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.

http://www.crows.cc
## Document Change Record

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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 http://www.crows.cc/ContactUs to request your password to the CROWS test site.
2. Access the web site https://sites.google.com/site/sampleschoolenrichment1/ and pretend you are a parent registering a student for an after-school enrichment class:

   ![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 test 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 https://sites.google.com/ 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:
7. Click on the “SampleSchoolenrichment” circled in red below so that you can see the spreadsheet form for the Sampleschoolenrichment1 website:

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

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.)*
Creating your free Google account

1. 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. **Note:** Google Accounts are completely free.

- Go to [www.gmail.com](http://www.gmail.com)
- Create your e-mail account. A suggested email name is YourSchoolEnrichment@gmail.com in which you replace “YourSchool” with the name of your school:

![Google Account Homepage](image)
Creating your School’s web registration form

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

3. Click Create and choose Form:

New Spreadsheet (image)
4. From the spreadsheet screen create a form (Tools, Forms, Create form)

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)
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 after-school 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 exactly 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:

As shown above.

Question Title enter (Student’s FIRST name)

Question Type (Text)

And make sure that the checkbox for (Make this a required question) Checked.
Field 2 (image)

Enter (Add Item), (Text).

As shown above.

Question Title enter (Student’s LAST name)

Question Type (Text)

And make sure that the checkbox for (Make this a required question) Checked.
Enter (Add Item), (Text).

As shown above.

Question Title enter (PARENT)

Question Type (Text)

And make sure that the checkbox for (Make this a required question) Checked.
Field 4:

Field 4 (image)

Enter (Add Item), (Text).

As shown above.

Question Title enter (Phone (Home))

Question Type (Text)

And make sure that the checkbox for (Make this a required question) Checked.
Field 5:

Enter (Add Item), (Text).

As shown above.

Question Title enter (Phone (Work))

Question Type (Text)

And make sure that the checkbox for (Make this a required question) Checked.
Field 6:

Field 6 (image)

Enter (Add Item), (Text).

As shown above.

Question Title enter (Email Address)

Question Type (Text)

And make sure that the checkbox for (Make this a required question) Checked.
Field 7 (image)

Enter (Add Item), (Multiple choice).

As shown above.

Question Title enter (Grade)

Question Type (Multiple choice)

And make sure that the checkbox for (Make this a required question) Checked.
Field 8:

Field 8 (image)

Enter (Add Item), (Text).

As shown above.

Question Title enter (TEACHER)

Question Type (Text)

And make sure that the checkbox for (Make this a required question) Checked.
Enter (Add Item), (Multiple choice).

As shown above.

Question Title enter (RELEASE METHOD From Enrichment)

Question Type (Multiple choice)

And make sure that the checkbox for (Make this a required question) Checked.
Field 10:

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

As shown above.

Question Title enter (Enrichment class 1)

Question Type (Choose from a list)

And make sure that the checkbox for (Make this a required question) Checked.
Field 11:

Field 11 (image)

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

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:

![Form Example](image-url)
Creating your School’s registration web site

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 http://sites.google.com/ using your username and password.
2- Choose the Create button to create the page.
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:
Choose branches theme
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)
```

![Image of editing site](image-url)
Inserting spreadsheet to the site (image)
CROWS  (Course Registration Open-source Web-based System)

7-Choose insert spreadsheet form.
8- Choose the form you entered earlier *(in the previous section of this user manual)*:

**Choosing your spreadsheet (image)**
9. Choose the dimensions shown below and click Save:

**Site damnations (image)**

Google Spreadsheet Form Properties

- Include border around Google Spreadsheet Form
- Include title: 
- Height: 1363 pixels
- Width: 760 pixels (leave empty for 100% width)

Save  Cancel

You now have a new School Enrichment website!!

To see your website, visit:

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

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 [http://sites.google.com/](http://sites.google.com/), then access to your web site, and then click on DRIVE button.

**Access your site through Google sites (image)**
2- Choose your spreadsheet that you created earlier.

Access your spreadsheet (image)

https://drive.google.com/open?usp=sharing&pid=1&hid=11888
3- Click on INSERT then choose SCRIPT.

**Inserting a Script (image)**

![Inserting a Script (image)](image)
4- Search for FORMEMAILER then choose INSTALL.
5- A warning page will be displayed, you may ignore and close the page below:

Script Gallery

Authorization required

The script FormEmailer owned by sample.school.enrichment@gmail.com and last edited by sample.school.enrichment@gmail.com on Aug 4, 2012 6:05:36 PM requires your authorization to run.

Google makes no representations about the performance, quality, or content of this script. You should only run the script if you trust the creator, as you are solely responsible for any compromise or loss of data that may result from using this script.

Please be sure to read the Google Docs Additional Terms before using scripts.

The script 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!
6- Make sure that the FORMEMAILER is installed.
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.

Creating mail template (image)
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:**

