

User Guide

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

Setting up the form

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...

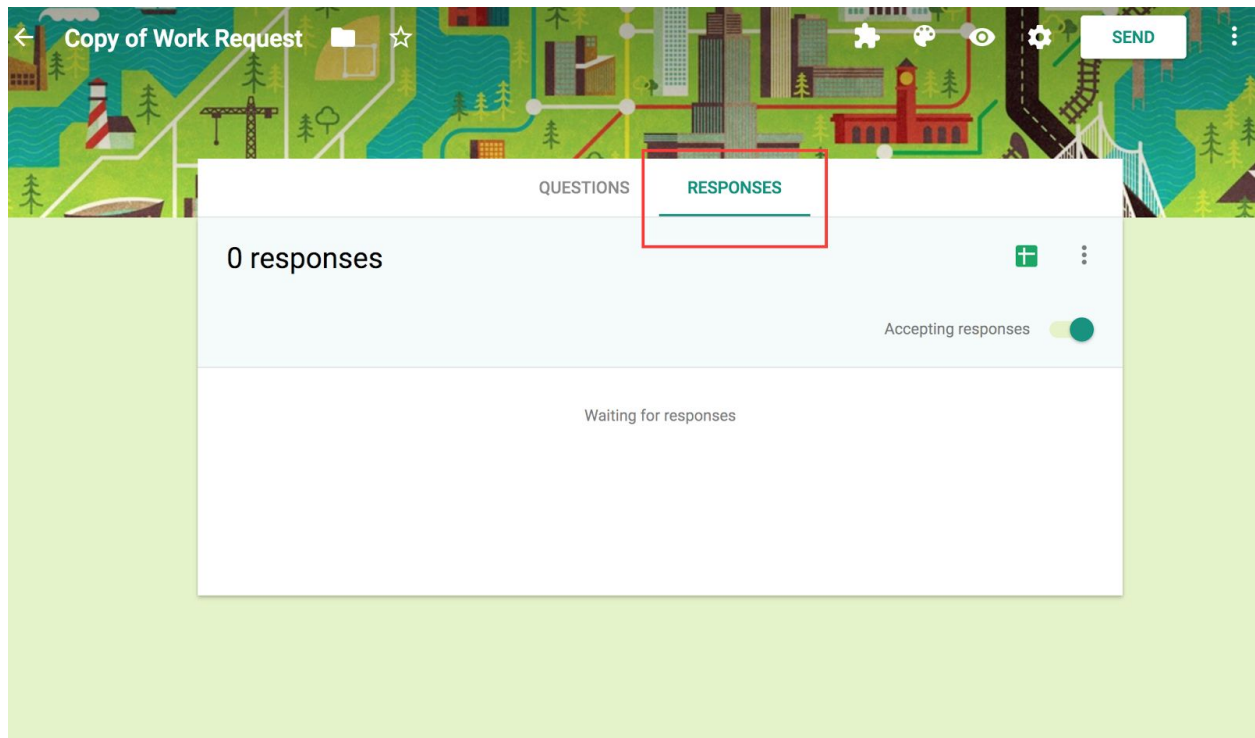
Click Send

The screenshot shows a Google Form titled "TeamBuilder" with a "Copy of Work Request" header. The form has two tabs: "QUESTIONS" and "RESPONSES". The "QUESTIONS" tab is active, showing a form with a title "TeamBuilder", a description "This is the input form for team building", and two input fields: "Name" (Short answer text) and "Email". A "SEND" button is visible in the top right corner, highlighted with a red box.

