

ISLA Tracking Sheet & Form Setup Guide

Follow these steps to create your own copy of the **ISLA Tracking Sheet** and linked **Sign-in/Out Form**.

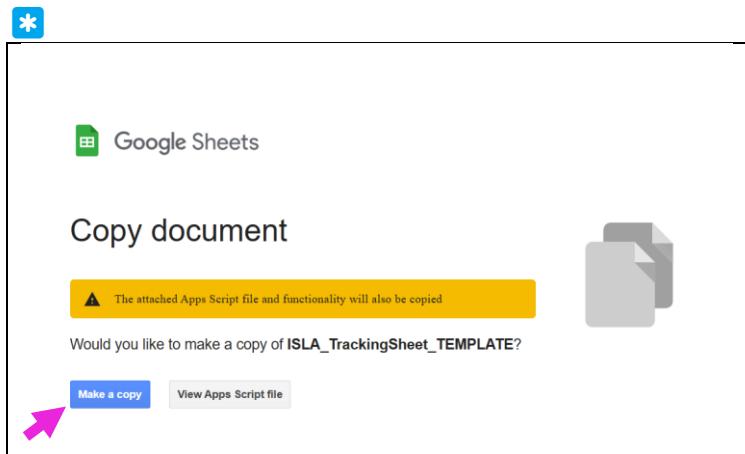
You will be the **owner** of your copy — you can edit freely. The originals will remain unchanged.

Before you begin

- **✓ Make sure you are signed into the Google account where you want these files to live.** (If you have multiple accounts, check the profile icon in the top-right corner of your browser.)
 - **⚠ If you are signed into the wrong account, the files will end up in the wrong Drive.**
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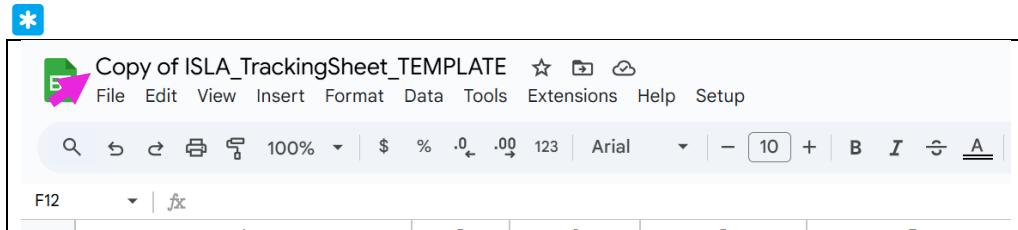
Step 1: Create Your Copy

1. [Click this link](#)
2. A page will open asking if you'd like to make a copy.
 - Click “**Make a copy**”



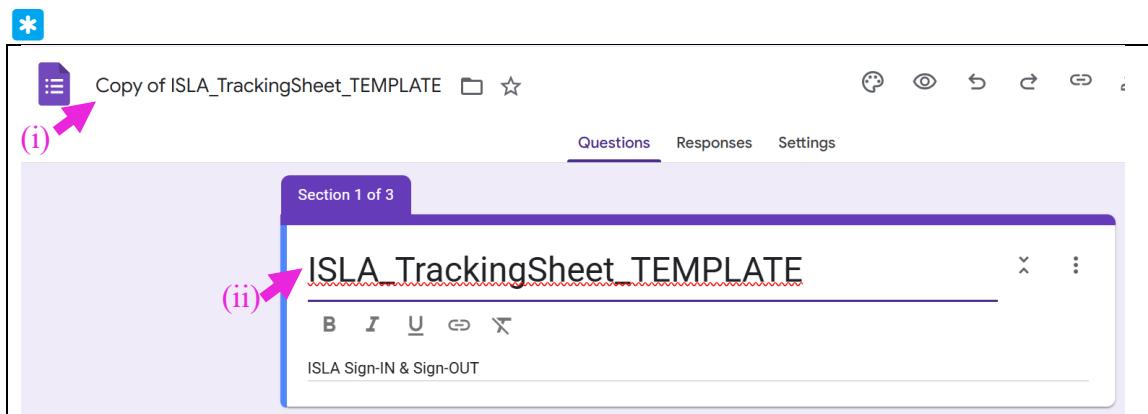
Step 2: Re-Name Your Sheet

1. At the top of the **Google Sheet**, click on “Copy of ISLA_TrackingSheet_TEMPLATE” and change the name. **We recommend:** ISLA_[Your School Name]_[schoolyear]
For example: ISLA_Ridgemont_202526



