

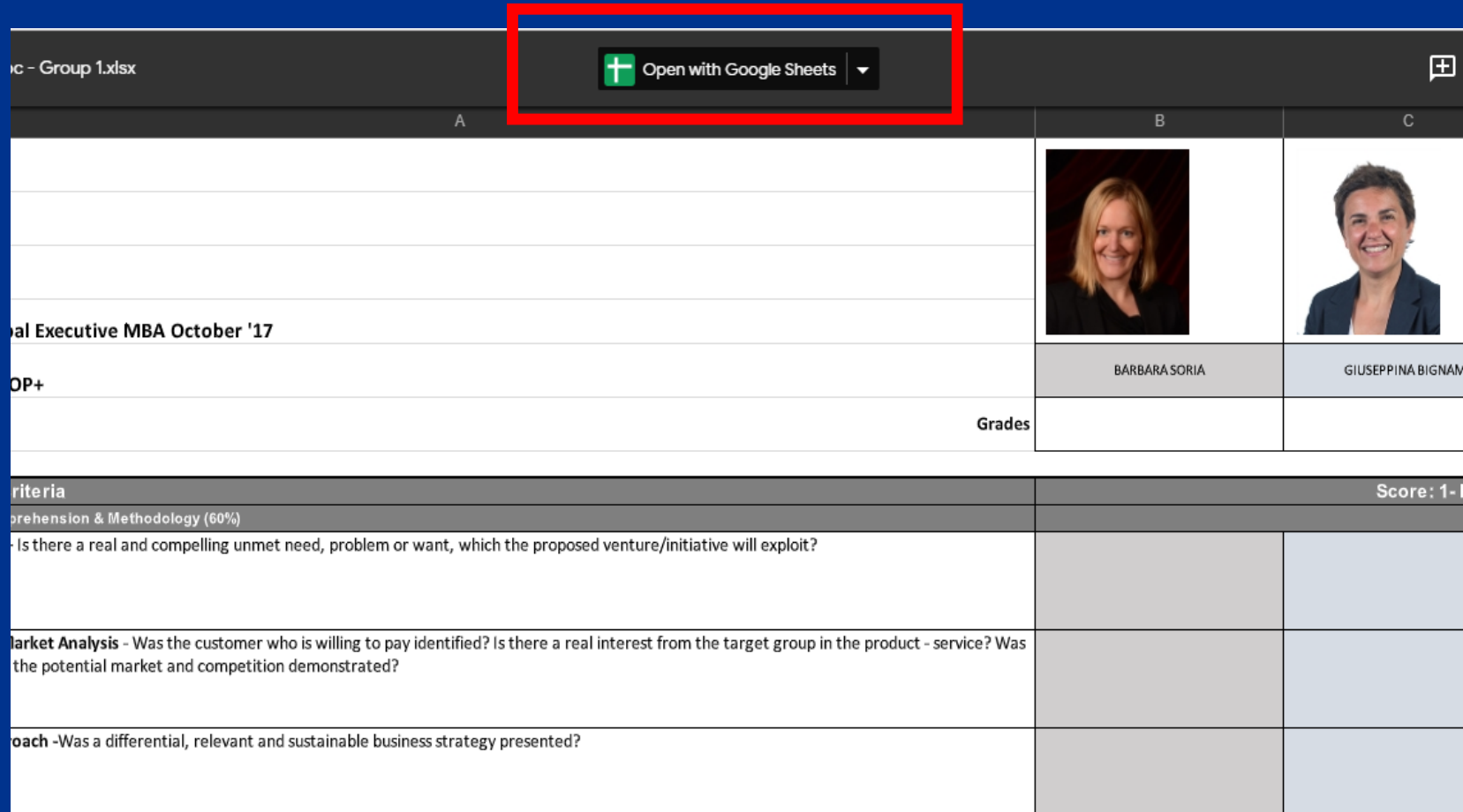
Final Exam - Instructions for Assistants

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”