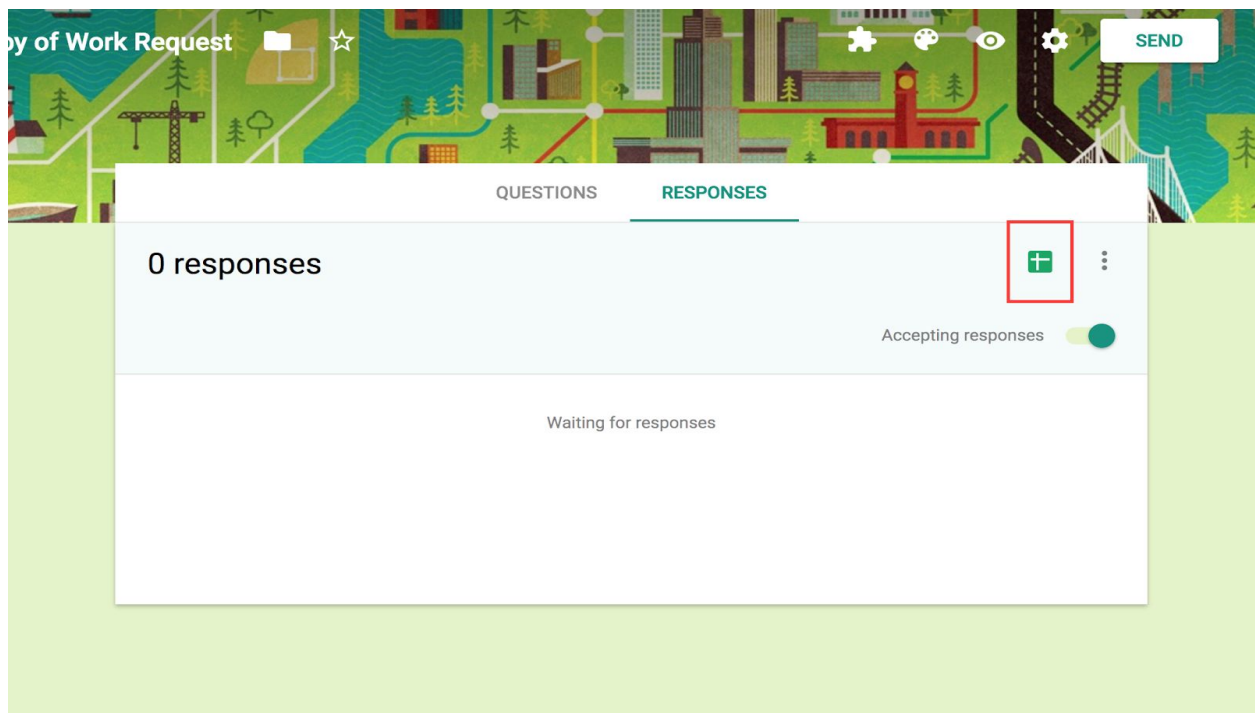
Click the link icon and shorten url, then copy. That link is the link that you want to distribute

The screenshot shows the "Send form" dialog in Google Forms. The dialog has a teal header with the title "Send form" and a close button. Below the header, there is a checkbox labeled "Collect usernames". Under the "Send via" section, 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 the "Send via" section, there is a "Link" section with a text field containing the URL "https://goo.gl/forms/h3eeOKvfCdxapDkN2". Below the URL, there is a checkbox labeled "Shorten URL" (checked and highlighted with a red box, labeled "2. Click shorten URL") and a button labeled "Press ⌘+C to copy". To the right of the "Shorten URL" checkbox, there is a button labeled "COPY" (highlighted with a red box and labeled "3. Click copy to get the URL") and a button labeled "CANCEL".