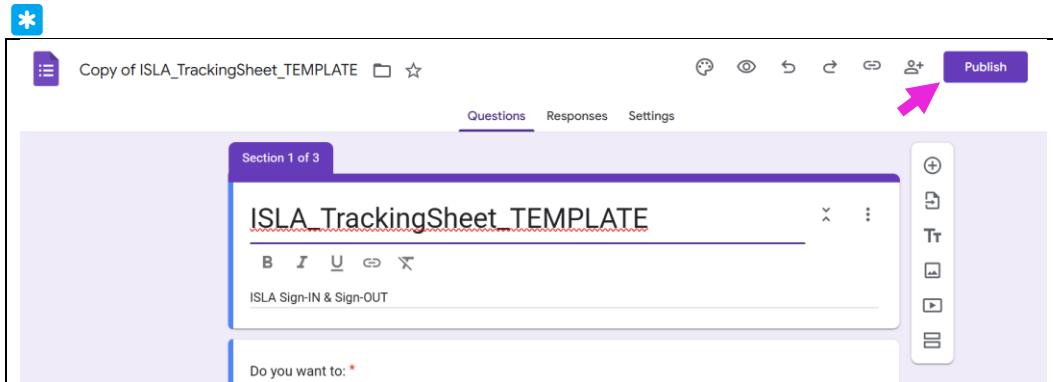
Step 3: Establish Your Form

2. In the top menu, click:
Tools > Manage form > Edit form
3. Update the following:
 - i. At the top of the **Google Form**, click on “Copy of ISLA_TrackingSheet_TEMPLATE” and change the name.
We recommend the same name as the Google Sheet name above.
For example: ISLA_Ridgemont_202526
 - ii. Change the **form title** to your school’s name. This will be the name students/staff see when they use the form to Sign-In/Out
For example: Ridgemont Middle School



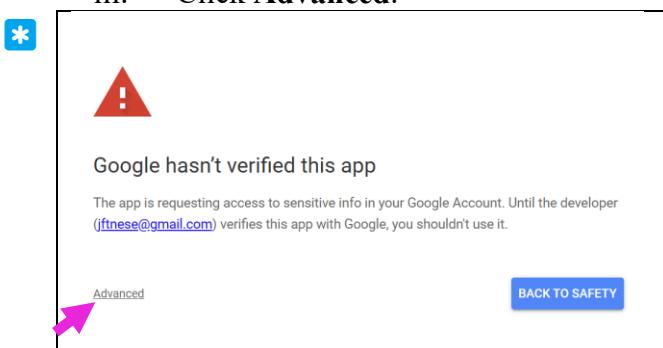
Step 4: Publish Your Form

1. In the **Google Form** editor, click **Publish** in the top-right corner.
2. In the pop-up window, click **Publish** again to confirm.

