

# CROWS (Course Registration Open-source Web-based System)

New User's Manual

CROWS is the free and easy-to-use system to setup a Course Registration website for your school / PTA Enrichment programs.



## **Document Change Record**

Date	Author	Version	Notes
October 20, 2012	CROWS Development team	1.0	Initial public release



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APPROVED FOR

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## Try Out the CROWS Test Site

Before taking the time to read this user's manual and create a website for your school's enrichment program, you may experiment with the sample "test website" to familiarize yourself with how CROWS works.

- 1. Fill out the form at <a href="http://www.crows.cc/ContactUs">http://www.crows.cc/ContactUs</a> to request your password to the CROWS test site.
- 2. Access the web site <a href="https://sites.google.com/site/sampleschoolenrichment1/">https://sites.google.com/site/sampleschoolenrichment1/</a> and pretend you are a parent registering a student for an after-school enrichment class:

ample.school.enrichment1 ×		
C Attps://sites.google.	com/site/sampleschoolenrichment1/	☆ <u>S</u>
	Email Address * Please, enter a valid mail address. Grade * K 1 2 3 4	
	C 5 TEACHER*  RELEASE METHOD From Enrichment* C Extended day Pick-up	
	Walk alone          Enrichment Class 1*         choice 1 ▼         Enrichment Class 2*         choice 1 ▼	

## Sample School Enrichment site (Image)

- 3. Fill the form with real and/or fictitious data and press submit. (*The data does not matter as this is merely a <u>test</u> web site.)*
- 4. Wait up to 5 minutes to receive an automatic mail *(sent to the email you provided in step 3 above)* confirming the registration that you just entered.
- 5. Now you can access to <u>https://sites.google.com/</u> and enter the following data in order to check the Sample School Enrichment spreadsheet and confirm that the data you entered has been saved:

Email = Sample.school.enrichment

Password = (obtained in Step #1 above)

6. After having logged in, click the "Drive" option circled in red below :



Sample School Enrichment Home page (Image)

	10(0)
Google Sites ×	
← → C 🔒 https://stee	google.com/?pli=1 🖒 🥱 🍕
+Sample Search I	nages Maps Play YouTube News Gmail Orive Calendar More -
Google	Search my sites  Q Sample School 0 + Share 2
Sites	\$-
CREATE	sample.school.enrichment1 Shared with everyone in the world /site/sampleschoolenrichment1/
My Sites	
Deleted Sites	

7. Click on the "SampleSchoolenrichment" circled in red below so that you can see the spreadsheet form for the Sampleschoolenrichment1 website:

			Spicaus		iipiate (	magej	
	Google Sites ×	Home - Google Drive	×				- 0 ×
4	→ C Anternational Anternat	e.google.com/?tab=3o8	&authuser=0#home				r 😪 🔧
	+Sample Search I	mages Maps Play	YouTube News G	imail Drive Calenda	ar More -		
	Google	Home ×			× -	٩	Sample School 0 + Share
				1 item was moved t	o the Trash. Undo		
	Drive						Sort 👻 🗘 👻
	CREATE	TITLE				OWNER	LAST MODIFIED
	Home	🗆 🕁 (🚍 Sampl	leschoolenrichment			me	Aug 5 me
	Starred						
	Owned by me						
	All items						
	Trash						
	<ul> <li>My collections</li> </ul>						
	Collections shared with m	е					

## Spreadsheet template (Image)

The spreadsheet will display the data that in you entered earlier in Step 3:

m <mark>pleschoole</mark> Edit View I	enrichment 🖄 nsert Format Da	ita Tools Form (10	) Help FormE		s saved	WE#gid=0			Sample School - A Share	
Edit View I	nsert Format Da	ata Tools Form (10	to classics wholeso							
n n 1 - 1	S % 123 -	tont to D Alar A	<b>FH FH -</b>							
-	· // 120	Tobr + B vac A	· M · H ·	Ε • ΘΕ • 🚍 Σ • .	[b] Y					
									Show all formulas	
В	С	D	E	F	G	н	1	J	К	
nestamp M/d/yyj H:mm:ss	Student's FIRST name	Student's LAST	PARENT	Phone (Home)	Phone (Work)	Email Address	Grade	TEACHER	RELEASE METHOD From Enrichment	
	B lestamp[M/d/yy]	B C iestamp M/d/yy; Student's FIRST	B C D hestamp/M/d/yy Student's FIRST Student's LAST	B C D E	B C D E F	estamp/M/d/yy; Student's FIRST Student's LAST	B         C         D         E         F         G         H           estamplM/d/yy;         Student's FIRST         Student's LAST	B         C         D         E         F         G         H         I           restamplMid/yyj         Student's FIRST         Stud	B C D E F G H I J	B         C         D         E         F         G         H         I         J         K           estampl/M/dyy         Student's FIRST         Student's LAST           RELEASE METHOD From

Under the "File" menu is also an option to download your data to Microsoft Excel. Feel free to experiment more with this website. Since, it is only a "test site" feel free to experiment as much as you want. There is no need to worry about breaking anything! (*The volunteer CROWS team can always "reset" your the site upon request.*)



#### CROWS (Course Registration Open-source Web-based System)

#### **Creating your free Google account**

- First of all you must have a Google account to use CROWS. You may use an existing
  personal Gmail account. However, it is suggested that you create a new Google
  account dedicated to your School registration website so that in the future you may
  more easily share this account (and the password) with other parent volunteers
  should you so choose. <u>Note</u>: Google Accounts are completely free.
- Go to <u>www.gmail.com</u>
- Create your e-mail account. A suggested email name is YourSchoolEnrichment@gmail.com in which you replace "YourSchool" with the name of your school:

#### Gmail: Email from Google × 🗧 🔿 🖸 🖀 https://accounts.google.com/Service!ogin?service=mail&passive=true&rm=false&continue=https://mail.google.com/mail/&ss=1&scc=1&itmpl=default&itmpicache=2 \$ 9 2 Google CREATE AN ACCOU New to Gmail? Gmail Sign in Google A Google approach to email. Username Gmail is built on the idea that email can be more intuitive, efficient, and useful. And maybe even fun, After all, Gmail has: Lots of space Over 10275.745696 megabytes (and counting) of free storage. Password Less spam Keep unwanted messages out of your inbox. Stay signed in Can't access your account? Mobile access Get Gmail on your mobile phone. Learn more About Gmail New features! Switch to Gmail Create an account Take Gmail to work with Google Apps for Business Love Gmail, but looking for a custom email address for your company? Get business email, calendar, and online docs @your\_company.com. Learn more @ 2012 Google Gmail for Work Terms & Privacy Help English (United States)

## **Google Account Homepage (image)**



2. Login at: <u>http://docs.google.com/</u> using the Email and Password which you created in step 1 above:

## **Google Docs Home Page (image)**

Google			SIG
Docs Create and share your work or	Treate, share, and collaborate on the web with documents, spreadsheets, presentations, and more. Create an account	Sign in Google Email sample.school.enrichment	
Try Docs now   Google Docs Blog	Templates   For Work and School	Sign in ✓ Stay signed in Can't access your account?	
Documents Spreadsheets Pr	esentations Drawings Forms		

