Final Exam - Instructions for Assistants
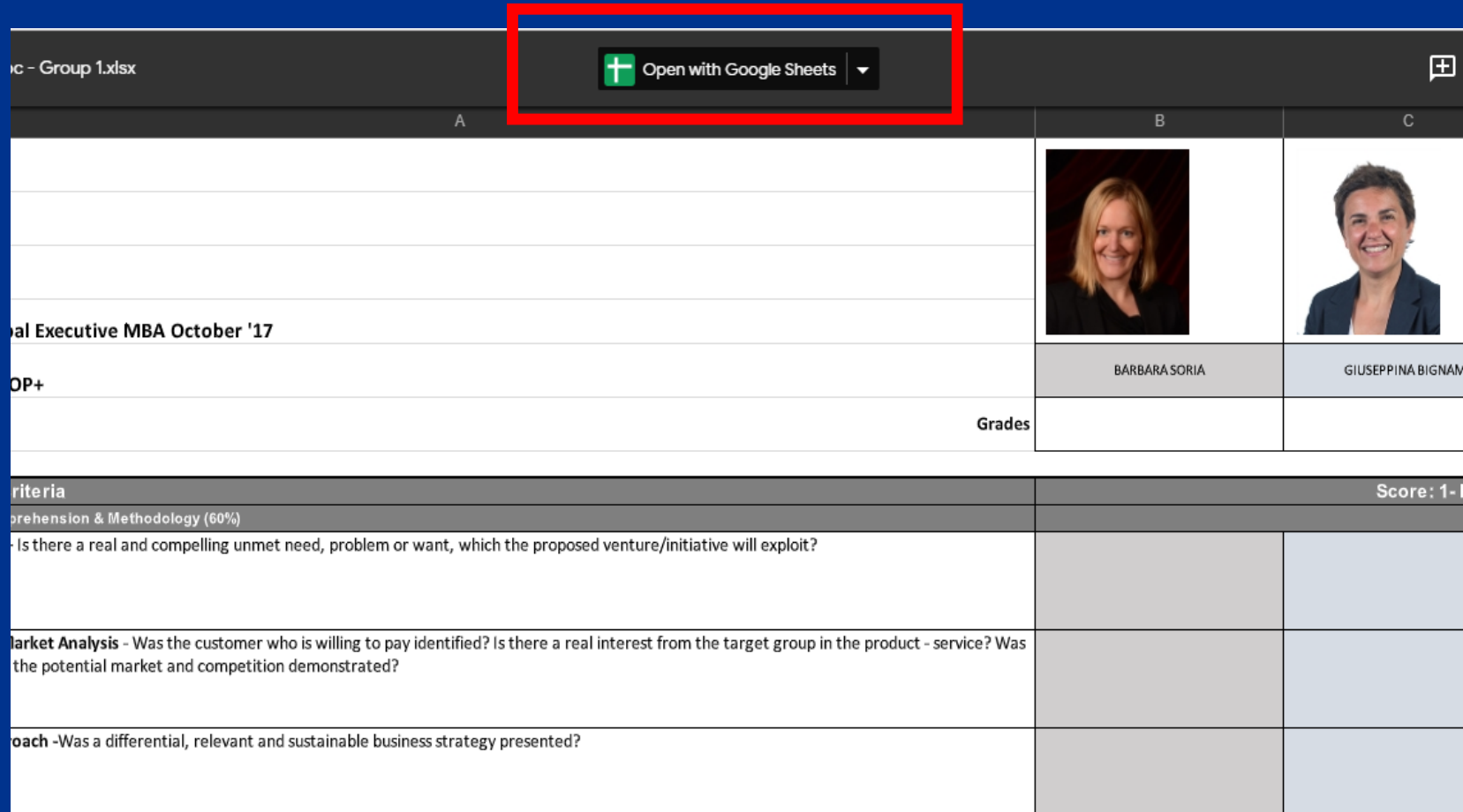
On the Excel file, the following Information needs to be included:

✓ Photographs of each Student

✓ Name of each student in the first tab (the other tabs will autocomplete)

✓ Name of the Group and the Program in the first tab (the other tabs will autocomplete)

UPLOAD EXCEL DOCUMENT TO GOOGLE DRIVE & CHANGE THE SHARING SETTINGS

1. Select the Excel documents and move them to the relevant Google Drive folder.

2. Click on each document twice, then on the pop up screen, click on "Open with Google Sheets"

3. If the icon "XLSX" appears, click on "File" (1) then on "Save as Google Sheets" (2). This will create the Google Sheet document.

4. On the Google sheet document, protect each tab of the sheet, allowing only for each panelist to make changes to her/his tab. Right click over the name of the first tab (1), then select "Protect Sheet" (2).

Rename each tab to show the panelist name (3)

5. In the pop up window, click on "Customised", then on "Set permissions".

6. In this new window, introduce the Gmail account of each panelist. Another pop-up window will request confirmation on this action.