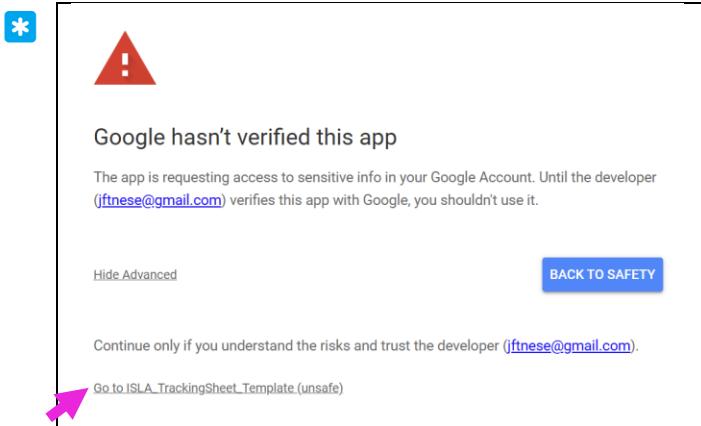


Step 5: Link Form to Sheet & Install Triggers

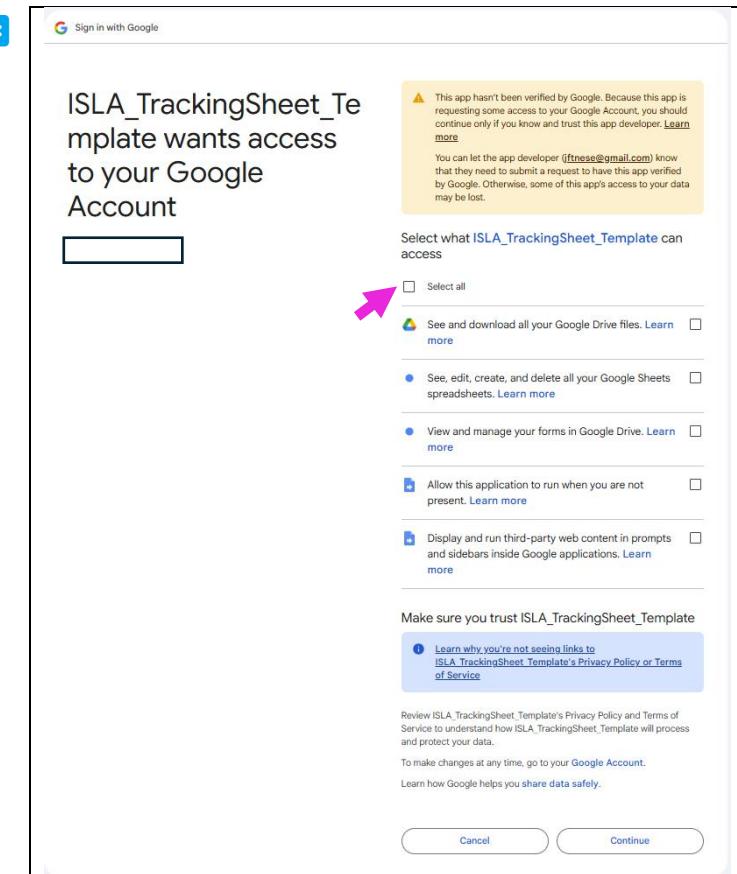
1. Go back to the **Google Sheet** you copied.
2. In the top menu, click:
Setup > Install Template (Link Form + Triggers)
3. An **Authorization Required** pop-up will appear.
 - i. Click **OK**.
 - ii. A Google pop-up will open. Select your Google account (make sure it's the account where you want these files to live).
 - iii. Click **Advanced**.



- iv. Click **Go to ISLA_TrackingSheet_Template (unsafe)**.



v. Click **Select all** to check all of the boxes available.



vi. Click **Continue** at the bottom of the pop-up.

Step 6: Enter Your Form ID

1. A pop-up will ask: “**Enter Form URL or ID**. Paste the FULL URL (ends with /edit) or just the Form ID (between /d/ and /edit).”
2. To find your **Form ID**:
 - o Open your copied **Google Form**.
 - o Look at the URL in your browser.
 - o Copy only the long string of letters/numbers **between /d/ and /edit** (DO NOT include /d/ or /edit, just the letters/numbers between them)
 - o **Example:** <https://docs.google.com/forms/d/<FormID>/edit>
3. Paste this ID into the pop-up and click **OK**.

Enter Form URL or ID

Paste the FULL editor URL (ends with /edit) or just the Form ID (between /d/ and /edit).



Step 7: Verify Setup

- After installation, you should see **two pop-up windows** confirming the setup and click **OK** on both.



Step 8: Your Links

Bookmark these pages

(1) ISLA Tracking Sheet

This is the URL for your **Google Sheet**. You can share the link with any staff member and administrator who will need access.