3. Click Create and choose Form:

## **New Spreadsheet (image)**

+emad Mail Calendar Doc	uments Sites Groups More -		emadomar@klei	nka.com 📄 Share <u> </u>
Google	Home ×	× • Q		Use the classic look
Docs				Sort 👻 🌩
	TITLE		OWNER	LAST MODIFIED
CREATE	🗌 📩 🔚 McKinley PTA Spring 2011	After-School Enrichment Program	me	Oct 27 me
E Document				
Presentation				
Spreadsheet				
E Form	h			
🛃 Drawing				
Collection				



	8	( 0)	
+emad Mail Calendar Documents Site	es Groups More <del>-</del>		
Google Docs has a new look! Give it a try	/   Dismiss		
Google docs Unsaved spread	sheet 🔒 Private to only me		
File Edit View Insert Format Data	Tools Help		
📄 🖍 🛥 🥂 🖌 📥 💲 % 123 🕶 🛛 10pt	Form	Create a form	
Formula:	Script gallery	Send form	
A B	Script manager	Go to live form	F
2	Script editor	⊠ Email 0 recipient(s)	
3	Spelling	Embed form in a webpage	
4 5	Solver	Show summary of responses	
6 7	<ul> <li>Enable Autocomplete</li> </ul>	Accepting responses	
8	Notification rules	Delete form	
9 10	Protect sheet		
11 12			
13			
14 15			

## **Creating new form (image)**

And you'll get an interface like the next screenshot; this is where you add any desired fields which are directly attached to a Google Docs spreadsheet (which can be exported to MS Excel).

#### New form fields (image)

Add item 🔻	Theme: Plain	🚺 Share	Email this form	See responses -	More actions -	Sa
_						_
Untitled	form					
You can inc	lude any text or info that will help p	eople fill this out				
						1
Question T	itle Sample Question 1				<b>2</b> 6	<del>أ</del>
Help Text						
Question T	ype Text					
Their ans	wer					
Done [	Make this a required question					
Sample Qu	lestion 2					



CROWS (Course Registration Open-source Web-based System)

4. Change (Untitled form) to your school name, and Enter text similar to below:

Use this form to begin enrollment of your student in one or both of the following afterschool workshop. NOTE: There is risk of injury in any program. Neither the school nor the individual instructors can assume responsibility for any injury that might occur. The Hold Harmless Form must be signed and filled out for every student and returned to the school via Backpack mail. Enrollment is NOT complete until your student's signed hold harmless form is returned via backpack mail between ???start-Date, and ???end-Date.

And click on Add Item to start adding fields

The next 11 screen shots will include the items you will need to add in order to have your school's web site ready for use.

**Note:** For the next 11 screen shots, please enter the Field Names <u>exactly</u> as shown. This is very important because the MS Excel Macros included with the CROWS system requires field names to be entered exactly as shown.



Field 1:

## Field 1 (image)

								1.2533
Sample	School							
in any progr Harmless F	am. Neither the form must be signal ntil your student:	school nor the in med and filled ou	dividual instructor t for every studen	s can assui t and return	me responsibility for ed to the school via	workshops: NOTE: or any injury that mig a BackPack mail. En een Monday, Novemi	ht occur. The Hold rollment is NOT	
Question T Help Text	itle St	ident's FIRST na	ne 🧲				✓ C	
Question T	ype T	ext						
Their ans	wer							
	Make this a re	equired question	5					
Done								
Done								
Done Sample Qu	estion 2							
	estion 2							

As shown above.

Question Title enter (Student's FIRST name)

Question Type (Text)



## Field 2 (image)

🦻 Edit form - [Samp	le School] - (	Google Docs -	Google Chrome				- 0	
https://docs.google.co	om/spreadshee	t/gform?key=0A	tD2B-bM9Ya0dHN6T1B	yVGt0Y05y	VDRpMXpWMjlhcWc8	kgridId=0#edit		
+ Add item - The	eme: Plain		2	Share	Email this form	See responses -	More actions -	Save
Questions	-		and the second s					
Text Paragraph text	ol							-
Multiple choice	1							
Checkboxes						workshops: NOTE: 7 or any injury that mig		
Choose from a list	hust be signe	d and filled ou	t for every student a	nd return	ed to the school via	BackPack mail. En	rollment is NOT	
Scale	r student s si	igned hold har	miess form is retur	ned via ba	ackpack mall betwe	een Monday, Noveml	oer 21st - Monday	
Grid	- <u></u>							
Section header								
Page break	name*							
Sample Questio	n 2							

#### Enter (Add Item), (Text).

Sample Question 2		
Question Title	Student's LAST name	26
Help Text		
Question Type	Text	
Their answer		
Done Make	his a required question	

As shown above.

Question Title enter (Student's LAST name)

Question Type (Text)



## Field 3 (image)

🧊 Edit form - [Sampl	le School] - Google	e Docs - Google Chrome			- 6	) X
https://docs.google.co	om/spreadsheet/gform	n?key=0AtD2B-bM9Ya0dHN6TlByVGt0Y05	/VDRpMXpWMjlhcWc8	&gridId=0#edit		
+ Add item - The	eme: Plain	🔀 Share	Email this form	See responses -	More actions -	Save
Questions	7	Conjection of the second s		Deer VX	04	
Text	ol					-
Paragraph text Multiple choice						
Checkboxes		your student in one or both of the follo				
Choose from a list		or the individual instructors can assu filled out for every student and return				
Scale	r student's signed	hold harmless form is returned via ba	ackpack mail betw	een Monday, Noveml	ber 21st - Monday	
Grid						
Other						
Section header Page break	name*					
Sample Question	n 2					

#### Enter (Add Item), (Text).

Help Text			
о. г. <b>т</b> . Г			
Question Type	Fext 💌		
Their answer			

As shown above.

Question Title enter (PARENT)

Question Type (Text)



## Field 4 (image)

🧊 Edit form - [Sampl	le School] -	Google Docs	Google Chrom	e			6	X
https://docs.google.co	om/spreadshee	et/gform?key=0A	tD2B-bM9Ya0dHN6	TIByVGt0Y05y	VDRpMXpWMjlhcWc8	&gridId=0#edit		
+ Add item - The	eme: Plain			👥 Share	Email this form	See responses -	More actions -	Save
Questions				0100				
Text	ol							
Paragraph text Multiple choice								
Ohaalihawaa						workshops: NOTE: or any injury that mig		
	hust be signe	ed and filled ou	t for every studer	t and return	ed to the school via	a BackPack mail. En	rollment is NOT	
Scale	r student's s	igned hold har	mless form is re	turned via ba	ackpack mail betw	een Monday, Novem	ber 21st - Monday	
Grid								1
Other Section header								-545/9
Page break	name *							
Sample Question	n 2							

#### Enter (Add Item), (Text).

Help Text		
Question Type	Text	
Their answer		

#### As shown above.

Question Title enter (Phone (Home))

Question Type (Text)



## Field 5 (image)

🧊 Edit form - [Sampl	le School] - Google	e Docs - Google Chrome			- 6	) X
https://docs.google.co	om/spreadsheet/gform	n?key=0AtD2B-bM9Ya0dHN6TlByVGt0Y05	/VDRpMXpWMjlhcWc8	&gridId=0#edit		
+ Add item - The	eme: Plain	🔀 Share	Email this form	See responses -	More actions -	Save
Questions	7	Conjection of the second s		Deer VX	04	
Text	ol					-
Paragraph text Multiple choice						
Checkboxes		your student in one or both of the follo				
Choose from a list		or the individual instructors can assu filled out for every student and return				
Scale	r student's signed	hold harmless form is returned via ba	ackpack mail betw	een Monday, Noveml	ber 21st - Monday	
Grid						
Other						
Section header Page break	name*					
Sample Question	n 2					

