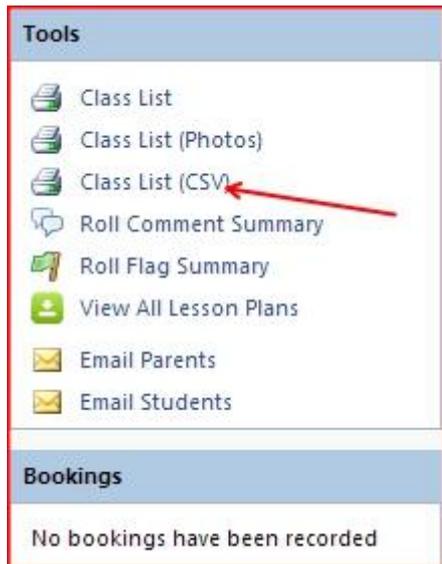


CREATING A SHARE LIST FOR MELBA GOOGLE DOCS FOR USE WITH DOCTOPUS

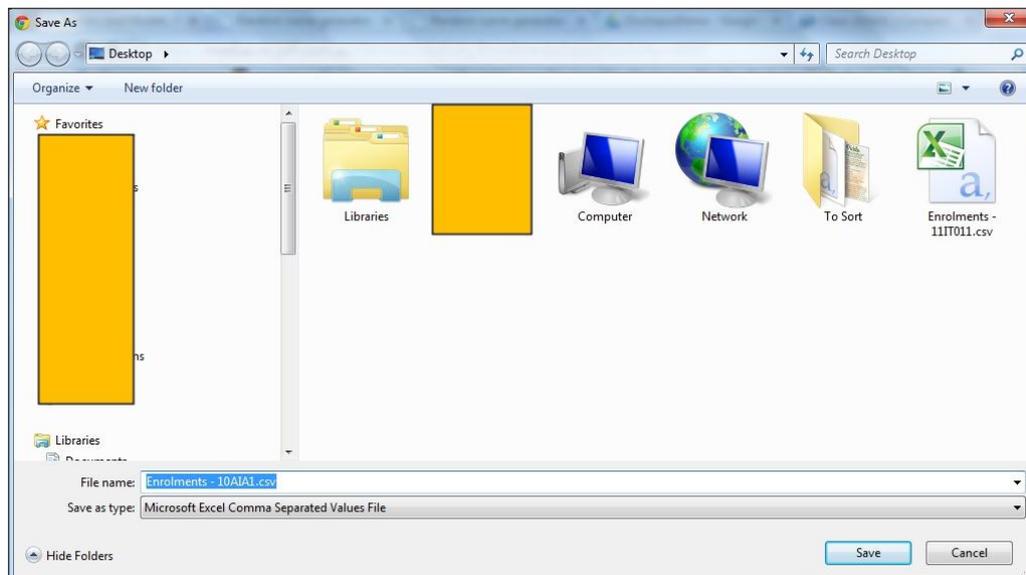
Open the file melba_student_email_creator_v2_1.xltx that accompanied this instruction sheet. It is a Template file, which means it will open a new version of itself every time you open it leaving the original ready for reuse each time



Navigate to Compass and select the class for which you want to create a share list.

This will download a csv file. This is special type of data file called a Comma Separated Value file which will open in Excel

In the instance below the file is being downloaded to the desktop



| | A | B | C | D | E | F | G |
|----|------------------|---------------|------------|-----------|-----------|---|---|
| 1 | ImportIdentifier | PreferredName | LastName | FormGroup | YearLevel | | |
| 2 | XYZ123 | Rafaela | Carvalho | WR1 | 10 | | |
| 3 | XYZ124 | Luís | Cardoso | BL2 | 10 | | |
| 4 | XYZ125 | Ryan | Correia | WR1 | 10 | | |
| 5 | XYZ126 | Camila | Gomes | BL1 | 10 | | |
| 6 | XYZ127 | Marina | Castro | BL2 | 10 | | |
| 7 | XYZ128 | Erick | Carvalho | WT2 | 10 | | |
| 8 | XYZ129 | Camila | Rocha | WR1 | 10 | | |
| 9 | XYZ130 | Matilde | Cavalcanti | WT2 | 10 | | |
| 10 | XYZ131 | Luan | Pinto | WT4 | 10 | | |
| 11 | XYZ132 | Igor | Sousa | WT1 | 10 | | |
| 12 | XYZ133 | Luiz | Dias | WR1 | 10 | | |
| 13 | XYZ134 | Clara | Rodrigues | BA2 | 10 | | |
| 14 | XYZ135 | Kauã | Oliveira | BL1 | 10 | | |
| 15 | XYZ136 | Renan | Barros | WT2 | 10 | | |
| 16 | XYZ137 | Mateus | Castro | WT2 | 10 | | |
| 17 | XYZ138 | Miguel | Ferreira | BA2 | 10 | | |
| 18 | | | | | | | |
| 19 | | | | | | | |
| 20 | | | | | | | |
| 21 | | | | | | | |
| 22 | | | | | | | |

