

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.

Google Drive

Copy document

Would you like to make a copy of **TeamBuilder**?

Make a copy



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...

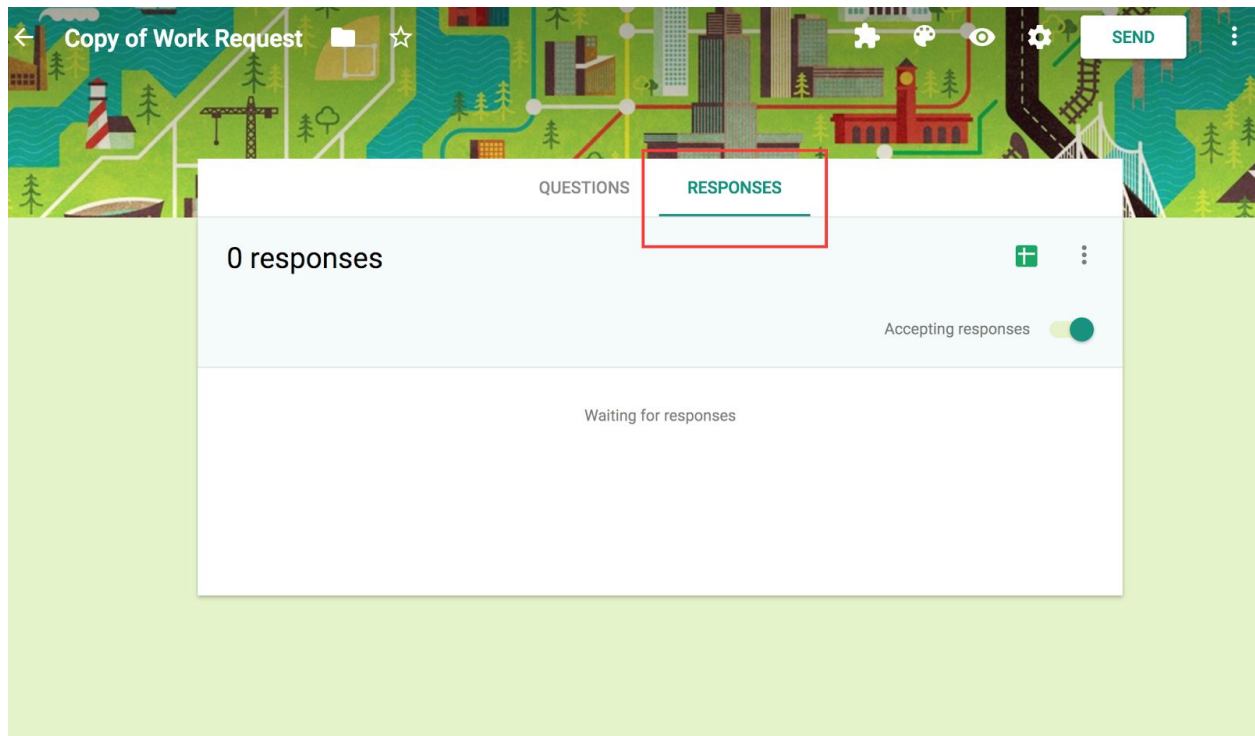
Click Send

The screenshot shows a form titled "Copy of Work Request" with a "SEND" button in the top right corner. The form is titled "TeamBuilder" and has a subtitle "This is the input form for team building". It contains two input fields: "Name" (labeled "Short answer text") and "Email". The form is set against a background of a colorful city map illustration.