The screenshot shows an Excel spreadsheet titled "Group 1.xlsx". A red rectangular box highlights the "Open with Google Sheets" button in the top right corner of the spreadsheet interface. The spreadsheet content includes a header row with columns A, B, and C. Column B contains a portrait of Barbara Soria, and column C contains a portrait of Giuseppina Bignami. Below the portraits, the names "BARBARA SORIA" and "GIUSEPPINA BIGNAMI" are listed. The spreadsheet also contains a table with a "Criteria" column and a "Score: 1-5" column. The criteria listed are:

Criteria	Score: 1-5
Comprehension & Methodology (60%)	
Is there a real and compelling unmet need, problem or want, which the proposed venture/initiative will exploit?	
Market Analysis - Was the customer who is willing to pay identified? Is there a real interest from the target group in the product - service? Was the potential market and competition demonstrated?	
Approach - Was a differential, relevant and sustainable business strategy presented?	



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

The screenshot shows the Google Sheets interface for a document titled "Panel Doc - Group 1" with an ".XLSX" icon. The "File" menu is open, and the "Save as Google Sheets" option is highlighted with a red box. A red arrow points to the ".XLSX" icon. The spreadsheet content includes a table with student names and photos, and a section for "MBA October '17" with a "Grades" column. The table below shows a list of questions and their corresponding grades.

	B	C	
	BARBARA SORIA	GIUSEPPINA BIGNAMI	O
	Grades		
	Score: 1- Fail; 2 -Pass; 3 -		
	Methodology (60%)		
1.	al and compelling unmet need, problem or want, which the proposed venture/initiative will		
2.	is - Was the customer who is willing to pay identified? Is there a real interest from the service? Was understanding of the potential market and competition demonstrated?		
3.	differential, relevant and sustainable business strategy presented?		

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)

The screenshot shows a Google Sheet interface with a spreadsheet titled "Panel Doc - Group 1". The spreadsheet has columns A, B, and C. Column B contains a photo of Barbara Soria, and column C contains a photo of Giuseppina Bignami. The spreadsheet content includes a header row for "Program: Global Executive MBA October '17", a row for "Group: EndoSOP+", and a "Grades" section. A context menu is open over the tab name "IGNACIO GAFO" at the bottom of the screen. The menu items are: Delete, Duplicate, Copy to, Rename (highlighted with a red box and labeled 2), Change colour, Protect sheet... (highlighted with a red box and labeled 2), Hide sheet, View comments, Move right, Move left (highlighted with a red box and labeled 1), and a tab name dropdown (highlighted with a red box and labeled 3). The dropdown menu shows "IGNACIO GAFO" as the selected tab.

	A	B	C
1			
2			
3			
4	Program: Global Executive MBA October '17		
5	Group: EndoSOP+		
6		BARBARA SORIA	GIUSEPPINA BIGNAMI
7			
8			
9			
10			
11			
12			
13			

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

Range editing permissions

Show a warning when editing this range

Restrict who can edit this range

✓ Only you

Customised...