Note: all @faculty.ie.edu accounts have a Gmail account linked to it.
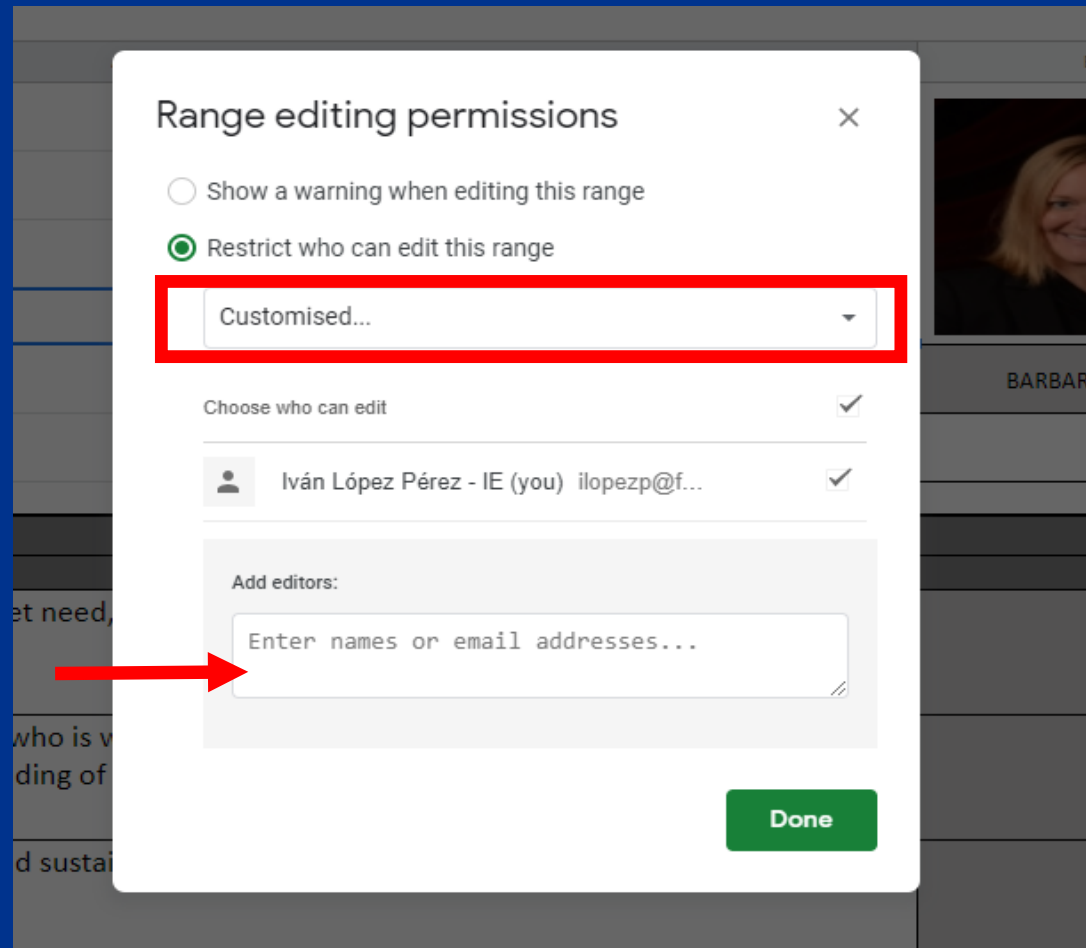
7. Repeat step 6 for each panelist/Excel tab. Make sure each panelist has access to her/his tab ONLY.

8. Hide the two last tabs: Total and Grades. Right Click over each tab and select "Hide sheet".

SHARE THE DOCUMENT WITH THE PANELISTS
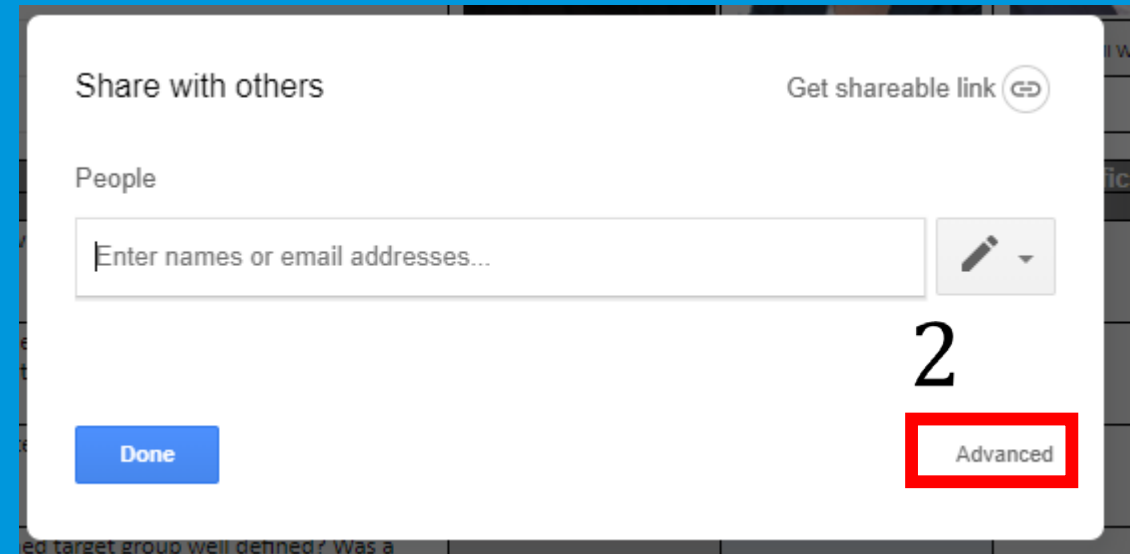
8. Go to "Share" (1) and click on the "Advanced" button from the pop up window