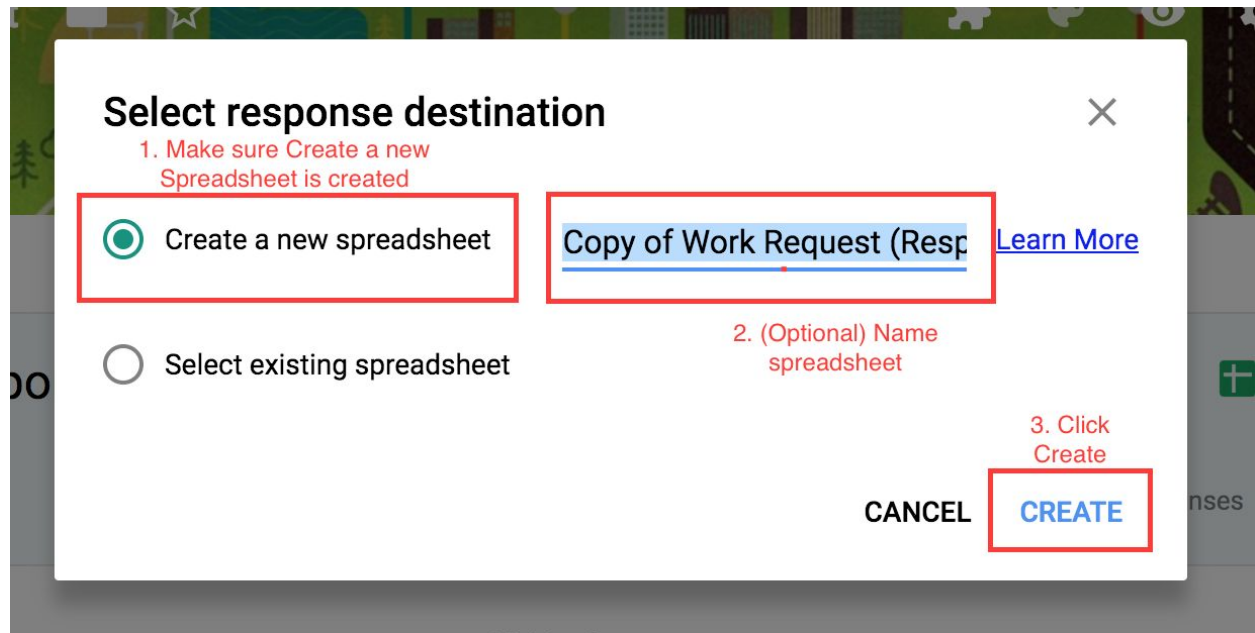
To check results/submissions, click on the responses tab



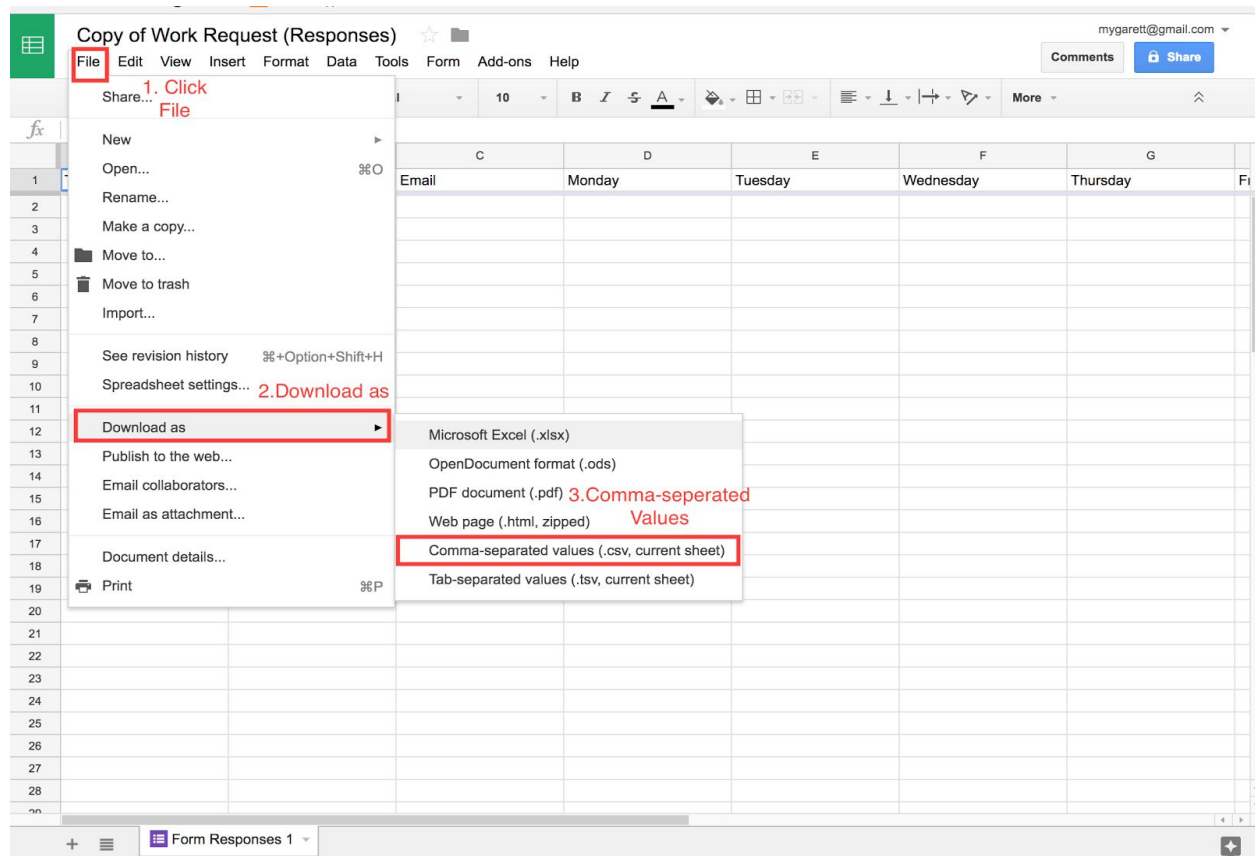
Once submissions are in, click the green box in responses (this will create an excel sheet, note that if any responses come in later after creating the excel sheet, they will be automatically added to it, you can access it just by clicking on the green icon again)



