/d/1F	Form URL	Batch-A-001
5	52944945	Form Name Dropdown Id	Batch-A-001
6	2083436530,25904452,313624459	Form Topic Dropdown Ids	Batch-A-001
7	1187134166	Form Professor Dropdown	Batch-A-001
8	1	Supervision Level	Batch-A-001

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HOW TO USE (3)

Prepare Form Dropdowns

What Browser Tabs to Open?

1. Admin Page

What to Do?

1. Select operation "Prepare Form Dropdowns"
2. Don't forget to properly fill the parameter "Batch Name"
3. Press submit, then press yes to the confirmation

- *You can then check the GForm whether the dropdowns have been successfully updated*

Student-to-Supervisor Thesis Assignment

Operation

Prepare Form Dropdowns

Show Special Operations

Additional Parameters

Batch Name

Batch-A-001

The registration batch group

HOW TO USE (4)

Set Form Open/Close Date

What Browser Tabs to Open?

1. Admin Page
2. Trigger Page (only for checking)

What to Do?

1. Select operation "Set Form Open/Close Datetime"
2. Don't forget to properly fill the parameter "Batch Name" and "Open/Close Datetime"
3. Press submit, then press yes to the confirmation

- *You can then check the Trigger Page whether the open/close date have been successfully scheduled*

Student-to-Supervisor Thesis Assignment

Operation

Set Form Open/Close Datetime

Show Special Operations

Additional Parameters

Batch Name

Batch-A-001

The registration batch group

Open Datetime

2021/07/10 23:59

Enter a date earlier than now to run immediately

Close Datetime

2021/07/14 23:59

Enter a date earlier than now

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HOW TO USE (5)

What Browser Tabs to Open?

1. Admin Page
2. Assignment Spreadsheet (only for checking)

What to Do?

1. Select operation "Protect Assignment Sheets"
2. Don't forget to properly fill the parameter "Batch Name"
3. Press submit, then press yes to the confirmation

- *You can then check the Assignment Spreadsheet whether the sheets have been successfully protected*
- *Cells in Assignment Spreadsheet will change color!*

05 Protect Assignment Sheets

Student-to-Supervisor Thesis Assignment

Operation

Protect Assignment Sheets

Show Special Operations

Additional Parameters

Batch Name

Batch-A-001

The registration batch group

HOW TO USE (6)

What Browser Tabs to Open?

1. Admin Page
2. Assignment Spreadsheet (only for checking)

What to Do?

1. Select operation "Assign Students from …"
2. Don't forget to properly fill the parameter "Batch Name"
3. Press submit, then press yes to the confirmation

- *You can then check the Assignment Spreadsheet whether all students have been properly assigned to their corresponding professor*

Student-to-Supervisor Thesis Assignment

Operation

Assign Students from Form Response to Professor Sheets

Show Special Operations

Additional Parameters

Batch Name

Batch-A-001

The registration batch group

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HOW TO USE (7)

Set Professors Grant/Revoke Access Date

What Browser Tabs to Open?

1. Admin Page
2. Trigger Page (only for checking)

What to Do?

1. Select operation "Set Professors Grant/Revoke Edit Access Datetime"
2. Don't forget to properly fill the parameter "Open/Close Datetime"
3. Press submit, then press yes to the confirmation

- *You can then check the Trigger Page whether the grant/revoke date have been successfully scheduled*

Student-to-Supervisor Thesis Assignment

Operation

Set Professors Grant/Revoke Edit Access Datetime

Show Special Operations

Additional Parameters

Grant Datetime

2021/07/10 23:59

Enter a date earlier than now to run immediately

Revoke Datetime

2021/07/14 23:59

Enter a date earlier than

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HOW TO USE (8)

Save Student-Professor Relations

What Browser Tabs to Open?

1. Admin Page
2. Assignment Spreadsheet (only for checking)
3. Database Spreadsheet (only for checking)

What to Do?