#### Enter (Add Item), (Text).

Question Title	Phone (Work)	
Help Text		
Question Type	Text	
Their answer		
Done Make this	a required question	
		~

#### As shown above.

Question Title enter (Phone (Work))

Question Type (Text)



## Field 6 (image)

🧊 Edit form - [Sampl	le School] -	Google Docs	Google Chrom	10			- 6	X
https://docs.google.co	om/spreadshee	et/gform?key=0A	tD2B-bM9Ya0dHN6	STIByVGt0Y05y	VDRpMXpWMjlhcWc8	kgridId=0#edit		
+ Add item - The	eme: Plain			👥 Share	Email this form	See responses -	More actions -	Save
Questions	-			-0484		144 197	04	
Text	ol							-
raragraphtext								
						workshops: NOTE:		
Choose from a list						or any injury that mig		
Scale						en Monday, Novem		
Grid								
Other								
Section header								
Page break	name *							
Sample Question	n 2							

Enter (Add Item), (Text).

Question Title	Email Address	
Help Text		
Question Type	Text	
Their answer		
Done V Make this	a required question	
		~

As shown above.

Question Title enter (Email Address)

Question Type (Text)



https://docs.go	ogle.com/spreadsheet/gform?key=0A	tD2B-bM9Ya0dHN6TlByVGt0Y05y	VDRpMXpWMjlhcWc8	gridId=0#edit		
Add item - tuestions Text Parceptoph fer Multiple choic Checkboxes Choose from Scale Grid ther Section heads	a list	Share	Email this form	See responses *	More actions -	Savi
Page break Phone (Hor Question T Help Text						
Question T Their answ Done						

Enter (Add Item), (Multiple choice).

Question Title	Grade	26 💼	
Help Text			
Question Type	Multiple choice 🛛 🖌 🖸 Go	to page based on answer	_
O k		×	
0 1		x	
0 2		x	
3		x	
0 4		x	∃
O 5		x	
O Click to add op	ion	or <u>add "Other"</u>	
Done Make t	his a required question		L
			~

As shown above.

Question Title enter (Grade)

Question Type (Multiple choice)



## Field 8 (image)

🐬 Edit form - [Samp	le School] -	Google Docs	Google Chrom	e			- 6	
https://docs.google.co	om/spreadshee	et/gform?key=0A	tD2B-bM9Ya0dHN6	TIByVGt0Y05y	VDRpMXpWMjlhcWc8	&gridId=0#edit		
+ Add item - The	eme: Plain			💽 Share	Email this form	See responses -	More actions -	Save
Questions	-							
Text	ol							- P
Paragraph text Multiple choice								
Checkboxes						workshops: NOTE: 1		
( #11 0-0-000 #100 # # 0/						or any injury that mig a BackPack mail. Eni		
Scale						een Monday, Noveml		
Grid								~
Other								
Section header	name *							
Page break								
Sample Questio	n 2							

#### Enter (Add Item), (Text).

Question Title	TEACHER	
Help Text		≡
Question Type	Text	
Their answer		
Done Make this	a required question	

As shown above.

Question Title enter (TEACHER)

Question Type (Text)



Add item - T	heme: Pl	ain		👥 Share	Email this form	See responses 🔻	More actions 👻	Sav
Jestions Text Paragroph fext Multiple choice Checkboxes Choose from a lis Scale Grid her Section header Page break	12							
Phone (Home) Question Title Help Text		Email Address	×				P 6	]

## Field 9 (image)

Enter (Add Item), (Multiple choice).

Question Title	RELEASE METHOD From Enric	chment	
Help Text			
Question Type	Multiple choice 💌 🗆 Go	to page based on answer	
Extended day		x	
O Pick-up		x	=
O Walk alone		x	
Click to add option	1	or <u>add "Other"</u>	
Done Make this	s a required question		~

#### As shown above.

Question Title enter (RELEASE METHOD From Enrichment)

Question Type (Multiple choice)



## Field 10 (image)

T				
			2	6
RELEASE METHOD From	n Enrichment			
Multiple choice	Go to page based on an	swer		
Land the second s				
	×			
	×			
	×			
li l	or add "Other"			
		×	Multiple choice Go to page based on answer	Multiple choice Go to page based on answer

Enter (Add Item), (Choose from a list).

Question Title	Enrichment Class 1	✓ C =
Help Text		
Question Type	Choose from a list 💌	
1.	Choice 1 ×	
2.	choice 2 ×	
3.	Choice 3 ×	
	Click to add option	
Done Make th	is a required question	×

#### As shown above.

Question Title enter (Enrichment class 1)

Question Type (Choose from a list)



## Field 11 (image)

Add item 👻	Theme: Plain	🔀 Share	Email this form	See responses 🔻	More actions 🔻	Sav
uestions						1
Text						
Paragraph te						
Multiple choic	e					
Checkboxes						
Choose from Scale	a list					
Grid						
her						
Section head	er					
Page break						
- <u>-</u>						
Question T	itle RELEASE ME	THOD From Enrichment			<u>/</u> 6 =	]
	itle RELEASE ME	THOD From Enrichment			26	9
Help Text					26	-) 
			n answer		26	
Help Text Question T			n answer			)
Help Text Question T O Extend	ype Multiple choir ded day	ce Go to page based or	n answer		26	
Help Text Question T O Extend O Pick-u	ype Multiple choid ded day	ce Go to page based of	n answer			
Help Text Question T O Extend	ype Multiple choid ded day	ce Go to page based or	n answer			
Help Text Question T Extend Pick-u	ype Multiple choid ded day	ce Go to page based of	n answer			
Help Text Question T Extend Pick-u	ype Multiple choir ded day p	Go to page based of X X X	n answer			
Help Text Question T Extend Pick-u Walk a Click t	ype Multiple choir ded day p	Ce Content of the second of th	n answer			

Enter (Add Item), (Choose from a list).

Question Title	Enrichment Class 2	26 🖻
Help Text		
Question Type	Choose from a list 💌	
1.	choice 1 ×	
2.	choice 2 ×	
3.	choice 3 ×	
	Click to add option	
Done Make t	his a required question	~

#### As shown above.

Question Title enter (Enrichment class 2)

Question Type (Choose from a list)

And make sure that the checkbox for (Make this a required question) Checked.

After finishing adding all the fields, click the "Save" button on the top left of the screen.



Note: In the more Action menu you can generate iframe code which you can put to any web page. Using this command the form could very easily be embedded on you school's web page. **Note:** If you choose to embed the form on an existing website using the iframe code, you may skip the next section of this manual ("Creating your School's registration web site").

Also note, in the very bottom of the form editor there is the public link to the form as shown below:





After you create your spreadsheet (form), you will have to follow these steps to create you're free Enrichment website for your school. The website is a webpage which holds the registration form. You may also use this website to post any other content that you might wish to share publically.

