

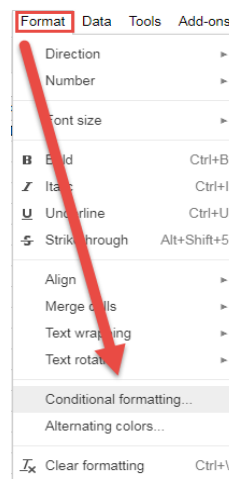
Using Conditional formatting rules in a Google Sheet is helpful when there is a large amount of data and you want to monitor specific data that changes.

Why feature it? How could this benefit teaching and learning?

- Provides a focus on specific data that you want to monitor
- Communication: emphasizes data that can place importance to the information provided when shared.
- Collaboration: with faculty / staff, provide focal points for decision-making based on data for teaching and learning.

Directions:

1. Select the range of cells or column(s) in the Google Sheet that you want format.
2. On the menu, click Format, select Conditional Formatting.



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3. Define your conditions and colors. Click Done

Note: Conditions can be set for cell color or text color. You can always set more than one condition, just add another rule. This can be applied to text or values.

