

Google Sheets

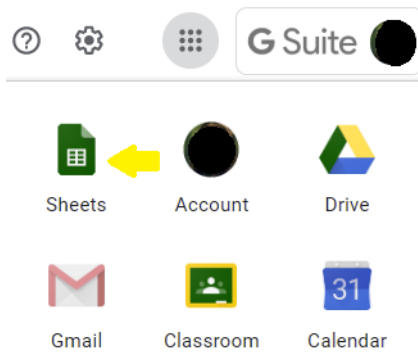
What is a Google Sheets? Google spreadsheets are one of the multiple Google applications that mirror functions of Microsoft Office® in this case, Google Sheets mirror many functions of Microsoft Excel® spreadsheets. These sheets can be used to compile, store, organize and calculate data.

What are some things Google Sheets can be used for? Google sheets can be used for a variety of data organizing functions such as budgets inventory, statistics and scheduling. In regards to school health they can be used for student case management tracking, data tracking for reports, screening results, inventory or case logs for outbreaks. In this specific case these sheets can be used for cohort tracking.

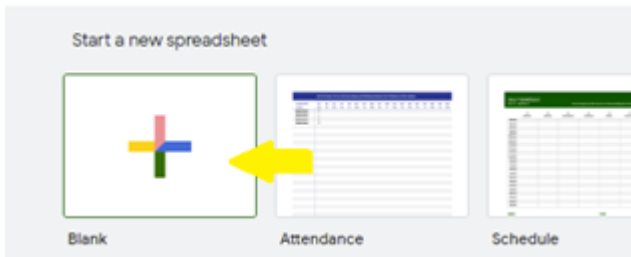
1. In your Google Drive Applications



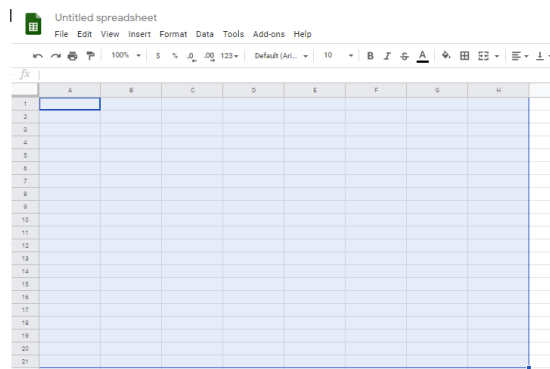
Select "Sheets"



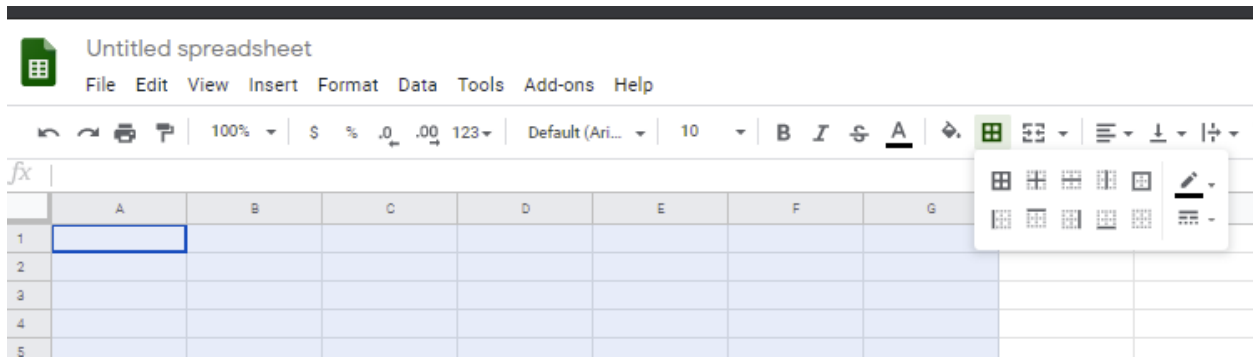
2. When entering "Sheets" area of Google drive select "Blank"



