

Using the Scheduler Extension

First, create your google form.

Mine is set to collect email addresses automatically.

1st question: Name

2nd Question: Multiple choice grid with session titles and 1st choice, 2nd choice, etc.

Second, go to "responses" and click "view in sheets".

Once the sheet has populated, go to "Extensions", "Scheduler" and "Setup Schedule".

Once it populates, click on the "Schedule" sheet, add in contact information, room numbers, and set your room capacity.

If I had teachers who needed to leave, coaches who were only here a short time, or for the breaks, I put in zero. I didn't want more than 15 students in a session at one time so I limited the number to 15.

Once that was complete, I clicked "Prepare to Schedule". It set up the sheets for the individual sessions.

After that, I distributed the form to the students.

I used "extensions", "find missing participants" to keep track of which students had not submitted their requests.

Once completed, I locked the form.

After the form was locked, I began running sessions and scheduling students. Do not run your sessions in order 1st, 2nd, 3rd, etc. Jump around and it helps distribute the students better (I got this advice from some of the tips posted by the extension).

To run sessions: Click "extensions", "scheduler", "run sessions", "run sessions". After running the first session, a pop up box will appear on the right with tips and tricks. You can run sessions from there.

Once you run all your sessions, check for blanks where students are not assigned a session. Fill in those blanks using “manage gaps”.

If you have a session all students must attend, you can manually assign that session to individual students.

Once sessions have run
, you can create rosters for your teachers. Extensions, scheduler, reports, session roster. The extension will create a link to a google doc with the session rosters for each teacher. This creates a google sheet with the different sessions and each student scheduled to be in that session.

Once the rosters were made, I worked on the individual student schedules. From the “assigned” tab, you can select the student’s name, extensions, scheduler, reports, individual schedule. It will confirm the selected box and ask you the title of the event.

Once created, it sets up a doc link for the student and emails them their schedule. You can open the doc link and print the schedules.