(2) Sign-In page

To get the link that students or staff will use to sign students in/out of the ISLA room;

- o Open your **Google Sheet**.
 - o In the top menu, click: **Tools > Manage form > Go to live form**
 - o The URL at the top of the page is the URL for your **Google Form**.
 - o Share the URL with the ISLA staff who will be managing the Sign-In/Out process
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Next you will need to add your student roster information (last names, first names, grades) and staff information (first names, last names) to the appropriate sheets in the [Google Sheet](#). Please see the instructions below to get started!

Step 8: Add Student Names

You can paste in your entire roster of students directly into the “Students” sheet of your **Google Sheet**. Follow these rules carefully to make sure everything works correctly.

1. Open your **Google Sheet**.

2. Click on the tab at the bottom labeled “Students” in your ISLA tracking spreadsheet.

3. Paste Names and Grades in the appropriate columns:

- Column A: enter student’s **LAST name**
- Column B: enter student’s **FIRST name**
- Column C: DO NOT ENTER ANYTHING. This column will auto-populate with the student’s full name
- Column D: enter student’s **GRADE** level
- *Column E: Optional to add student’s middle initial*
- Column F: BLANK
- Column G: DO NOT ENTER ANYTHING. This column will auto-populate with the student’s full name and grade

⚠ Important:

- Do not paste or type anything into Columns C or G.
- Leave all other columns blank – they are used by the system for automatic functions.

4. Example Layout

A (Last Name)	B (First Name)	C (will auto-populate for you)	D (Grade)
Garcia	Maria		10
Johnson	Alex		11
Patel	Rina		9

What if a student is not on the roster?

- A new student can be added to the **Google Sheet** in the “Students” sheet. Only staff with authorization to edit the **Google Sheet** will be able to do this.
- Click on the tab at the bottom of the **Google Sheet** that says “**Students**”
- Scroll to the bottom of the list and add the student’s name and grade ONLY.
 - Column A: enter student’s **LAST name**
 - Column B: enter student’s **FIRST name**
 - Column C: DO NOT ENTER ANYTHING. This column will auto-populate with the student’s full name
 - Column D: enter student’s **GRADE** level
 - *Column E: Optional to add student’s middle initial*
 - Column F: BLANK
 - Column G: DO NOT ENTER ANYTHING. This column will auto-populate with the student’s full name and grade

Step 9: Add Staff Names

You can paste in your entire staff list directly into the “Teachers” sheet of your [Google Sheet](#). Follow these rules carefully to make sure everything works correctly.

1. Open your [Google Sheet](#).
2. Click on the tab at the bottom labeled “Teachers” in your ISLA tracking spreadsheet.
3. Paste Staff Names, starting at Row 2 (leave Row 1 for SUBSTITUTE, to be used for Substitute Teachers)
 - Column A: DO NOT ENTER ANYTHING. This column will auto-populate with the staff’s name
 - Column B: enter staff member’s **FIRST name**
 - Column C: enter staff member’s **LAST name**

⚠ Important:

- Column A is reserved for system use and should remain untouched.
- Do not paste or type anything into other columns.

4. Example Layout

A (will auto-populate for you)	B (First Name)	C (Last Name)
	James	Smith
	Elena	Gomez
	Robert	Chen

What if a staff member is not on the roster?

- A new staff member can be added to the [Google Sheet](#) in the “Teachers” sheet. Only staff with authorization to edit the [Google Sheet](#) will be able to do this.
- Click on the tab at the bottom of the [Google Sheet](#) that says “Teachers”
- Scroll to the bottom of the list and add the staff member’s name.
 - Column A: DO NOT ENTER ANYTHING. This column will auto-populate with the staff’s name
 - Column B: enter staff member’s **FIRST name**
 - Column C: enter staff member’s **LAST name**

 You’re all set!

Now you can sign students In/Out and track ISLA Process supports!

- When a student is sent to the office, sign them in and out using the [Google Form](#)
- That information will auto-populate the [Google Sheet](#)
- Track out-of-class ISLA Process supports directly on the [Google Sheet](#)

ISLA Dashboard

To establish your own ISLA dashboard that will automatically read the data from your **Google Sheet** and provide a dynamic, password-protected dashboard app, please see the following link.

https://github.com/jnese/ISLA_dashboard_TEMPLATE