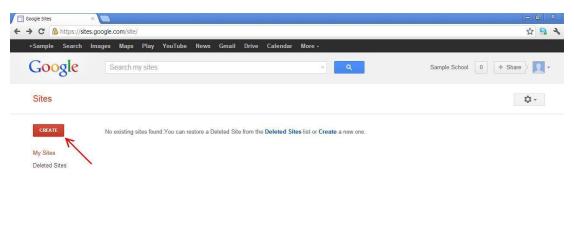
1- Login to <u>http://sites.google.com/</u>using your username and password.

## **Google sites (image)**

Sites         Dinking of creating a website?         Google Sites is a free and easy way to create and share webpages. Learn more.         Create rich web pages easily         Collect and can view and edit.         New! Create a site from dozens of pre-built templates         Direct Create a site from dozens of pre-built templates         Direct Create a site from dozens of pre-built templates         Direct Create a site from dozens of pre-built templates	ogle	
	Thinking of creating a website? Google Sites is a free and easy way to create and share webpages. Learn more. Create rich web pages easily Collect all your info in one place Control who can view and edit	Email Sample School Enrichment Password Sign in ✓ Stay signed in
An online science competition for curious young minds across the globe. All you need is a question. What's yours?	The Google Science Fair	Sign in with a Google Apps Account



## Creating new site (image)

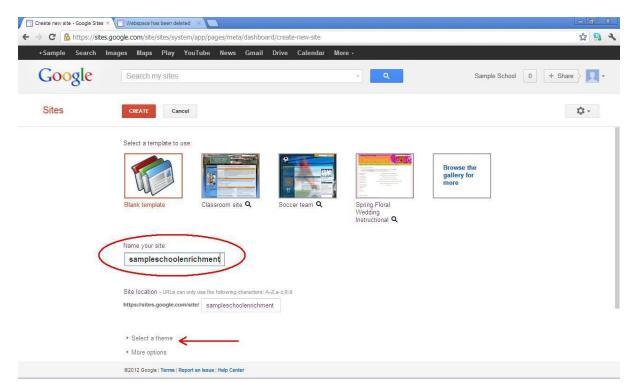


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#### CROWS (Course Registration Open-source Web-based System)

3- Choose the site name, then choose the theme for your site. A suggested site name is YourSchoolEnrichment in which you replace "YourSchool" with the name of your school:





## Site templates (image)

+Sample Search I	mages Maps Play YouTu	be News Gmail	Drive Calendar M	ore +			
Google	Search my sites			× Q	Sam	ple School 0 +	Share
Sites	CREATE Cancel						<b>Q</b> -
	https://sites.google.com/site/	sampleschooleenrich	nent				
	▼ Select a theme						
	Iceberg	Open Sky	Rounders	Slate	Simple	Ember	
	S.						
	Branches	Notebook	Legal Pad	Blank Slate	Micro Blueprint	Micro Lite	
		<b>16</b>			1		



5- Now your site will pop up in a new window, you will have to click on the (edit) button on the top right of your page

## **Editing the site (image)**

sample.school.enrichment1 ×		- 6 X
← → C 🍐 https://sites.goo	ogle.com/site/sampleschoolenrichment1/	☆ 🙈 <b>२</b>
Home Updated 2 minutes ag		Sample School + More + Starc
A Charles	sample.school.enrichment1	t page (o) Search this site
Home Sitemap Edit sidebar	Home	
	Recent Site Activity   Report Abuse   Brint Fage   Remove Access   Powerd By Coord Sites	



## Inserting spreadsheet to the site (image)

→ C A https://site	s.google.com/site/sampleschoolenrichment1/		a > <mark>9</mark>
Home	draft saved at 5:30 PM Save	Sample Sch Cancel	nool +
Insert Georgia	≎ 10pt ≎ B Z U A- M- co ो= ∺ ख ख छ छ छ ∐ I Zx अत्या⊳		
F	sample.school.enrichment1 Search thi	ssite	
<b>Home</b> Sitemap <u>Edit sidebar</u>	Home		
	Recent Site Activity   Report Abuse   Print Page   Remove Access   Powered By Google Sites		



#### <u>CROWS</u> (Course Registration Open-source Web-based System) 7-Choose insert spreadsheet form.

Home			Sample School
nsert Eormat Table Layout			
COMMON	GOOGLE	90 ]∃ ⊞ ⊞ ⊞ ⊞ ≣ ≣ ≣ ∐, ⊈   <i>I</i> <sub>X</sub> «mm.»	
🛋 Image	\$ AdSense		
co Link	Apps Script Gadget		
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Subpage listing	Chart		
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+1 button	Drawing	richmenti	Search this site
GADGETS	Group		
Recent posts	Map		
Recently updated files	Picasa Photo		
Recent list items	Picasa Web slideshow		
Text Box	Presentation		
HTML Box	Spreadsheet		
···· More gadgets	Spreadsheet form		
	Video	teport Abuse   Print Page   Remove Access   Powered By Google Sites	



8- Choose the form you entered earlier (in the previous section of this user manual) :

				Sample Scho
vsert Eormat Table Layout	Insert		×	
-	Google Docs Documents Presentations	Q C		
	Spreadsheets	sampleschoolenrichment		
Home Sitemap Edit titlebar	Forms Videos Drawings Folders Calendars Maps My Maps Upload photos Picasa Photos Picasa Albums Recently selected			
		Or paste a web address here:		
		Select		

#### **Choosing your spreadsheet (image)**



<u>CROWS</u> (Course Registration Open-source Web-based System) 9- Choose the dimensions shown below and click Save:

#### Site damnations (image)

Google Spreadsheet Form Properties	×
Display:          Include border around Google Spreadsheet Form         Include title:	
Height: 1383 pixels Width: 760 pixels (leave empty for 100% width)	

You now have a new School Enrichment website !!!

To see your website, visit:

https://sites.google.com/site/YourSchooEnrichment/

except that you must replace "YourSchool" with the name of your school.



## Enable automated confirmation emails

When parents register on your school enrichment page, they expect to quickly receive an automated confirmation email. Follow the steps below to enable confirmation emails for your school's registration website:

1- Access to <u>http://sites.google.com/</u>, then access to your web site, and then click on DRIVE button .

Access your site through Google sites (image)



https://drive.google.com/?tab=3o&authuser=0 Help Center



2- Choose you spreadsheet that you created earlier.

## Access your spreadsheet (image)

+Sample Search	mages Maps Play YouTube News Gmail Drive Cal	endar More +	
Google	Home ×	X 👻 🔍	Sample School 0 + Share Share
Drive			Sort 👻 🍹 👻
CREATE	П тисе	OWNER	LAST MODIFIED
Home	🗆 🚖 🔚 Sampleschoolenrichment	me	Jul 26 me
Starred	🗌 🙀 🔚 school test 🛛 Sampleschoolenrichment	me	Jul 1 me
Owned by me			
All items			

Collections shared with me

https://docs.google.com/spreadsheet/ccc?key=0AtD28-bM9Ya0dE14eGwwSUN6YVU3M1NvZnhZUWd3WVE



3- Click on INSESRT then choose SCRIPT.

