User Guide

First step is to make sure you have a google drive account. You can create/verify it at drive.google.com.

First add(copy) the templated form to your google drive by going to
https://docs.google.com/forms/d/1TNLJhRqVsJgYPVE4l6FGnRVrklkV7Mnurv422yjAn3s/copy

.You should see a website that corresponds to the photo below.

Go ahead and click "Make a copy" and you will be brought to your copy of the form.
Once you see this form you should be able to see the format of it all. You can distribute the form (so applicants can put in data) by clicking the send button in the top right corner...
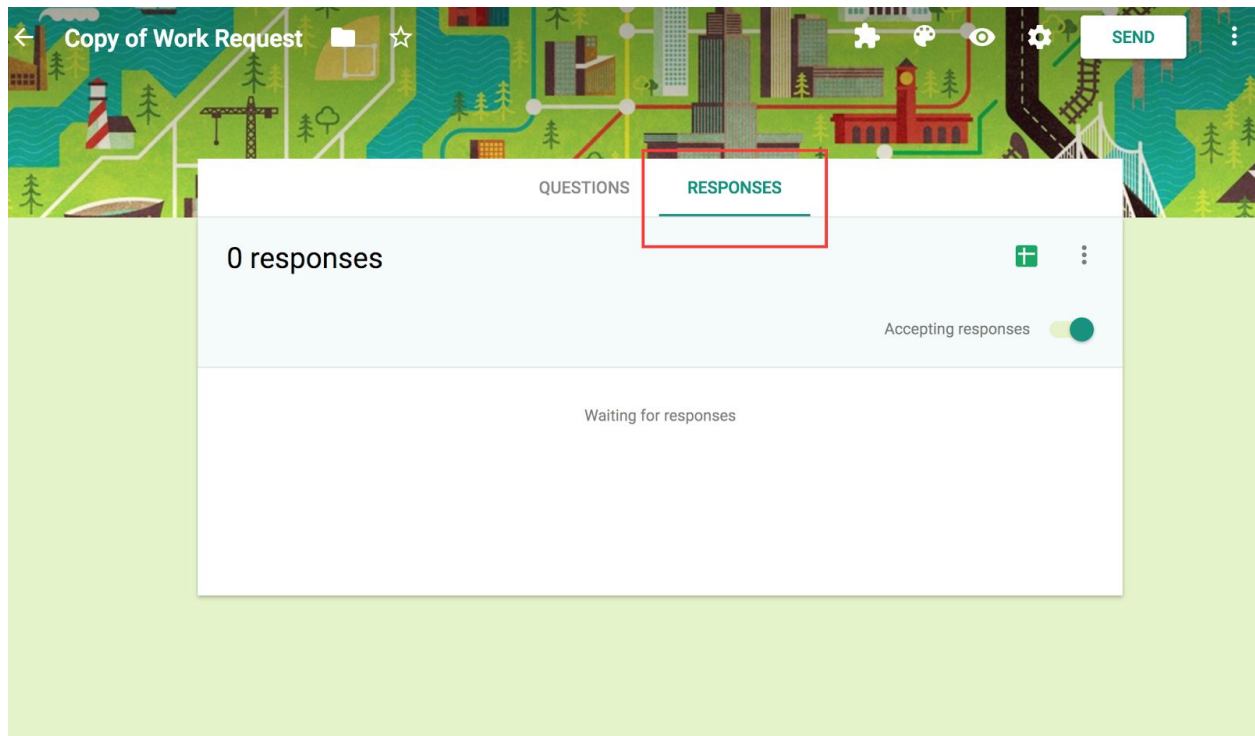
Click Send

Click the link icon and shorten url, then copy. That link is the link that you want to distribute

