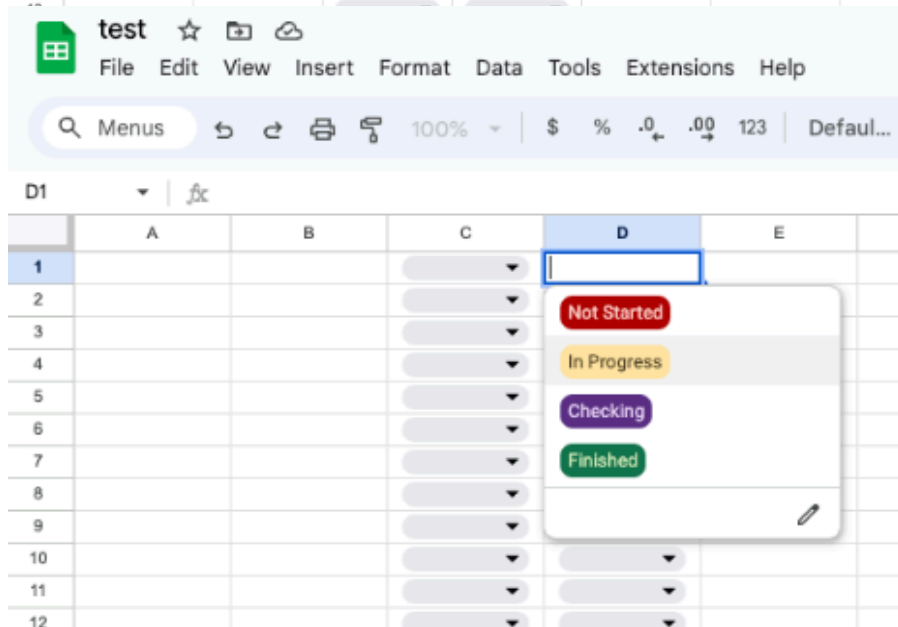
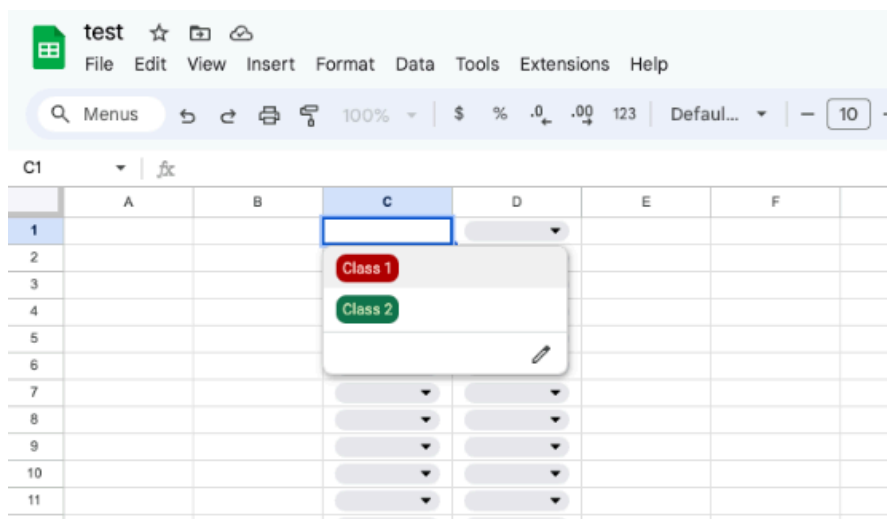