## **Inserting a Script (image)**

										Sample School	-
school test 🤞										<b>a</b> Share	
		Teste	E	2)	edit was made 34 days	h Cl Ch	and Englander			■ snare	
rile Edit View	Insert Format D	ata 100is	Form (	5) Heip Last	edit was made 54 days	s ago by Sample.Scr	iooi.Enrichment				
e n a 🛛 -	Row above		Abc	A - 🕅 - 🖽 -	≣ • 88 • 🚍 Σ ·	[lu] ▼					
Timestamp	Row below									Show all formulas	
А				D	E	F	G	н	1	J	
Timestamp	Column left Column right		LAST	PARENT*	Phone (Home)*	Phone (Work)*	Email Address*	Grade*	Teacher	RELEASE METHOD From Enrichment	•
 7/1/2012 14:59:12	New sheet		t 1	Parent 1	Phone Home 1	Phone Work 1	heeesha@msn.com K		Teacher 1	Pick-up	
7/1/2012 15:00:21	New sneet		t 2	Parent 2	Phone Home 2	Phone Work 2	heeesha@msn.com		2 Teacher 2	Extended day	
7/1/2012 15:01:25	-		it 3	Parent 3	Phone Home 3	Phone Work 3	heeesha@hotmail.co		4 Teacher 3	Walk alone	
	P Comment	Shift+F2									
	Σ Function	►									
	L Chart										
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	Image										
	E Form										
	Drawing										
			_								
	Script										
	~										



<u>CROWS</u> (Course Registration Open-source Web-based System) 4- Search for FORMEMAILER then choose INSTALL.

## Installing FORMEMAILER (image)

-	C 🔒 https://	docs.google.com	n/spreadsheet/ccc?key=0AtD2B-bM	9Ya0dEpuc1JreW1MSkdNMnJtVEczNDl2MUE#gid=0			☆ 😘	
							Sample School	÷
	school test 🛸						🖨 Share	
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	A	D	Featured	lonnemailer		l. R	J	
		Student's F	Business		21		RELEASE METHOD From	l
	Timestamp	name*	Calendars and Schedules	/ FormEmailer		Teacher	Enrichment	
	7/1/2012 14:59:12	Student First		Add flexible automatic emails to your forms. Or do		acher 1	Pick-up	
	7/1/2012 15:00:27		Conversions and Calculations	easy mail merge! No javascript knowledge required.	Info	acher 2	Extended day	
	7/1/2012 15:01:29	Student First	Education	Take a look at the help page for more info.		acher 3	Walk alone	
			Fun and Games	hgabreu@gmail.com	Install			
				Help page				
			Personal Finance	A		_		
			Statistics	<b>V</b> FormEmailer				
			Miscellaneous	Add flexible automatic emails to your forms and do				
				easy mail merge in your spreadsheets! Take a look	Info	_		
			Policy	at the help page for more info.	Install			
			1 only	groundstation.atharva@gmail.com	install			
					1			
					Close			



×

CROWS (Course Registration Open-source Web-based System) 5- A warning page will be displayed, you may ignore and close the page below:

Script Gallery

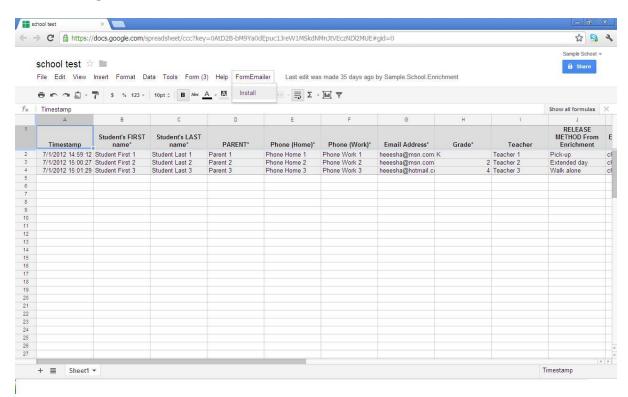
edite	script <i>FormEmailer</i> owned by <i>sample.school.enrichment@gmail.com</i> and last d by <i>sample.school.enrichment@gmail.com</i> on <i>Aug 4, 2012 6:05:36 PM</i> requires authorization to run
shoul	le makes no representations about the performance, quality, or content of this script. You d only run the script if you trust the creator, as you are solely responsible for any romise or loss of data that may result from using this script.
Pleas	e be sure to read the <u>Google Docs Additional Terms</u> before using scripts.
The s	cript requires access to the following services:
•	Spreadsheets (Read/Write)
:	Send Email Script Properties (Read/Write)
:	User Properties (Read/Write)
	This script is requesting permission to do potentially harmful operations. Only authorize the script if you truly trust the author!



Public	formemailer	Search	
Featured			
Business	FormEmailer		
Calendars and Schedules	Add flexible automatic emails to yo	ur forms. Or do	
Conversions and Calculations	easy mail merge! No javascript know Take a look at the help page for mo		Info
Education	hgabreu@gmail.com	re mo.	Install
Fun and Games	Help page		1.5
Personal Finance			
Statistics	FormEmailer		
Miscellaneous	Add flexible automatic emails to yo easy mail merge in your spreadshe		
Policy	at the help page for more info.	ets: Take a look	Info
	groundstation.atharva@gmail.com		Installed
	Installed		
	1		



7- Go back to your spreadsheet, now you will find a button for FormEmailer. Click the "Install" option under FormEmailer.





8- After refreshing, the FormEmailer will have more menu options. Choose the "Settings" option to enter the E-mail form you would like to send to the subscribers. You will choose FORMEMAILER, then choose SETTINGS.

C 🔒 https://de	ocs.google.com/spre	adsheet/ccc?key=	0AtD2B-bM9Ya0dE1	L4eGwwSUN6YVU3	M1NvZnhZUWd3WVE	5#gid=0			<b>公</b> S	•
								sample.school.enr	ichment@gmail.com	÷
Sampleschoole	nrichment								a Share	
File Edit View In	sert Format Data	Tools Form (10)	Help FormEmail	ler Last edit wa	s made 10 days ago by	/ Sample.School.Enr	ichment			
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FormEmailer Status			Process	manually				s	how all formulas	
A	В	С	About		F	G	н	1	J	
	Timestamp M/d/yyy		Student's LAST							
FormEmailer Status	H:mm:ss	name	name	PARENT	Phone (Home)	Phone (Work)	Email Address	Grade	TEACHER	1
Email sent	7/11/2012 16:13:15		Last Name	Hesham	123		hesham@klenka.coi		1 Teacher1	
Email sent	7/12/2012 17:13:00		last 2	parent 2	123		heeesha@msn.com K		t	
Email sent Field does not exist:	7/12/2012 17:19:15	Test	Student 001	Test Parent 001	Home Phone 001	Work Phone 001	support@memecent K		Test Teacher C	0
Address; Field does not exist: TEACHER; Field does not exist: Enrichment Class 1; Field does not exist: Enrichment Class 2; Email sent	7/12/2012 17:40:52	1	2		3 4	5	support@memecent			
Email sent	7/25/2012 15:11:57	Student / First	Student 4 Last	Parent 4	123		heeesha@msn.com K		Teacher 1	
Email sent	7/25/2012 15:12:41		Student 5 Last	Parent 5	123		heeesha@msn.com		1 Teacher 1	
Email sent	7/25/2012 15:13:30		Student 6 Last	Parent 6	123		heeesha@msn.com		2 Teacher 2	
Email sent	7/25/2012 15:14:31	Student 7 First	Student 7 Last	parent 7	123		heeesha@msn.com		B Teacher 1	
Email sent	7/25/2012 15:15:10		Student 8 Last	Parent 8	123		heeesha@msn.com		Teacher 2	
Email sent	7/25/2012 15:15:58	Student 9 First	Student 9 Last	Parent 9	123	123	heeesha@msn.com	2	2 teacher 1	
									-	
									-	
							/			
							-			

