INFORMEDK12

Sign In to [Informed K12: Digital Forms for K12 Education](https://app.informedk12.com/signin)

The user needs the ‘Form Admin Access’ to generate the API key.

API key is used as the Header.

To get a list of responses for a campaign: [Get Campaign Responses](https://developer.informedk12.com/reference/get_campaign-id-responses)

Need: API key and Campaign ID (settings -> response API -> copy ID)

[**https://app.informedk12.com/api/v1/campaigns/153257/responses**](https://app.informedk12.com/api/v1/campaigns/153257/responses)

**Upload file to Google drive:**

1. Sign in: Go to [Google Cloud Console](https://console.cloud.google.com/) and sign in using your Google Account.
2. Create a New Project: Click on “Select a project” at the top and then “New Project”. Give it a name and create.
3. Navigate to APIs & Services: In the left sidebar, go to “APIs & Services” > “Dashboard”.
4. Enable APIs: Click on “Enable APIs and Services”. Search for “Google Drive API” and enable it for your project.
5. Generate Credentials: In the left sidebar, go to “APIs & Services” > “Credentials”.
6. Create Credentials: Click “Create Credentials” > “Service Account”. Fill in details, choose a role, and create a JSON key. Save this JSON key securely.
7. Download and Use JSON Key: Store the downloaded JSON key securely on your local machine. This key will be used for authenticating your application to access the Drive API.
8. pip install google-api-python-client google-auth-httplib2 google-auth-oauthlib
9. Create a new folder in google drive. <https://drive.google.com/drive/folders/1tlDqF8fnbhBSnWrwgQSmhbUsHOnfbQ17> is the folder ID.
10. After uploading a file in google drive <https://drive.google.com/file/d/1DW3TREaUKoo2NzkkqBS77hryJ8I1pnj6/view> is the file ID.
11. Open your sage-philosophy-449306-g2-9531902d9aad.json file.
12. Look for "client\_email"
13. Copy this email.
14. Go to Google Drive → Right-click the folder → Click "Share".
15. Paste the service account email and give "Editor" permissions.
16. Click "Send".

**To move excel file from one drive folder to another folder automatically after 7 days:**

You can create an Apps Script in Google Drive that runs daily and moves files that are older than 7 days.

Steps to Implement

1. Open Google Drive.
2. Click New > More > Apps Script.
3. Replace the existing code with the following:

function moveOldFiles() {

var sourceFolderId = "SOURCE\_FOLDER\_ID"; // Replace with the original folder ID

var destinationFolderId = "DEST\_FOLDER\_ID"; // Replace with the target folder ID

var sourceFolder = DriveApp.getFolderById(sourceFolderId);

var destinationFolder = DriveApp.getFolderById(destinationFolderId);

var files = sourceFolder.getFiles();

var sevenDaysAgo = new Date();

sevenDaysAgo.setDate(sevenDaysAgo.getDate() - 7);

while (files.hasNext()) {

var file = files.next();

var createdDate = file.getDateCreated();

if (createdDate < sevenDaysAgo) {

file.moveTo(destinationFolder);

Logger.log("Moved: " + file.getName());

}

}

}

1. Click the Run button to test.
2. Set a trigger to run this script daily:
   * Click Triggers
   * Click + Add Trigger.
   * Choose moveOldFiles.
   * Select Time-driven > Day timer > Every day.
   * Click Save.

pip install google-api-python-client