Copy permissions from another range... Done

Protected sheets & ranges

Enter a description

Range **Sheet**

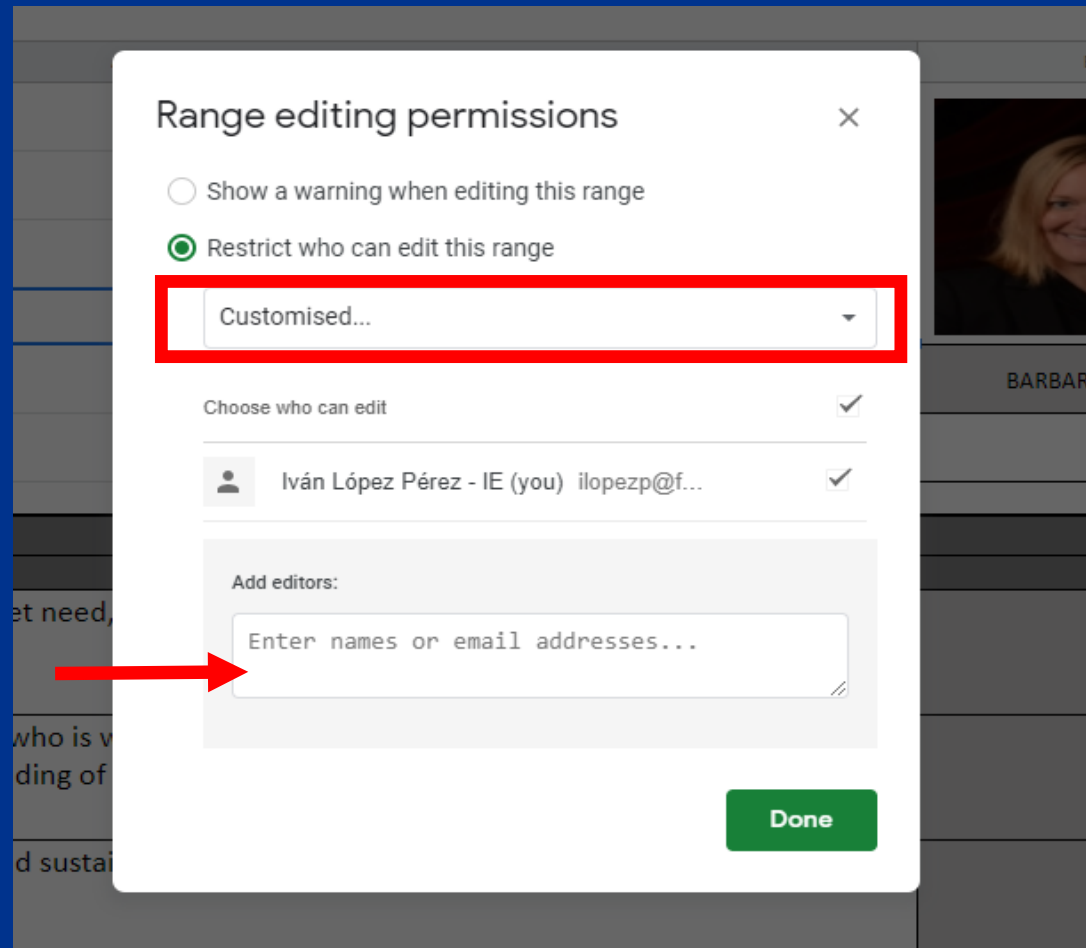
Iván Faculty

Except certain cells

Cancel **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.

Range editing permissions

Show a warning when editing this range

Restrict who can edit this range

Custom

Choose who can edit

	IE Blended (you) blended-team@stud...	<input checked="" type="checkbox"/>
	Barbara Manzuoli bmanzuoli@faculty....	<input checked="" type="checkbox"/>
	Regina Venegas rvenegas@faculty.ie...	<input type="checkbox"/>
	Iván López Pérez - IE ilopezp@faculty...	<input type="checkbox"/>

Add editors:

Enter names or email addresses

Done

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

The image shows a screenshot of an Excel spreadsheet with a context menu open over a sheet tab named "Total". The "Hide sheet" option is highlighted with a red box and a "2" next to it. The spreadsheet contains multiple tables with columns for "FULL NAME", "Student IE", "Mentor", "Date", and various performance metrics like "P1" through "P9", "Total Bloque", "Total Puntos", and "Total puntos". The "Total" sheet tab is highlighted with a red box and a "1" next to it.

GROUP: XXX														
FULL NAME			Student IE:	Mentor:			Date:							
	P1	P2	P3	P4	P5	P6	P7	Total Bloque 1	P8 (Bloque 2)	P9 (Bloque 3)	Total Puntos (sin peso)	Total Puntos Indiv	Total puntos (con peso)	
Panel Member	1	4	3	2	1	1	1	13	1	1	15	13.63	30.00	
Panel Member	1	3	1	4	5	5	5	24	5	5	34	36.51		
Panel Member	1	2	4	5	5	5	5	27	5	5	37	38.83	Excellence	
Promedio	1.00	3.00	2.67	3.67	3.67	3.67	3.67	21.33	3.67	3.67				