To check results/submissions, click on the responses tab

Once submissions are in, click the green box in responses (this will create an excel sheet, note that if any responses come in later after creating the excel sheet, they will be automatically added to it, you can access it just by clicking on the green icon again)
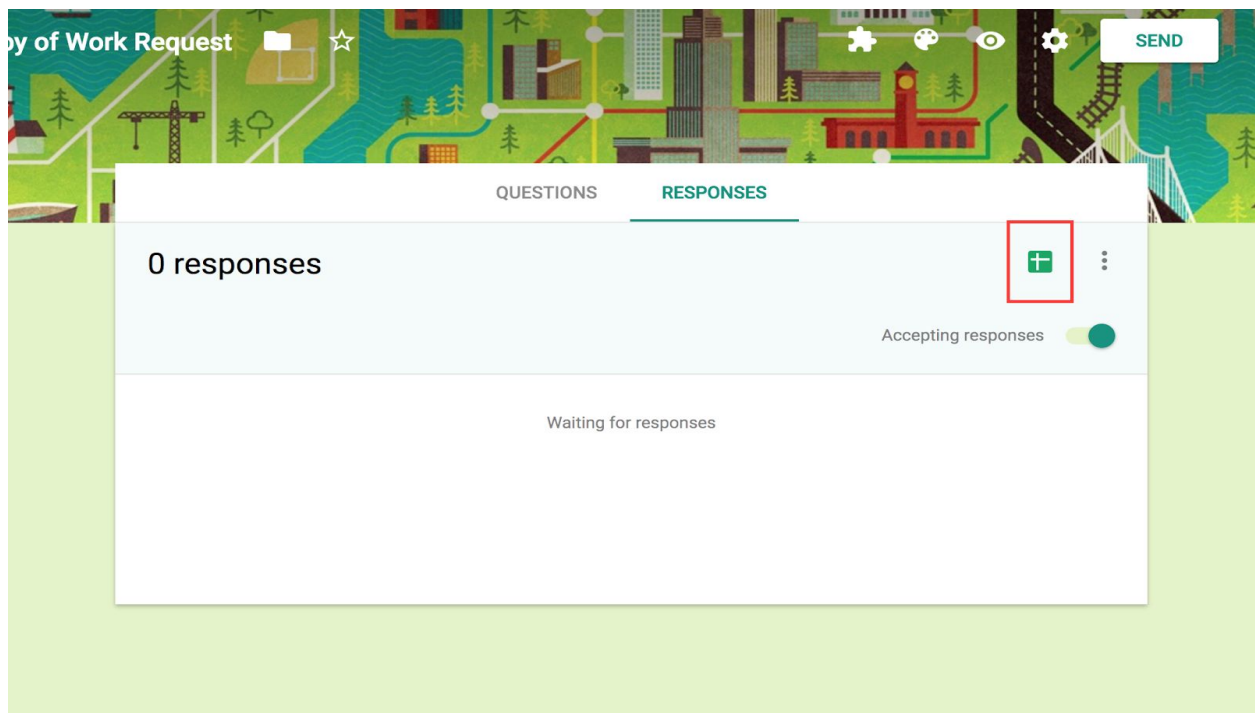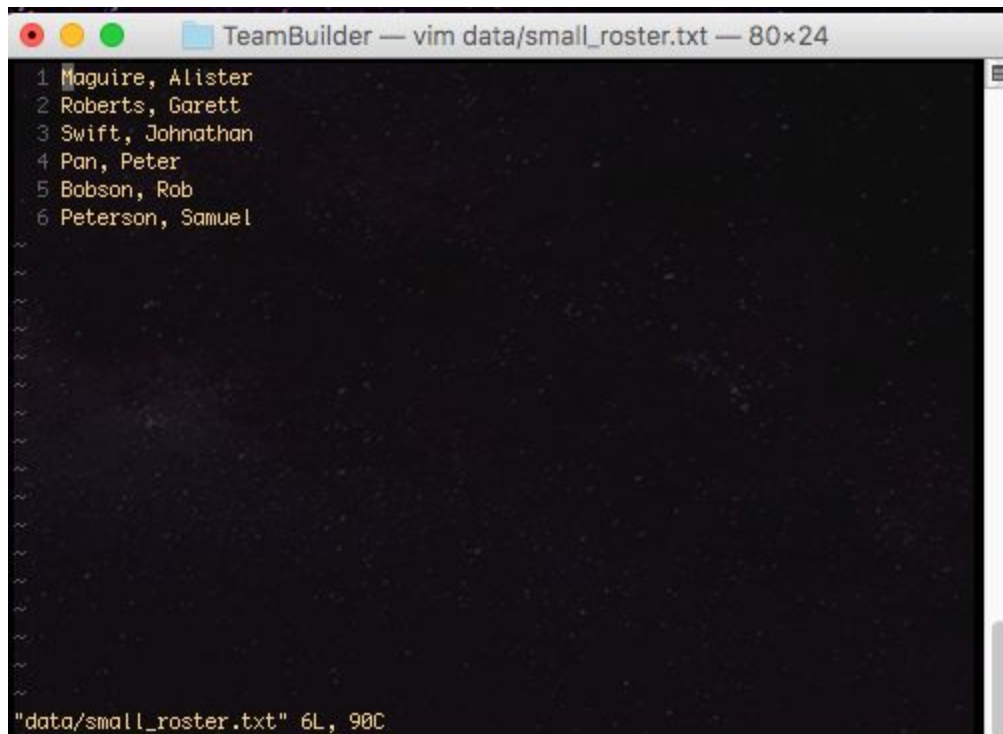
