This is in BETA! Please send feedback to mrskeeler@gmail.com

TurnInTab

Description

Participants/Students TURN IN the tab of a spreadsheet they are working on to the leader/teacher.

TurnInTab takes a basically blank spreadsheet and turns it into a collection sheet from students or participants. Participants/students do work independently (not collaboratively) on a spreadsheet. They are then able to turn in their spreadsheet to the leader/teacher. The tab the participant/student turns in appears in the leader/teachers spreadsheet. This gives the leader/teacher one place to check all of the participant/student work.

Leader/Teacher Template

https://docs.google.com/spreadsheets/d/1uji8dJOgQWxh2-HTHqZbKOvMf-2VduqQLcf-ROsgjbI/copy

Shortcut: http://alicekeeler.com/turnintab

Directions

1. Leader/teacher clicks on the link above to make a copy of the template with the script installed. This is suppose to be a blank spreadsheet.
2. Leader/teacher goes to the Add-On menu and finds “Copy of TurnInTab.”
3. Leader/teacher Choose “Start TurnIntab.” This opens a sidebar window.
4. Click on the “Create Participant Spreadsheet” button in the sidebar.
5. This generates a spreadsheet template for participants/students to use.
6. Leader/teacher click on the link in A1. Edit the TEMPLATE tab if you want to provide a graphic organizer for participants.
7. Provide the link in cell A1 to participants/students.
    a. TIP: replace the /edit at the end of the URL with /copy to prompt a copy.
        i. The link in **cell A2** already has the /edit replaced with /copy. Share the link in cell A2 to prompt participants/students for a copy.
    b. Otherwise, participants/students will need to use the File menu to make a copy.
    c. OR put the document from cell A1 into Google Classroom and “Create a copy for each student” in an assignment.
        i. DO NOT share the link to the teacher/leader spreadsheet.

8. Participants/students after opening up the spreadsheet will want to go to the Add-On Menu and choose the “Copy of TurnInTab” option. This opens a sidebar menu. From there they choose “Check In.”
    a. This sends the leader/teacher the participant/students name, email address and link to their file.
9. For the leader/teacher a roster of users is populated on the first tab.
10. Participants/students will do their work according to the leader/teacher directions.
11. When the Participants/students are done with their work and ready to turn in their work they will go back to the sidebar menu and choose “Turn In.”
    a. This creates a COPY of the participants/students work on that tab and turns it into the leader/teacher.
12. Tabs will start to show up in the leader/teacher spreadsheet. Once a participant/student turns in their work, that work is copied to a tab for the leader/teacher.
13. Now all participant/student work is in one spreadsheet.
    a. Since the work is a COPY the leader/teacher can edit the spreadsheet of student work without affecting the students work.