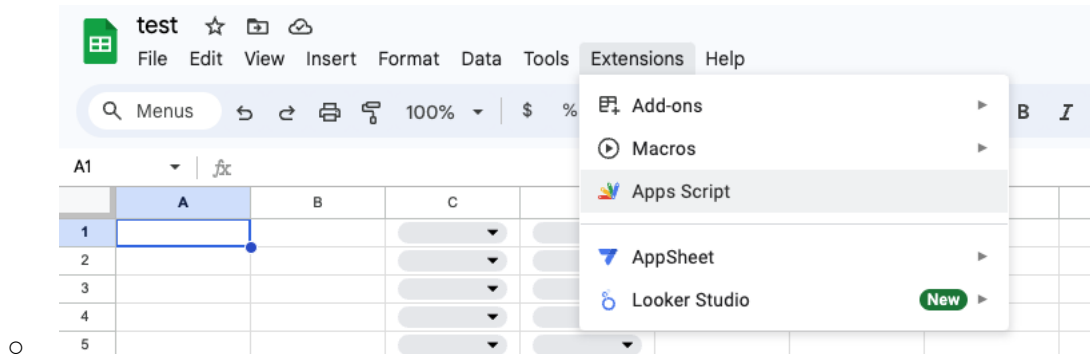
Step 1: Setting Up the Spreadsheet

1. **Create an empty spreadsheet** with four columns:
 - **Column A:** Assignment Name
 - **Column B:** Due Date
 - **Column C:** Class
 - **Column D:** Status (progress of the assignment)
2. **Set up drop-down menus** for Columns C and D:
 - For **Column C**, right-click on the column, select "Drop Down," and create a drop-down list with the names of each of your classes for the semester. **Ensure the names are capitalized consistently.**
 - For **Column D**, create a drop-down list with the following options:
 - 'Not Started'
 - 'In Progress'
 - 'Checking'
 - 'Finished'

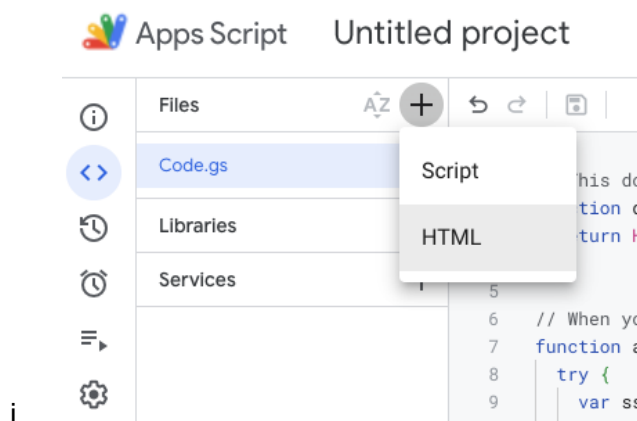


Step 2: Coding Side (App Script)

1. On the spreadsheet, navigate to the top menu and **hover over the “Extensions” tab**, then select **“App Script”**. This will take you to the Google Apps Script platform, where a file named **Code.gs** will automatically load.



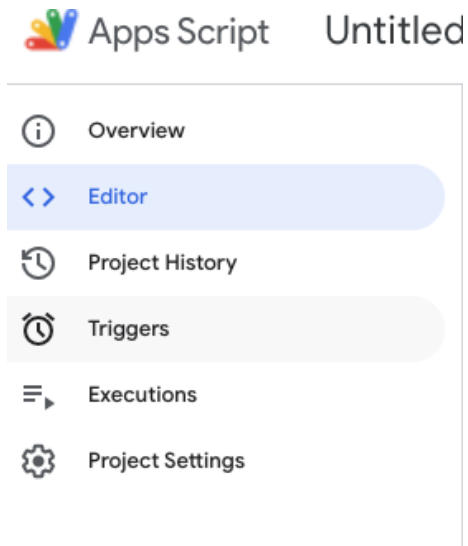
2. **Copy and paste the code** from my GitHub repository into the **Code.gs** file in the App Script editor.
3. **Create a new HTML file:**
 - Click the '+' icon on the left panel and select **“HTML”**.



- i.
 - Name the new file **“index”** and paste the corresponding code from my GitHub repository into it.
4. **Save both files** by either clicking the save icon in the toolbar or by using the shortcut **“Ctrl+S” (Windows)** or **“Cmd+S” (Mac)**.