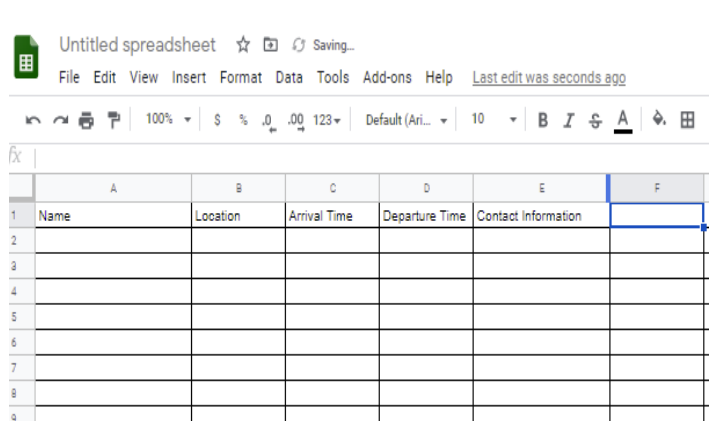
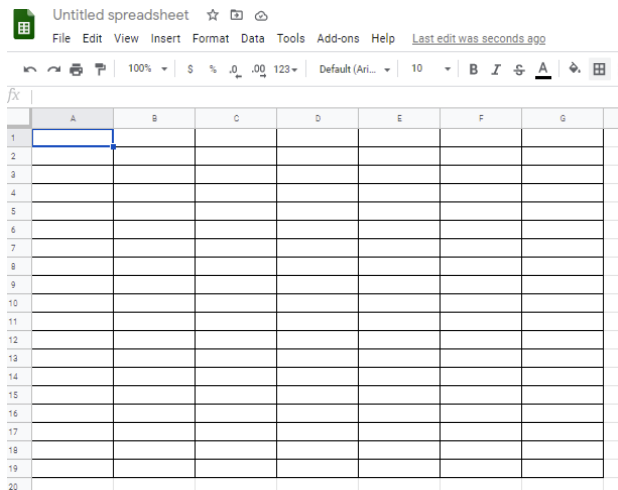
3. On a blank spreadsheet, select a field to use:



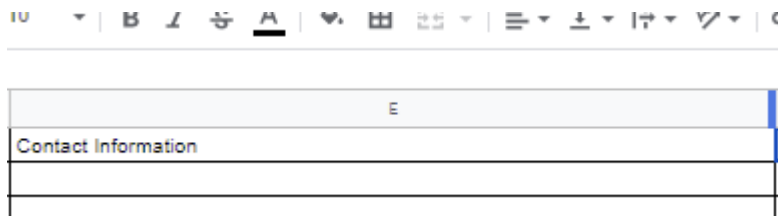
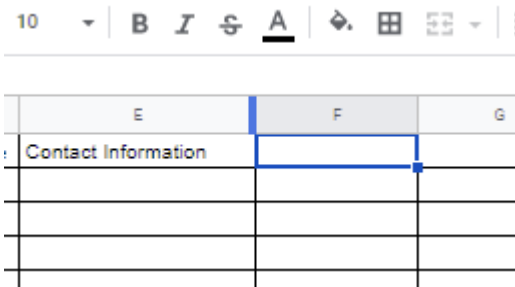
4. Select “borders” to create your data collection area



5. When you have selected your borders for each row and column, you can begin to designate each section and adjust borders appropriately