1. Select operation "Save Student Professor Relations"
2. Press submit, then press yes to the confirmation

- *You can then check the Assignment & DB Spreadsheet*
- *All chosen student names will turn cyan*

Student-to-Supervisor Thesis Assignment

Fill the following text boxes,

Operation

Save Student Professor Relations

⚪ Show Special Operations

HOW TO USE (9)

What Browser Tabs to Open?

1. Assignment Spreadsheet
2. Publish Result (after you've done publishing)

What to Do?

1. Choose "File" in the Assignment Spreadsheet, then click "Publish to the web"
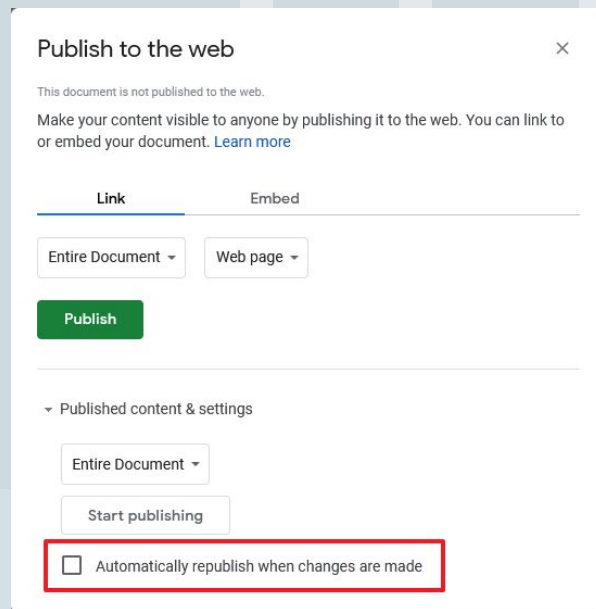2. ...
3. ...
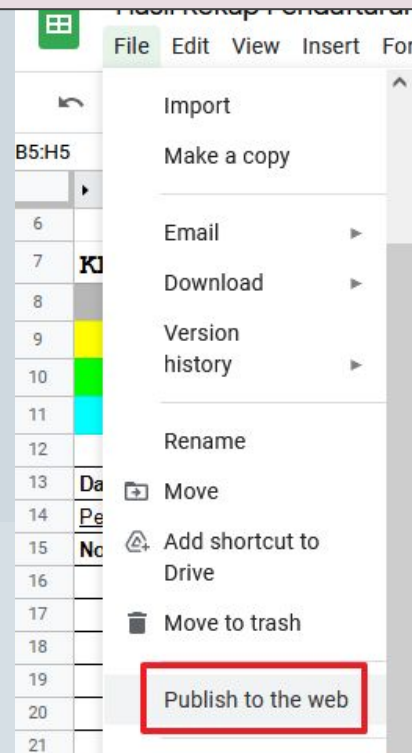
HOW TO USE (9) [cont.]

What Browser Tabs to Open?

1. Assignment Spreadsheet
2. Publish Result (after you've done publishing)

What to Do?

1. …
2. <u>Uncheck</u> "Automatically republish when changes are made"
3. Share the generated link to all students

- *You can check the Publish Result by opening the generated link yourself*

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HOW TO USE (10)

What Browser Tabs to Open?

1. Admin Page
2. Assignment Spreadsheet (only for checking)

What to Do?

1. Select operation "Clear All Student Queues"
2. Press submit, then press yes to the confirmation

- *You can then check the Assignment Spreadsheet whether all student queues have been successfully cleared*

Student-to-Supervisor Thesis Assignment

A web app to ma
supervisor thesis
Fill the following text bo

Operation

Clear All Student Queues

Show Special Operations

DO'S AND DON'T'S

1. **Following the manual** as written

2. Always **re-checking** the **"Additional Parameters"** in the Admin Page

1. **Skipping** any procedure step

2. **Executing special operations** without understanding the consequences

CLOSING

ADDITIONAL INFORMATION

There are <u>some special operations</u> and <u>use cases</u> which <u>are not covered</u> in this manual.

Contact the developer via *ferdiant.98@gmail.com* if you need some technical supports.

THANK YOU!
Any Questions?

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