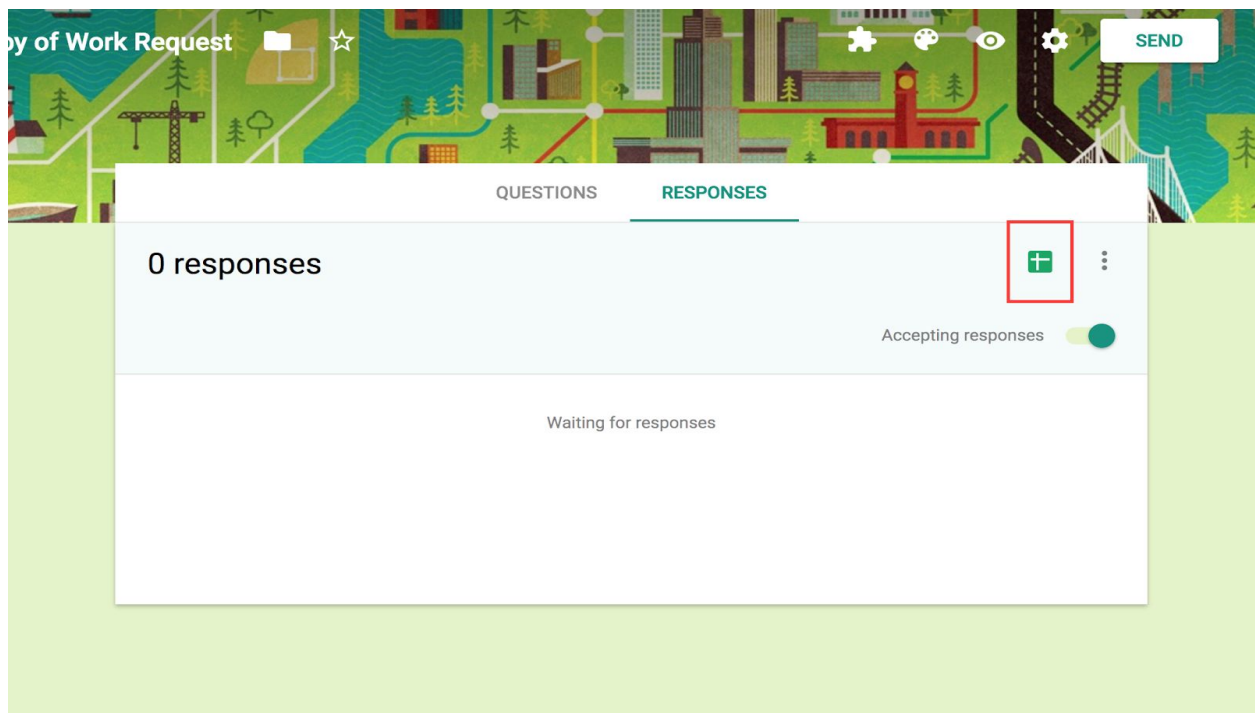
Click the link icon and shorten url, then copy. That link is the link that you want to distribute

The screenshot shows the "Send form" dialog box. It has a "Collect usernames" checkbox. Under "Send via", there are icons for email, a link icon (highlighted with a red box and labeled "1. Click link icon"), and social media icons for Google+, Facebook, and Twitter. Below this, the "Link" section shows a URL: <https://goo.gl/forms/h3eeOKvfCdxapDkN2>. At the bottom, there is a "Shorten URL" checkbox (checked and highlighted with a red box, labeled "2. Click shorten URL"), a "Press ⌘+C to copy" button, and a "COPY" button (highlighted with a red box, labeled "3. Click copy to get the URL"). There is also a "CANCEL" button.