```html
<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 />

  &lt;u&gt;You may choose to print this email and attach it to the Hold Harmless Form&lt;/u&gt; 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.&lt;br /&gt;

  Below are the registration details you submitted:<br />
</span>
</div>

<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 />
```

<a href="http://sites.google.com/site/SampleSchoolEnrichment/HoldHarmlessAgreement.pdf?attredirects=0" target="_blank">http://sites.google.com/site/SampleSchoolEnrichment/HoldHarmlessAgreement.pdf</a>

<br />
<br />
<br />
<br />
<br />
```
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)
Creating automatic mail generator (image)

Now you choose **TOOLS**, then go to **SCRIPT EDITOR**.
11- Now choose CURRENT SCRIPT TRIGGER.
12- Choose ADD NEW TRIGGER.
13- Now for the new trigger you choose, TIME DRIVEN.
14. Choose MINUTES TIMER/
15- Now choose EVERY 5 MINUTES.

Then save, and now the automatic mailing is working, just test the output.
Creating Your Microsoft Excel file

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
http://www.crows.cc/home/ExcelScriptsDocumentation.zip
Then you will have to extract the ZIP file as follows.

Unzip a file (image)

Click on the right button of your mouse, you will get the (image) above, then left click on (EXTRACT HERE).
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.
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).
Then left click on the Win 7 (C:) drive on the left of your screen.

Pasting a file (image)

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:) .
After doing that, now you are ready to create your Excel file.

2- Download your spreadsheet form from your site.
3- Open the excel sheet and click on THE WINDOWS LOGO, then EXCEL OPTIONS.
4- Make sure that the check box for SHOW DEVELOPER TAB IN RIBBON is checked.
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.
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:

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.

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.
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:

Enable Macros (Image)
2. Click the "Step 1 -- Create Lookups" button. The Lookup tab is created and displayed:

### School Class Max and Min form (Image)

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Class</td>
<td>Min</td>
<td>Max</td>
</tr>
<tr>
<td>2</td>
<td>Video Game Design (Grades 3-5)</td>
<td>8</td>
<td>12</td>
</tr>
<tr>
<td>3</td>
<td>Yoga (Grades K-5)</td>
<td>8</td>
<td>15</td>
</tr>
<tr>
<td>4</td>
<td>3D LEGO Design (Grades K-2)</td>
<td>8</td>
<td>24</td>
</tr>
<tr>
<td>5</td>
<td>Earth Science for Curious Kids</td>
<td>3</td>
<td>12</td>
</tr>
<tr>
<td>6</td>
<td>Performing Puppets by ETC (Grad</td>
<td>7</td>
<td>12</td>
</tr>
<tr>
<td>7</td>
<td>Robotics 1 (Grades K-1)</td>
<td>5</td>
<td>15</td>
</tr>
<tr>
<td>8</td>
<td>Learn American Sign Language</td>
<td>10</td>
<td>20</td>
</tr>
<tr>
<td>9</td>
<td>Guitar Fundamentals II (Grades</td>
<td>5</td>
<td>10</td>
</tr>
<tr>
<td>10</td>
<td>Hip Hop (Grades K-5)</td>
<td>14</td>
<td>20</td>
</tr>
<tr>
<td>11</td>
<td>Making Music with Technology</td>
<td>5</td>
<td>15</td>
</tr>
<tr>
<td>12</td>
<td>Robotics 101 (Grades 2-5)</td>
<td>5</td>
<td>15</td>
</tr>
<tr>
<td>13</td>
<td>Emotion in Motion by ETC</td>
<td>7</td>
<td>12</td>
</tr>
</tbody>
</table>

**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.)
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 again. 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: support@crows.cc.