

How it used to work:

- Put out the first call for keystone projects. Was originally done through Blackboard to have an archived record of the message, along with an email
- Message is always “If you are interested in a keystone, fill out this form”, with an attached form that would ask for the relevant information, such as keystone type and mentor. It would then send a follow up email determined on how you answered the questions
- Keystones would then be recorded on a google form/spreadsheet, and a notification would be sent when someone fills out the form. The sheet would have a list of every honors student and their keystone history, ID number, advising notes, major/minor, among other relevant information. The sheet would have a separate tab for each keystone that was being done in the current semester, along with the relevant information.
- On the current semester sheet, there would be notes for each keystone on the progress that has been made, as well as the date that each step was completed and if the student has been given permission to register. Later on in the semester the focus will shift to the showcase, with things such as timeslot, title, and notes about it being recorded. After the showcase the focus will shift to grades and the learning outcomes.
- Student info includes First and Last name, ID number, mentor
- First step is to contact the supervising professor, which is done through email with several pre-made templates serving as the basis for the email. The templates are designed to be as general as possible, but still need to be edited to an extent to avoid confusion
- Second step is to send an email to the student, but each email is unique per student since each Keystone is very different. No response is needed, except knowing that the student knows that they have registered.

What is needed:

- Automate a response to the student after they register, and a request to the supervising professor asking if they are fine with overseeing the project
- Can't be too fancy or complex, as anyone should be able to use it in the future

From RG:

I've attached below a copy of the Google Script I received from Elizabeth Wilcox (Oswego) before the 2019 conference I hosted at SJFC. I remember changing this script rather substantially, but I think it now lives in a place that I no longer have access to. This should give you an idea of what it was doing. Let me know if you need to see what the documents that are referred to are and I'll see what I can dig up.

// Elizabeth Wilcox

// Based on TJ Houston's Directions (th@tjhouston.com)

```

// Get template from Google Docs and name it
var docTemplate = "1Qo6MMbPSzk20AMk3tLpcQF0QE0T0v59dJNhskPX0nko";
var docName = "Spring 2017 Seaway Registration Confirmation";
// Name the folder where we want to save the PDFs, the Assessments folder
var docFolder = "0B9mPdiV-cPkpc0ZRWWthc2RVQnc";

// When Form Gets submitted
function onFormSubmit(e) {
//Get information from form and set our variables
var full_name = e.values[1];
var partic_email = e.values[2];
var semester = e.values[3];
var partic_aff = e.values[4];
var partic_addy = e.values[5];
var badge_name = e.values[6];
var check_all = e.values[7];
var stu_fee_waive = e.values[8];
var NeXT_reg = e.values[9];
var reg_reg = e.values[10];
var stu_reg = e.values[11];
var Fri_banq = e.values[12];
var Sat_bfast = e.values[13];
var Sat_lunch = e.values[14];
var volun_contrib = e.values[15];
var pay_total = e.values[16];
var pay_form = e.values[17];
var restricts = e.values[18];
var banq_choice = e.values[19];
var email_address = "elizabeth.wilcox@oswego.edu"; // People who should get
PDF

// Get document template, copy it as a new temp doc, and save the Doc's id
var copyId = DriveApp.getFileById(docTemplate)
.makeCopy(docName+' for '+full_name)
.getId();

```

```
// Open the temporary document
var copyDoc = DocumentApp.openById(copyId);

// Get the document's body section
var copyBody = copyDoc.getActiveSection();

// Replace place holder keys,in our google doc template
copyBody.replaceText('keyName', full_name);
copyBody.replaceText('keyAff', partic_aff);
copyBody.replaceText('keyEmail', semester);
copyBody.replaceText('keyApply', check_all);
copyBody.replaceText('keyNeXT', NeXT_reg);
copyBody.replaceText('keyReg', reg_reg);
copyBody.replaceText('keyStuR', stu_reg);
copyBody.replaceText('keyBanq', Fri_banq);
copyBody.replaceText('keyBfast', Sat_bfast);
copyBody.replaceText('keyLunch', Sat_lunch);
copyBody.replaceText('keyVolun', volun_contrib);
copyBody.replaceText('keyTots', pay_total);
copyBody.replaceText('keyPForm', pay_form);
copyBody.replaceText('keyNotifications', restricts);
copyBody.replaceText('keyMeal', banq_choice);
copyBody.replaceText('keyPres3', pres_deliv);
copyBody.replaceText('keyPres4', pres_tech);
copyBody.replaceText('keyPresCom', pres_comments);

// Save and close the temporary document
copyDoc.saveAndClose();

// Save the temporary document to the Confirmations folder
var targetFolder = DriveApp.getFolderById(docFolder);
```

```

var new_file = DriveApp.getFileById(copyId).makeCopy(student_name,
targetFolder);

// Convert temporary document to PDF
var pdf = DriveApp.getFileById(copyId).getAs("application/pdf");

// Save a copy of the pdf to the Assessments folder
// This part of the script doesn't work ... buy why?
//var pdfId = DriveApp.getFileById(pdf).makeCopy(docName+' for
'+student_name).getId();
//var targetFolder = DriveApp.getFolderById(docFolder);
//var new_file = DriveApp.getFileById(pdfId).makeCopy(docName+' for
'+student_name, targetFolder);

// Attach PDF and send the email to me and Chris Baltus
var subject = "Spring 2017 Seaway Registration Confirmation";
var body = "Here is the registration confirmation document for " + full_name +
".";
MailApp.sendEmail(email_address, subject, body, {htmlBody: body, attachments:
pdf});

// Attach PDF and send email to faculty member
var subject = "Spring 2017 Seaway Registration Confirmation";
var body = "Here is the registration confirmation document for " + full_name +
". See you in Oswego!";
MailApp.sendEmail(partic_email, subject, body, {htmlBody: body, attachments:
pdf});

// Delete temp file
DriveApp.getFileById(copyId).setTrashed(true);
}

```

Code outline/pseudocode/steps:

1. student reaches out to Dr. Gantner to take keystone survey
 - information obtained from questionnaire

- professor the student will be working with
- type of keystone
- Project details

step 1: Ask questions

create class

{

//create scanners for all variables asked for

Print ("Please enter your first name: ")

Print ("Please enter your last name: ")

Print ("Please enter your Fisher ID number: ")

Print ("Please enter your fisher email address: ")

Print ("What semester are you interested in doing a keystone?: ")

//Include dropdown/list of the next 6 semesters

Print ("What type of keystone are you interested in doing?: ")

//Include dropdown/list of potential keystone types

Print ("Please give a brief description of your keystone: ")

Print ("Please enter the name of the supervising professor: ")

Print ("Please enter the fisher email of the supervising professor: ")

//send responses from google form to a spreadsheet

//just link the sheet to the form (not hard)

//send email confirming the form was completed
//send email to gantner saying someone filled out the form so he can reach out //email
the professor the student named
//implement follow-up reminder to register