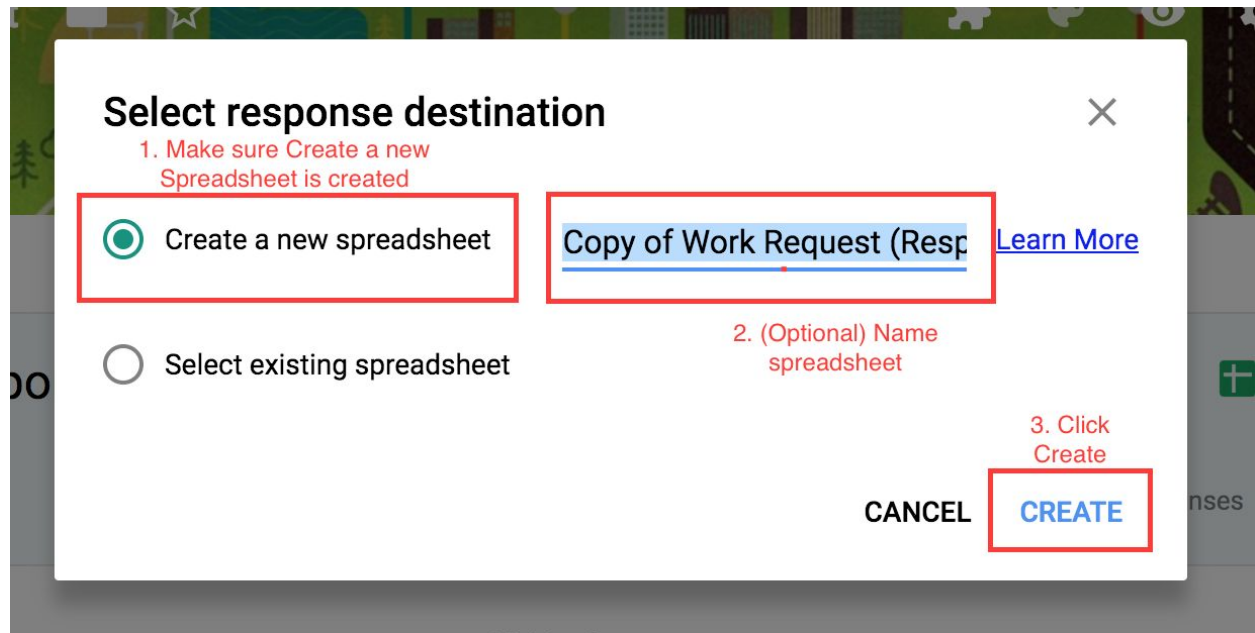
To check results/submissions, click on the responses tab



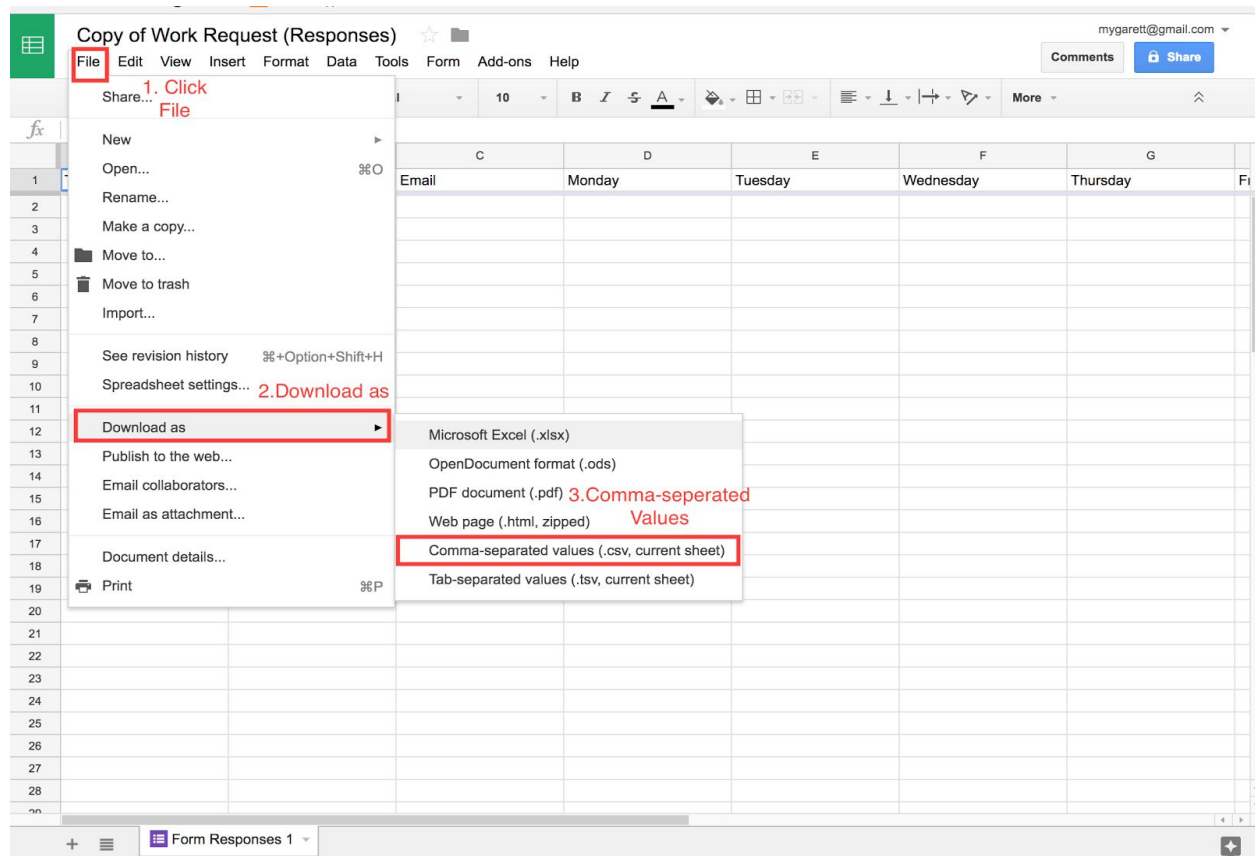
Once submissions are in, click the green box in responses (this will create an excel sheet, note that if any responses come in later after creating the excel sheet, they will be automatically added to it, you can access it just by clicking on the green icon again)