9. Copy the link and share it with all the panelists.

AFTER THE EXAMS: DOWNLOAD THE DOCUMENTS

A) Make sure to download each tab and save it in the relevant folder. Go to each tab, hit file and "Download as Microsoft Excel".
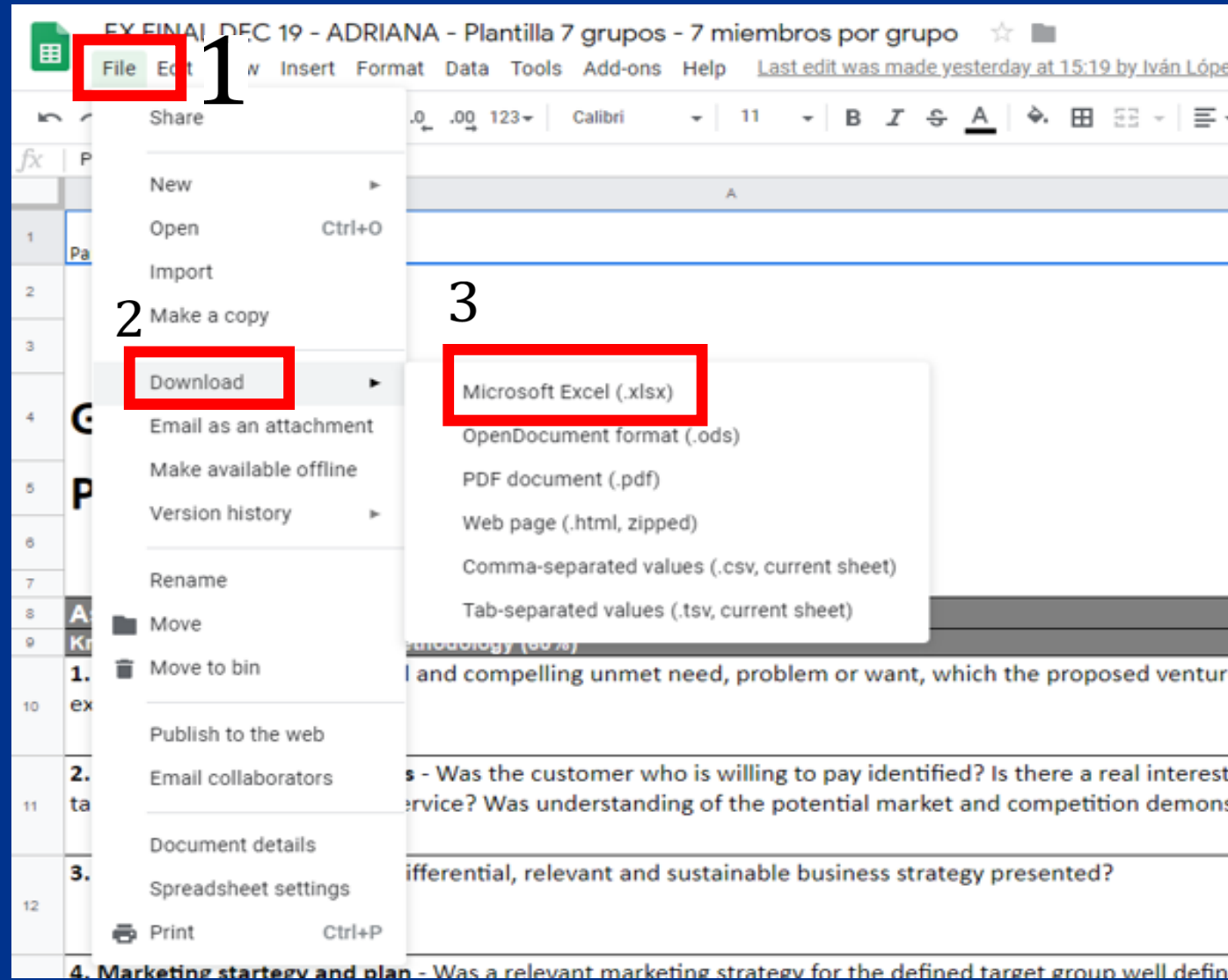
B) Remove access permissions from the professors. Click on the tab, then "Protect sheet" and "Change permissions". A pop up message will read that it has protection already. Click OK. Then on the right hand side, click on the name of the tab (1), then on change permissions (2)

C) In the new screen, remove the tick that allows professors to edit the tabs