Step 3: Set Up Triggers

1. On the left side of the App Script editor, find and click on the “**Trigger**” tab.



- a.
2. Click “**Add Trigger**” and follow the provided screenshots for the correct trigger settings.(there are two triggers to set up, for when you edit and for reminder emails)
 - a. It may want you to use your email so select the “**Advanced**” button and “Go to (project title)” and allow

Edit Trigger for HomeworkTracker

Choose which function to run

onEdit ▼

Which runs at deployment

Head ▼

Select event source

From spreadsheet ▼

Select event type

On edit ▼

Failure notification settings +

Notify me daily ▼

Cancel

Save

Edit Trigger for HomeworkTracker

Choose which function to run

addDailyReminders ▼

Which runs at deployment

Head ▼

Select event source

Time-driven ▼

Select type of time based trigger

Day timer ▼

Select time of day

9am to 10am ▼

(GMT-05:00)

Failure notification settings +

Notify me daily ▼

Cancel

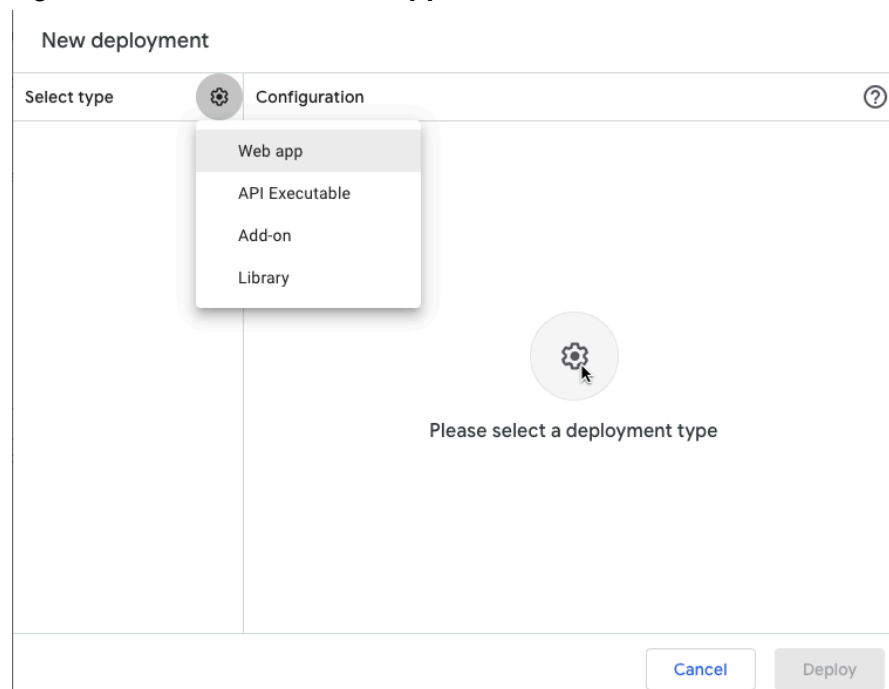
Save

Step 4: Customizing the Code

1. Follow the **Customizing_The_Code.pdf** to edit before deployment

Step 5: Run and Deploy the Script

1. Return to the **Code.gs** file.
2. In the editor, select the function **“addDailyReminder”** from the dropdown menu and click **“Run”**.
 - You may see a permissions error pop up. Click the gray **“Advanced”** hyperlink, review the permissions, and allow them. **(Same as in setting up the triggers)**
3. After granting all necessary permissions, click the **“Deploy”** button in the top-right corner and select **“New deployment”**.
4. In the deployment settings:
 - Click the gear icon and select **“Web App”**.



- i.
 - Add a description such as **“Fall 2024 Assignment Logger – [today’s date]”** for version control.
 - Set the "Execute as" option to **“Me (youremail@gmail.com)”**.
 - Under “Who has access,” choose **“Only myself”**.

New deployment

Select type

Web app

Configuration

Description

New description

Test App Description

Web app

Execute as

Me (logged in as [redacted])

The web app will be authorized to run using your account data.

Who has access

Only myself

This can also be used as a library. [Learn more](#)

Cancel

Deploy

- i.
5. Click **Deploy** and **copy the URL** for your newly deployed web app. ***This will be the link to your working assignment logger!***

New deployment

Deployment successfully updated.

Version 1 on Sep 21, 2024, 11:27 AM

Deployment ID

AKfycby28cP0lcd3XZDg7WHzMUQF6b6UFotfX55R_sc70axjvhl_zTbOXmDGxEWV1d7WLqWmCQ

Copy

Web app

URL

https://script.google.com/macros/s/AKfycby28cP0lcd3XZDg7WHzMUQF6b6UFotfX55R_sc70axjvhl_zTbOXmDGxEWV1d7WLqWmCQ/exec

Copy

Done