Control C to copy or edit "Copy"

Open the downloaded class file and copy all the data by left clicking and wiping across all the cells that contain data. In this case to the left it would be A1 to E17. Right click and select copy or press ctrl and C.

Now go to the Melba Student Email Creator workbook you opened at the top of the page and open

| | A | B | C | D | E | F | G | H | I | J |
|----|---|---|---|---|---|---|---|---|---|---|
| 1 | | | | | | | | | | |
| 2 | | | | | | | | | | |
| 3 | | | | | | | | | | |
| 4 | | | | | | | | | | |
| 5 | | | | | | | | | | |
| 6 | | | | | | | | | | |
| 7 | | | | | | | | | | |
| 8 | | | | | | | | | | |
| 9 | | | | | | | | | | |
| 10 | | | | | | | | | | |
| 11 | | | | | | | | | | |
| 12 | | | | | | | | | | |

Paste into Cell A1 (Top left) of the Worksheet that opens when you open the student email creator Workbook

(This will be the leftmost tab)

the left most tab. Paste the copied data into cell A1 ie the top left. To do this either press Ctrl and C or right click and select "Paste".

The pasted data should look something like below

| | A | B | C | D | E | F |
|---|-----------|-----------|----------|----------|-----------|---|
| 1 | ImportIde | Preferred | LastName | FormGrou | YearLevel | |
| 2 | ENS0001 | Frank | ENSTEIN | 94 | 9 | |
| 3 | PHA0001 | Ellie | FANT | 94 | 9 | |
| 4 | RAM0015 | Roger | RAMJET | 94 | 9 | |
| 5 | BRU0001 | Basil | BRUSH | 94 | 9 | |
| 6 | | | | | | |
| 7 | | | | | | |

Locate the tab on the Melba Student Email Creator workbook entitled “Doctopus Format” and copy all four columns down to the last valid email address but exclude the headings. See below.

| | A | B | C |
|----|-------------------|------------------|--------------------------|
| 1 | First Name | Last Name | Email |
| 2 | Frank | ENSTEIN | ENS0001@melba.vic.edu.au |
| 3 | Ellie | FANT | PHA0001@melba.vic.edu.au |
| 4 | Roger | RAMJET | RAM0015@melba.vic.edu.au |
| 5 | Basil | BRUSH | BRU0001@melba.vic.edu.au |
| 6 | 0 | | 0 @melba.vic.edu.au |
| 7 | 0 | | 0 @melba.vic.edu.au |
| 8 | 0 | | 0 @melba.vic.edu.au |
| 9 | 0 | | 0 @melba.vic.edu.au |
| 10 | 0 | | 0 @melba.vic.edu.au |
| 11 | 0 | | 0 @melba.vic.edu.au |
| 12 | 0 | | 0 @melba.vic.edu.au |
| 13 | 0 | | 0 @melba.vic.edu.au |
| 14 | 0 | | 0 @melba.vic.edu.au |
| 15 | 0 | | 0 @melba.vic.edu.au |
| 16 | 0 | | 0 @melba.vic.edu.au |
| 17 | 0 | | 0 @melba.vic.edu.au |

Copy just the cells that contain data

You are now ready to open your Google Drive and run the Doctopus Add-In. You will be asked to create a roster for your class. This is a reusable list of students and emails. The information above that you have copied can be used to create your roster by pasting it in at the appropriate time.

A separate instruction package is provided for running the new Doctopus Add-In that has superseded the old Doctopus script.

If you wish to use this creator for another school (ie with a different email suffix) just locate the School Email Suffix Tab and change the value you find there (Don't forget the @) See below.