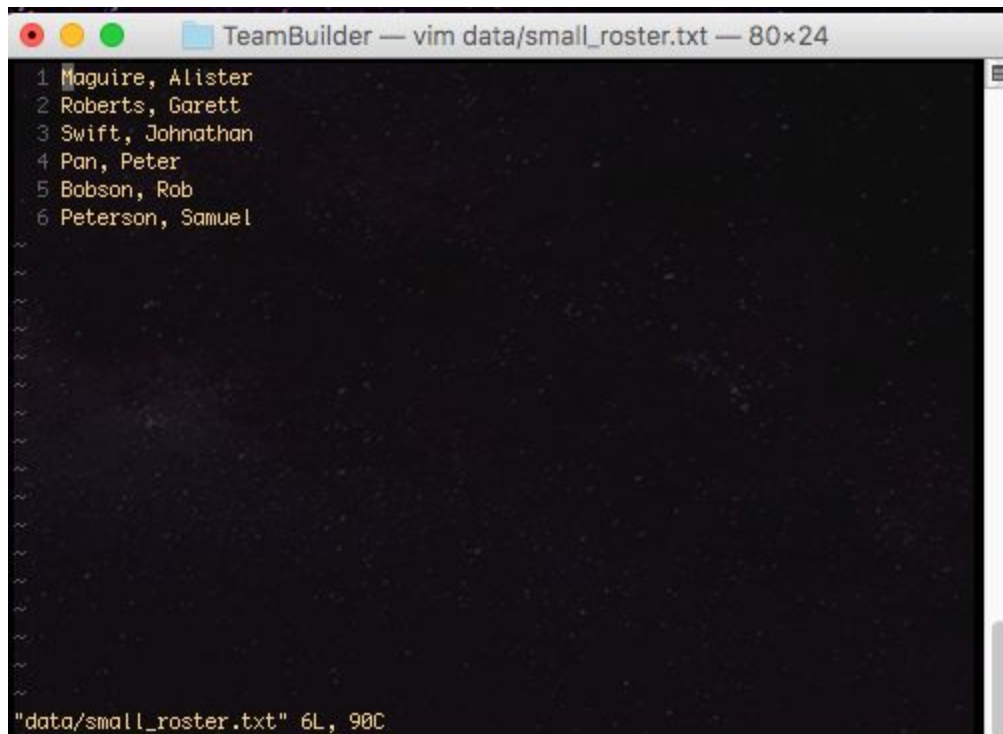
Once clicked it will ask you to create an excel sheet or select an existing excel sheet. Click Create and Change the name if you desire, then click create.



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 shows a text file with six lines of student names, each on a new line. 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 indicates 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 path> <the location you want the outputted csv file> <the size of teams that you desire>`

Once finished, you can use whatever program you desire to open up the outputted csv file to see the arranged teams!

Happy Team Building!