## **Creating mail template (image)**



- 9- Now you will fill the mail form shown in the (image) below as follows:
  - Sender Name: School Management.
  - To: choose from the dropdown menu Answers placeholder (Email Address) then press insert placeholder beside TO.
  - Subject: Request form.
  - Body:

<div><span style="color:rgb(0,0,255);">Thank you for your SampleSchool After-School Enrichment class enrollment application. <b>Please note:</b> Your application is not yet complete, all parents must sign and return the paper Hold Harmless Form via backpack mail between Monday, ??? Date -Friday ??? Date. The Hold Harmless Form should have been previously sent to you via Friday Folders and is also linked below: <br/><br/><br/>

<a

href="http://sites.google.com/site/SampleSchoolEnrichment/HoldHarmlessA greement.pdf?attredirects=0"

target="\_blank">http://sites.google.com/site/SampleSchoolenrichment/Hold HarmlessAgreement.pdf</a>

<br /></br /></span></div>

<div><span style="color:rgb(0,0,255);">You may choose to <u>print this email and attach it to the Hold Harmless Form</u> if practical. At a minimum, please print your child's name clearly on the Hold Harmless Form! It is imperative that each hold harmless form be able to be matched with the online application just submitted.<br><br>Below are the registration details you submitted:<br>>

</span></div>

<br/>br/>

<b>Timestamp: </b>#Timestamp|M/d/yyyy H:mm:ss#<br>

<b>Student's FIRST name: </b>#Student's FIRST name#<br>

<b>Student's LAST name: </b>#Student's LAST name#<br>

<b>PARENT: </b>#PARENT#<br>

<b>Phone (Home): </b>#Phone (Home)#<br>

<b>Phone (Work): </b>#Phone (Work)#<br>

<b>Email Address: </b>#Email Address#<br>

<b>Grade: </b>#Grade#<br>

<b>TEACHER: </b>#TEACHER#<br>

<b>RELEASE METHOD From Enrichment: </b>#RELEASE METHOD From Enrichment#<br>

<b>Enrichment Class 1: </b>#Enrichment Class 1#<br>

<b>Enrichment Class 2: </b>#Enrichment Class 2#<br>



20	e Edit View In		Se Star be				sample.school.en	richment@gmail.com
ē		s	FormEmailer S	Settings			~	
F	ormEmailer Status		Email Ad	vanced				Show all formulas
	A			Tancea			1	J
			1		Answers placeholders:	alaterative and the second		
Fo	ormEmailer Status	Ti	Sender Name:	FormEmailer		← insert placeholder	Grade*	Teacher
		7/1/2	To:	sample.school.enrichmer	nt@gmail.com	← insert placeholder		Teacher 1
		7/1/2	Subject:	New form submitted		← insert placeholder		2 Teacher 2
		7/1/2		Submitted values:			-	4 Teacher 3
				<b>Enrichment Class 1:</b>	*#Phone (Work)*# >#Email Address*# *#	om Enrichment#		
			Add field: Reply	To Cc Bcc	Save and Close	∱ insert placeholder		
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							0.00	

After you filled the form shown in the (image) by the data fields, now you have your mail template ready to be sent. All you have to do now is (SAVE AND CLOSE)



		cs.googic.com/sprc	ausheey ccc: key -	OALD2D-DM918000	14eGWW50N6YV03P	11NvZnhZUWd3WVI	=#gla=0			fa 🔝	÷ .
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2	Email sent	7/11/2012 16:13:15	F Solver		esham	123		hesham@klenka.coi		1 Teacher1	
3	Email sent	7/12/2012 17:13:00	5		arent 2	123		heeesha@msn.com K		t	
	Email sent Field does not exist:	7/12/2012 17:19:15	Enable Autoo	omplete	est Parent 001	Home Phone 001	Work Phone 001	support@memecent K		Test Teacher 0	01
	does not exist: Email Address; Field does not exist: TEACHER; Field does not exist: Enrichment Class 1; Field does not exist: Enrichment Class 2; Email sent	7/12/2012 17:40:52	Protect sheet		2	3 4	5	support@memecent		5	
ġ.,	Email sent	7/25/2012 15:11:57		Student 4 Last	Parent 4	123		heeesha@msn.com K		Teacher 1	
	Email sent	7/25/2012 15:12:41		Student 5 Last	Parent 5	123		heeesha@msn.com		1 Teacher 1	
	Email sent	7/25/2012 15:13:30		Student 6 Last	Parent 6	123		heeesha@msn.com		2 Teacher 2	
	Email sent	7/25/2012 15:14:31		Student 7 Last	parent 7	123		heeesha@msn.com		3 Teacher 1	
0	Email sent Email sent	7/25/2012 15:15:10 7/25/2012 15:15:58		Student 8 Last Student 9 Last	Parent 8 Parent 9	123		heeesha@msn.com		4 Teacher 2 2 teacher 1	
2	Email sent	1/20/2012 15:15:58	Student 9 First	Student 9 Last	Parent 9	123	123	heeesha@msn.com		z teacher 1	-
3				-							
1											
5											
8											
7											

## Creating automatic mail generator (image)



#### <u>CROWS</u> (Course Registration Open-source Web-based System) 11- Now choose CURRENT SCRIPT TRIGGER.

FormEmailer				sample.school.enrichme	ent@gmail.com 🤜
Formemalier File Edit View		Resources Help		1 other viewer	
	60 ×	Current script's triggers			
ormEmailer	FormEma	All your triggers			
FormEmailer 🔻	6 to:"T 7 subjec 8 9 fSheet 10 qtt:" 11 qWern: 12 qLimit 13 fLoc: 14 closur 15 closur 16 quota: 17 18 menuSe 19 versio 20 about1	i"Sender Name", replyTo: "Rep O', ce: "Ce", bcc: "Boc", t: "Subject", body: "Body", htt : "Form sheet", fSheetDESC: "N Quota warning", qWarDESC: "I "Quota limic", qLimitDESC: "I "Outa limic", qLimitDESC: " "Formulas Location", fLoDESC: evalues: "values", closureDESC evalues: "values", closureForm "Remaining quota", quotaDESC: ttings: "Settings", menuManual n: "(1) - version {2}", //scrip : "Script devaloped by {}", //scrip	are of the sheet that holds the form answers", ntity of emails sent per form submitted", Daily quots threshold that will trigger a warning email", Quota minimum value where formEmailer will stop sending emails", "Enter the location using the format: SheetNamelAiB", "Thet the script should do after your formulas are evaluated", ulas: "formulas", closureClear: "clear", "Amount of your deily quota you got left now", ly: "Process manually", menuAbout: "About", menuFix: "Fix", pt name; version number /my name		
	22 23 status 24 status 25 status 26 mailEr 27 status 28 status 30 status 31 32 manual	Email: "Email(]) sent", //email Not: "Emoil(]) not sent", //em Error: "Error sending email(]) or Quota: "Quota limit reached", MissingField: "Field dees not FormattingErr: "Error formatti DateFormaErr: "Error formatti Question: "Which line do you wi	<pre>can be found at", //site link will be in the line bellow l index (will be blank if there"s only one) ail index : (2)", //email index; error message; line number exist: (1)", //placeholder name ng field; (1)", //full placeholder definition ng date field: (1)", //full placeholder definition ant process?/nAppend an * to the line number to process from it to the end", io number. Aborting.", //value entered by user</pre>		



