CREATE A SIGN-UP SHEET WITH GOOGLE SHEETS

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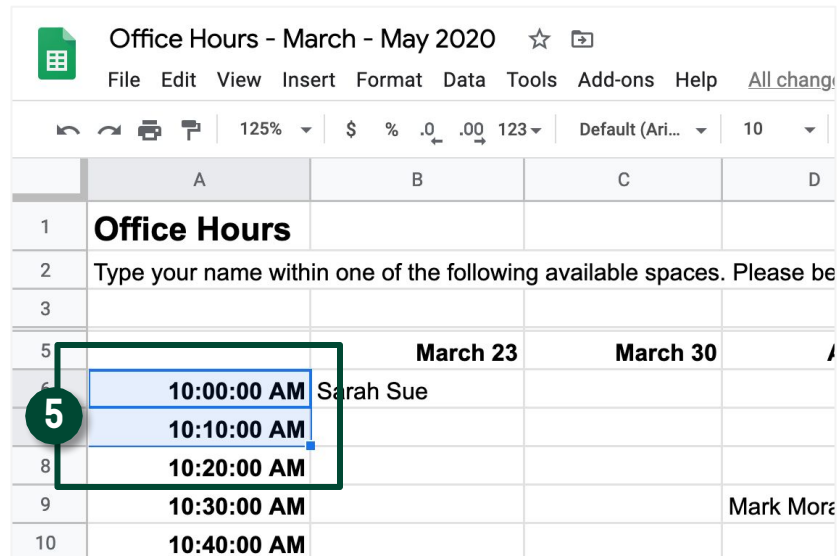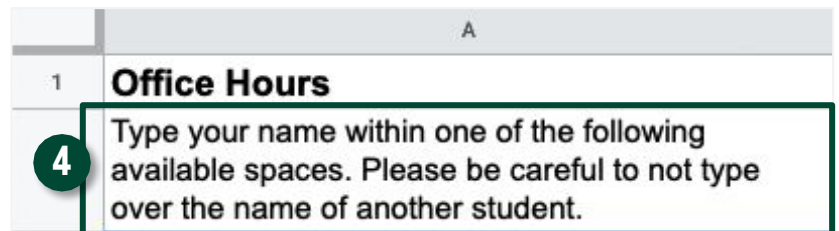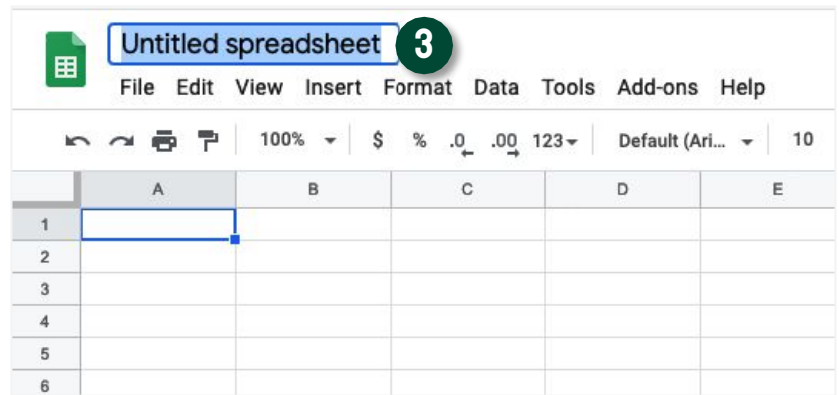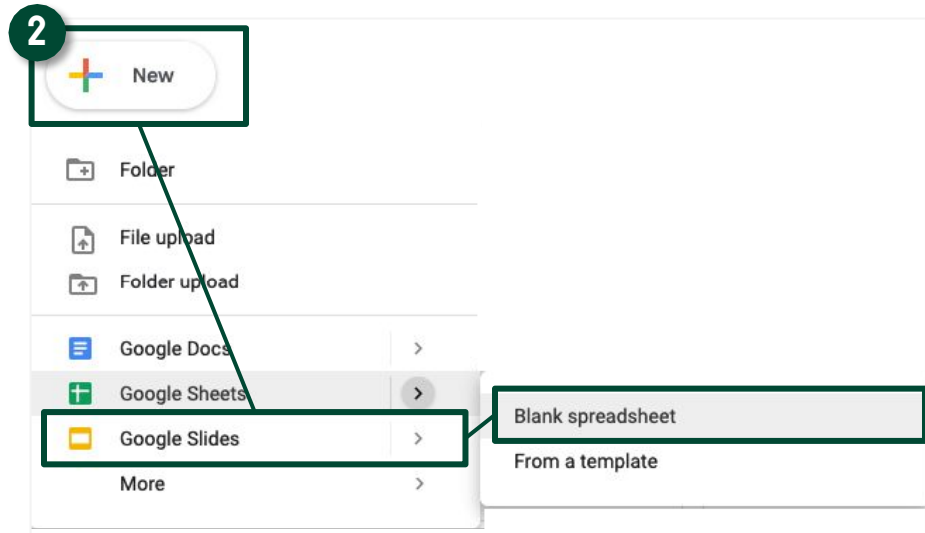
About Google Sheets

Google Spreadsheet is a spreadsheet application included within the web-based office suite, Google Drive.

This how-to guide will briefly walk you through instructions for getting started with building your file:

✔ Create the Spreadsheet

✔ Share with Students

✔ Copy the Spreadsheet

Create the Spreadsheet

1. Login with your UMID at google.miami.edu
2. Click '+ New' button and select 'Google Spreadsheet' to create a new spreadsheet.
3. At the top of the window, name the spreadsheet by clicking the title 'Untitled spreadsheet' and type in a concise, relevant name (e.g. Office Hours March – May 2020).
4. Provide some instruction to students about how to sign up for a session by typing their name within a cell.
5. In the spreadsheet, format your spreadsheet with dates for columns, and timings in the first row. To create a series of timings/dates, enter the first two dates/times, click and highlight the two fields, then drag the bottom point across or down to duplicate the values.

Share the Spreadsheet

To share with your students, click the 'Share' button in the upper-right hand corner. You can either:

1. Share a link with your students by clicking on the 'Get sharable link' and copy this link. You can then paste this link within your Blackboard course.
2. Under 'People' type in the names of your students, each student will appear automatically as you type – simply select their name to add. Alternatively, you can paste here UM email addresses.

Once shared, students will need to click on the link in your Blackboard course or access google.miami.edu and locate the file.

Copy the Spreadsheet

3. To copy this spreadsheet for another section, or another course, click 'File > Make a Copy' and rename the file. You can then update this spreadsheet following steps 1-8.

View more guides at:
Google Sheets Training and Help