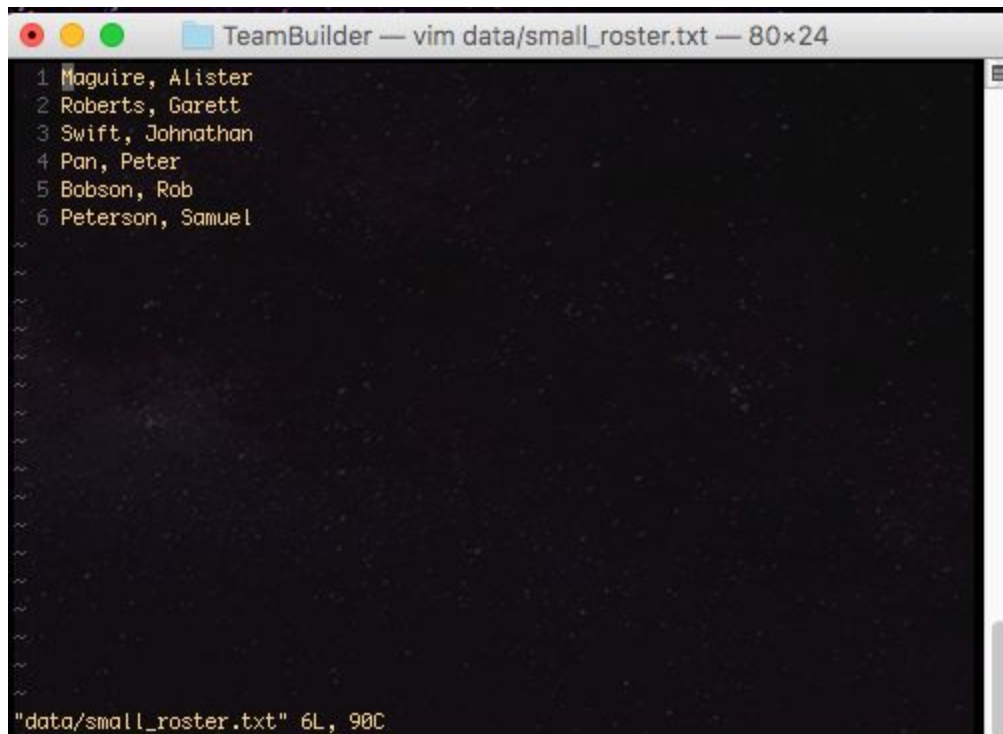
Once clicked it will ask you to create an excel sheet or select an existing excel sheet. Click Create and Change the name if you desire, then click create.



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

A screenshot of a vim editor window titled "TeamBuilder — vim data/small_roster.txt — 80x24". The window has a dark background with light-colored text. It shows a list of six names, each on a new line, numbered 1 through 6. The names are: 1 Maguire, Alistair, 2 Roberts, Garrett, 3 Swift, Johnathan, 4 Pan, Peter, 5 Bobson, Rob, and 6 Peterson, Samuel. The status bar at the bottom left shows the file path and line/character count: "data/small_roster.txt" 6L, 90C.

```
1 Maguire, Alistair
2 Roberts, Garrett
3 Swift, Johnathan
4 Pan, Peter
5 Bobson, Rob
6 Peterson, Samuel
```

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!