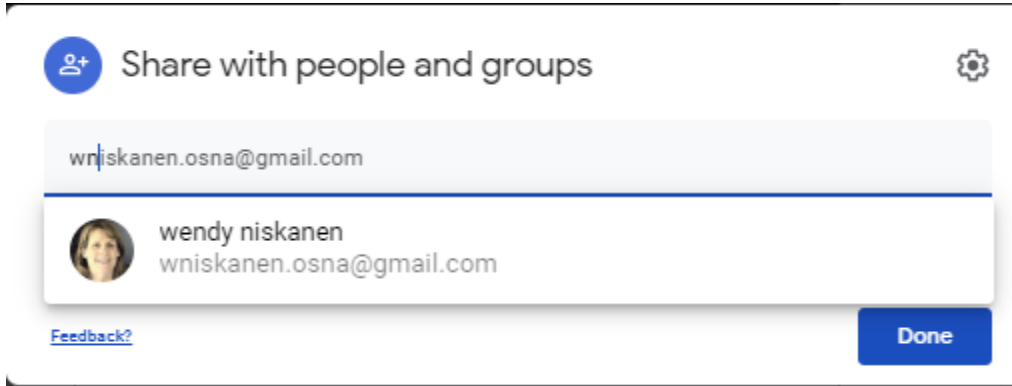
6. In order to change the boundaries of the row or column, position the arrow on the boundary line in the margin



7. After your document has appropriate labels, you may format and title your form and share it with appropriate staff by using the “share” button in the upper right corner

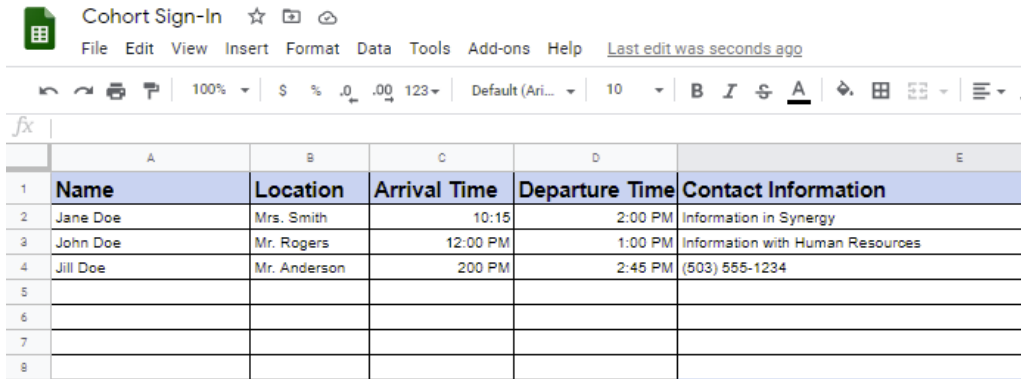
 Share

8. And then selecting staff to share the form with.

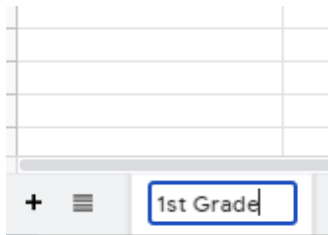


Please note, because these documents may contain personal information, forms should be limited to those who need access.

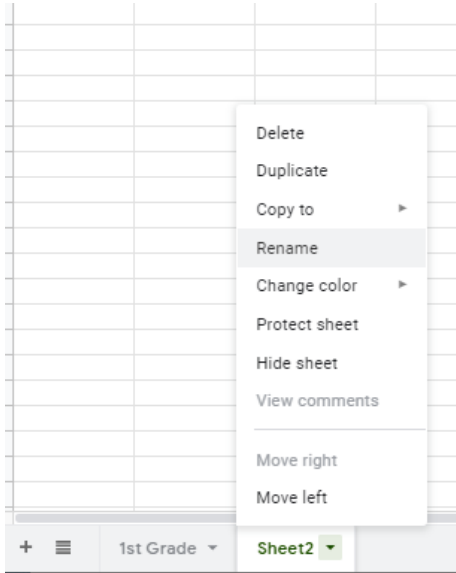
9. Information can then be populated into the spreadsheet by anyone who can access the document with editing rights. This is best when you have one person designated with this responsibility.



10. You may elect to use one document to store multiple sheets, if so, you may add additional sheets at the bottom by selecting the plus sign to the lower left.



11. You can rename these sheets by clicking on the arrow in the box next to the designated sheet.



12. Continue this until you have all designated sheets that you wish to have. This may be by grade level, by cohort, by location, by teacher or by school, for example.