Run		Events			
onOpen	~	From spreadsheet	V On open	$\sim$	
onEdit	×	From spreadsheet	V On edit	~	



Current project's t						
Run		Events				
onOpen	*	From spreadsheet	On open	*		
onEdit	Y	From spreadsheet	On edit	*		
timeDriven	~	From spreadsheet	<ul> <li>On open</li> </ul>	~	notifications	
Add a new trigger		From spreadsheet Time-driven				



A 1.1	trigger	Specific date and time Minutes timer
timeDriv	en 🔽	Time-driven Minutes timer V Every minute notification
onEdit	¥	From spreadsheet 🛛 On edit
onOpen	>	From spreadsheet V On open
Run		Events
	project's triggers	Events



Run		Events					
onOpen	×	From spreadsheet	×	On open	V		
onEdit	*	From spreadsheet	¥	On edit	¥		
X timeDriven	~	Time-driven	~	Minutes timer	~	Every 5 minutes	notifications
Add a new trigger						Every minute Every 5 minutes	

Then save, and now the automatic mailing is working, just test the output.



In order to create your own excel sheet that will list all students and the classes that for which they are registered, you will have to follow these steps.

1- First you will have to download the template file from the following link <u>http://www.crows.cc/home/ExcelScriptingDocumentation.zip</u> Then you will have to extract the ZIP file as follows.

Open with WinZip		
Upload to 4shared		
Oscan Excel Scripting documentation.zip		
Open with Share with Start files	•	
<ul> <li>Extract Here</li> <li>Extract to Excel Scripting documentation</li> <li>WinZip</li> </ul>	<u>,</u>	Extract to
Restore previous versions	9	
Send to	• 🗳	Extract to folder C:\Users\Hesham\Desktop\schools\Excel Scripting documentation
Send to Cut Copy Paste	• 5	Extract to folder E-Mail Excel Scripting documentation.zip

#### Unzip a file (image)

Click on the right button of your mouse, you will get the (image) above, then left click on (EXTRACT HERE).



ut On an with WinZin	4/3	3/2012 10:20 PM	WinZip File	5 KB			
Open with WinZip	4/3	3/2012 10:36 PM	DOCX File	245 KB			
dy to	- 4/3	3/2012 10:33 PM	Microsoft Office E	122 KB			
<ul> <li>Scan input.zip</li> <li>Shred File</li> <li>Open with</li> </ul>	•						
Share with Extract files Extract Here Extract to input\	•						
@ WinZip	ġ						
Restore previous versions	ą						
Send to	• @	Extract to folder	C:\Users\Hesham\Des\s	ch\Exc\input			
Cut Copy	4	D Extract to folder					
Create shortcut Delete	4	Encrypt Create Self-Extra	ctor (.Exe)				
Rename	9	Configure					
Properties							

Then you will get a folder with the same name (excelscriptdocumentation) you will have to access to this folder by double clicking on the folder.

Then right click on the file (INPUT.ZIP) as shown in the above (image). And left click on (EXTRACT Here).

Now, that the Input and Output folders have been created, they must be copied to your C:\ drive. This is explained on the following pages.



## Copying a file (image)

📙 input	4/3/2012 4:15 PM File folder	
📙 output	8/6/2012 4:40 AM File folder	
input Instructions for tes sampleschoolenrie	<b>Open</b> Open in new window Add to VLC media player's Playlist Play with VLC media player	5 KI 245 KI 122 KI
	Upload to 4shared Shred File	
	Share with Add to archive Add to "Excel Scripting documentation.rar" Compress and email Compress to "Excel Scripting documentation.rar" and email WinZip Scan selected areas for viruses	•
	Send to	•
	Cut	
	Сору	
	Create shortcut	
	Delete	
	Rename	
	Properties	

Then, choose both folders (INPUT) and (OUTPUT), by pressing ctrl button and left clicking on both folders, then while pressing ctrl button just right click by the mouse.

And then left click on (COPY) as shown in the above (image).



	A CONTRACTOR				
					Search Excel Scripting documentation
-	in library ▼ Share with ▼ Burn	New folder	Tora		₩ - □
Favorites     Favorites     Desktop     Downloads     Downloads     Recent Places     Documents     Music     Pictures     Videos     Videos     Homegroup     Conseuter     win 7 (C:)	Name Jouput Jouput Jinput Sampleschoolenrichment	Date modified 4/3/2012 4:15 PM 8/6/2012 4:40 AM 4/3/2012 4:20 PM 4/3/2012 4:35 PM 4/3/2012 4:33 PM	Type File folder File folder WinZip File DOCX File Microsoft Office E	Size 5 KB 245 KB 122 KB	
Network					

Then left click on the Win 7 (C: ) drive on the left of your screen.

## Pasting a file (image)

View	+
Sort by	•
Group by	+
Refresh	
Pasle	
Paste shortcut	
Undo Rename	Ctrl+Z
Share with	•
New	•
Properties	

8

Then right click on the blank part of the drive, then press (PASTE), then you will find the computer copying these folders to the drive (C:).



<u>CROWS</u> (Course Registration Open-source Web-based System) After doing that, now you are ready to create your Excel file.

2- Download your spreadsheet form from your site.

→ C A https://	uocs.google.com/spi	eausneet/ccc:key=	OALD2B-DH9180UE.	140000501001703	M1NvZnhZUWd3WV	L#giu=0			**	8
Campleonhad	and have at 20	~						sample.school.er	irichment@gmail.c	_
the second s	enrichment 🕸								🔒 Share	٤,
File Edit View	Insert Format Data	a Tools Form (10	) Help FormEmai	ler Last edit wa	is seconds ago					
Share		10pt ‡ B Abc A	- 🕅 - 🖽 - 🔳	- 32 - 🚍 Σ -	<u>[u]</u> 7					
New	F								Show all formula	as
0	Ctrl+O	C	D	E	F	G	н	1	L	
Open Rename	Cm+O	Student's FIRST	Student's LAST							
Make a copy		name	name	PARENT	Phone (Home)	Phone (Work)	Email Address	Grade	TEACH	ER
маке а сору		First Name	Last Name	Hesham	123		hesham@klenka.co		1 Teacher1	
Import		student 2 Test	last 2 Student 001	parent 2 Test Parent 001	123 Home Phone 001	Work Phone 001	heeesha@msn.com K support@memecent K		t Test Teache	
Download as	•	Microsoft Excel 9	7-2003 (.xls)							
Publish to the W		OpenDocument F								
Email collaborate	ors	PDF Document (.	pdf)		3 4	5	support@memecent		5	
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		1		it sheet)	123		heeesha@msn.com		1 Teacher 1	
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## Downloading the spreadsheet (image)



 CROWS (Course Registration Open-source Web-based System)

 3- Open the excel sheet and click on THE WINDOWS LOGO, then EXCEL OPTIONS.