Once clicked it will ask you to create an excel sheet or select an existing excel sheet. Click Create and Change the name if you desire, then click create.
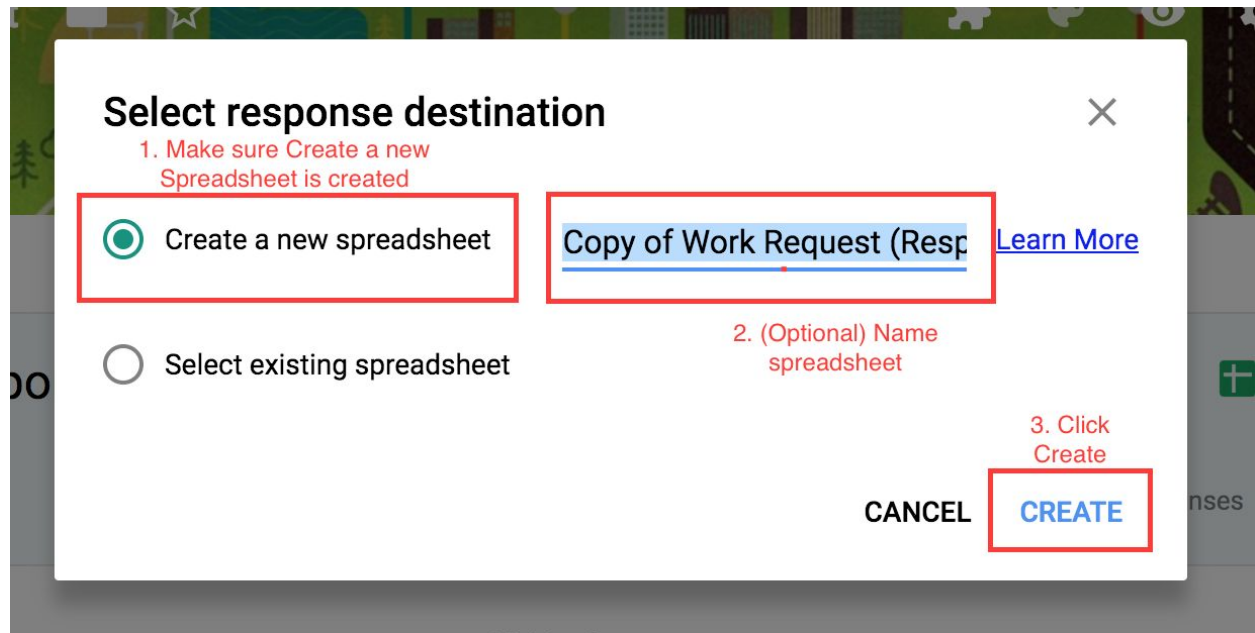
After clicking create it will bring you to a spreadsheet with all your data. We want to export this as an csv file. To do this, go to "file" then "Download as" then select "Comma-separated values"
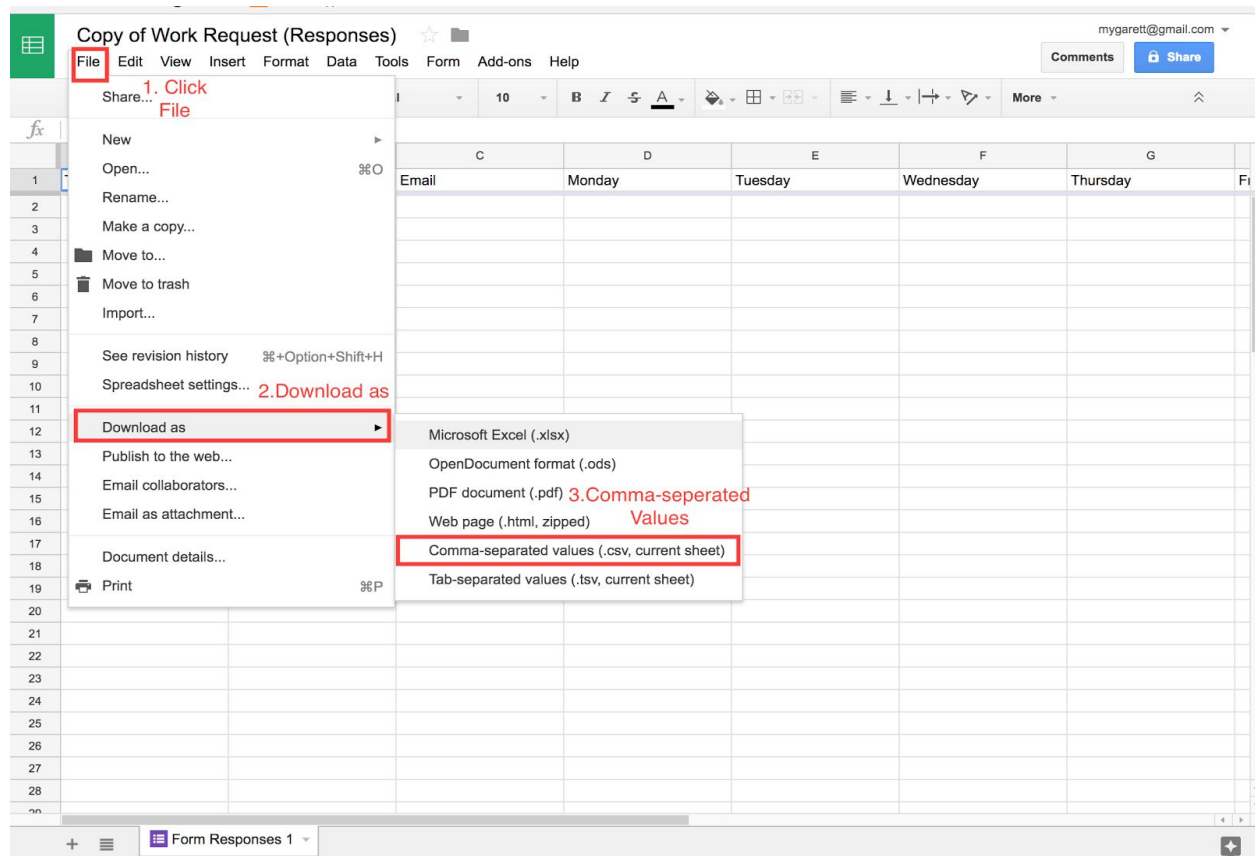
Before we continue, you need to create a txt file with a student roster (just with all of their names) (below for example). New line separated, with last name first, comma, space, and first name

Once ready to proceed, navigate to your TeamBuilder folder, then issue the command python3 src/team_builder.py <location of downloaded csv> <location of the student roster> <the location that you want the txt to be outputted> <the size of teams that you desire>

Happy Team Building!