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4- Make sure that the check box for SHOW DEVELOPER TAB IN RIBBON is checked.

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#### Turning on the Developers Tab in MS Excel (image)



<u>CROWS (Course Registration Open-source Web-based System)</u> 5- Now open the Excel file "Ready to Test.xls" which you previously unzipped in Step 1, go to DEVELOPER tab, then click on DESIGN MODE.

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6- Select all five buttons from "Ready to Test.xls" and right click and choose Copy. Then paste these five buttons to the Excel file that you downloaded in Step 2 previously:

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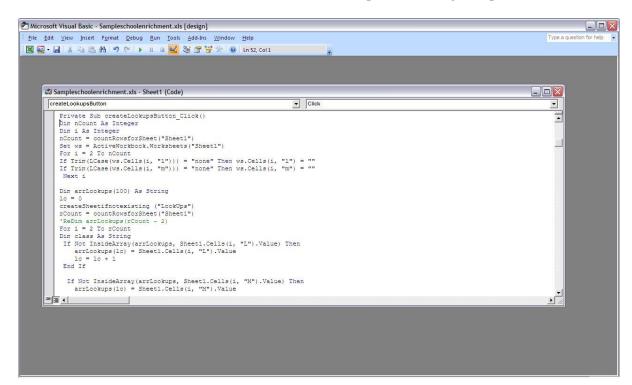
Note: When you copy and paste buttons between MS Excel sheets, it is unfortunate that MS Excel renames the buttons button1, button2 and so forth. You must correct this by renaming each copied button so that the button name is the same on your own sheet as it is on the template sheet.

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It is important that the copied Excel buttons have the exact same name as "Ready to Test.xls". Otherwise, the Excel Buttons will not work.



7- Double click on any one of the five buttons from "Ready to Test.xls", select all, and then right click and choose Copy. Then double click on any one of the five buttons in the Excel file that you downloaded in Step 2 previously. Then click paste to copy all VBA macro code for all five buttons. (Note, all code copies in this single step).



Finally, save your Excel file. This one file contains all data for your school and also has 5 Microsoft Excel buttons which will help you automate the management of your School Enrichment program.

The next section of this user's manual contains a tutorial on the use of the MS Excel buttons.



### **Tutorial on the use of the MS Excel buttons**

This tutorial uses sample data provided at:

http://www.crows.cc/home/ExcelScriptingDocumentation.zip

To learn the CROWS system, it is recommended that you follow the tutorial first using only the provided sample data. Thereafter, you may repeat this process using the data from your school's website.

1. Open "Ready to Test.xls" and click on the **Sheet 1** tab and enable Macros:

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7	StudentFirst007	StudentLast007	Step 2 Step 3 Step 4		7	Email007	1	Pick-up T	ea
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### **Enable Macros (Image)**



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4	3D LEGO	10	20
5	Earth Scie	10	20
6	Performing	10	20
7	Robotics 1	10	20
8	Learn Ame	10	20
9	Guitar Fun	10	20
10	Hip Hop (G	10	20
11	Making Mu	10	20
12	Robotics 1	10	20
13	Emotion in	10	20

## School Class Max and Min form (Image)

#### Edit the Min's and Max's as shown below:

Class Min M	nan
Video Game Design (Grades 3-5) 8 1	2
Yoga (Grades K-5) 8 1	5
3D LEGO Design (Grades K-2) 8 2	24
Earth Science for Curious Kids 3 1	2
Performing Puppets by ETC (Grad 7 1	2
Robotics 1 (Grades K-1) 5 1	5
Learn American Sign Language th 10 2	20
Guitar Fundamentals II (Grades 5 1	0
Hip Hop (Grades K-5) 14 2	20
Making Music with Technology (G 5 1	5
Robotics 101 (Grades 2-5) 5 1	5
Emotion in Motion by ETC (Grade 7 1	2

**Note:** The Original data on Sheet1 was changed in this step. All Enrichment Class 1/2 = "None" were changed to Enrichment Class 1/2 = "".



3. Click the **"Step 2 - First Come, First Serve"** button. Note the results. Note also that **"Completed Application Received"** is the basis for the "First Come, First Serve" button and this is **"Completed Application Received "** must be entered manually. For this to work well, the paper (physical) PTA Enrichment mailbox needs to be checked *at least* daily.

(Note in this sample file some times are set to 12:00 PM and others to 12:05 PM....this is an example of how a manual lottery can be done and the results respected by the MS Excel First Come, First Serve button.)

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2	Step 1	- Create Lookups	Teacher001	Design (Grades 3- 5)		1/9/12 12:00 PM				
3	Stop 2 . I	First Come, First Serve	eacher002	Yoga (Grades K-5)		1/10/12 12:00 PM				
4		- Generate Emails	Teacher003	3D LEGO Design (Grades K-2)	Earth Science for Curious Kids	1/11/12 12:00 PM				
5	Step 4 - 0	Create Lookups AGAIN	Feacher004	3D LEGO Design (Grades K-2)		1/12/12 12:00 PM				
6	Step 5	i - Generate Class Ros	ters 003	Earth Science for Curious Kids 3D LEGO Design	Earth Science for	1/13/12 12:00 PM				
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8		5 Pick-up	Teacher005	Design (Grades 3- 5)		1/10/12 12:05 PM				
9		1 Pick-up	Teacher004	Performing Puppets by ETC (Grad Video Game		1/11/12 12:05 PM				
10		4 Pick-up	Teacher006	Design (Grades 3- 5)		1/12/12 12:05 PM				
1		1 Pick-up	Teacher003			1/13/12 12:05 PM				
2		1 Pick-up	Teacher004		Robotics 1 (Grades	1/9/12 12:00 PM				
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↓ leady		Sheet1 Earth Sc	ience for Curious Kids	Guitar Fundamer	itais II (Grades	4		100%		

## **Completed Application Received (Image)**



4. Unzip "input.zip" to C:\input. Create an empty directory called C:\Output. Click on the Sheet 1 tab and then click the "Step 3 - Generate Emails" button:

Note the emails generated in C:\output . (If desired, these emails may be manually edited prior to emailing.)



5. Click the **"Step 4 -- Create Lookups AGAIN"** button. The Lookup tab is created and displayed. Note the class column now truncates all names to 31 characters or less. This is required because this is maximum size of an MS Excel sheet name.

6. After **"Step 4 -- Create Lookups AGAIN"** is complete, click the **"Step 2 - First Come, First Serve"** button <u>again</u>. Note the results. Specifically all class names are now 31 characters or less on all tabs and "Making Music with Technology (G" to account for 31 character limit in creating new MS Excel test data.

Click the "Step 2 - First Come, First Serve" button. Note the results if/as desired.

7. Click on the **Sheet 1** tab and then click the "**Step 5 -- Generate Class Rosters**" button:

A class roster (with correct data) will be auto-generated: one new Excel tab for each class.

8. Compare your current Excel sheet ("Ready to Test.xls") with "TestResults.zip". The files should be identical. This validates that your Excel buttons are working correctly.

Your feedback is welcome! Please send all suggestions and change requests to mailto: <a href="mailto:support@crows.cc">support@crows.cc</a>.