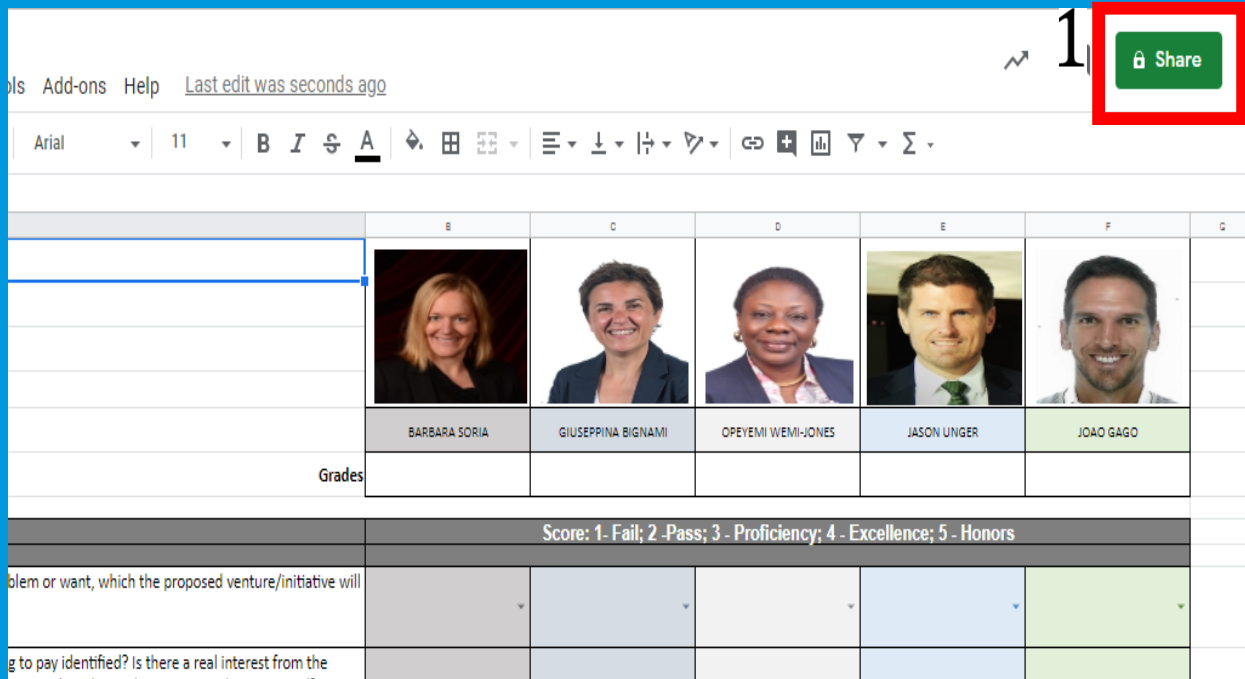
FULL NAME			Student IE:	Mentor:			Date:							
	P1	P2	P3	P4	P5	P6	P7	Total Bloque	P8	P9	Total Puntos	Total Puntos	Total puntos	
Panel Member	1	4	3	2	1			13	1	1	15	13.63	30.00	
Panel Member	1	3	1	4	5			24	5	5	34	36.51		
Panel Member	1	2	4	5	5			27	5	5	37	38.83	Excellence	
Promedio	1.00	3.00	2.67	3.67	3.67			21.33	3.67	3.67				

FULL NAME			Student IE:	Mentor:			Date:							
	P1	P2	P3	P4	P5			Total Bloque	P8	P9	Total Puntos	Total Puntos	Total puntos	
Panel Member	1	4	3	2	1			13	1	1	15	13.63	30.00	
Panel Member	1	3	1	4	5			24	5	5	34	36.51		
Panel Member	1	2	4	5	5			27	5	5	37	38.83	Excellence	
Promedio	1.00	3.00	2.67	3.67	3.67			21.33	3.67	3.67				

FULL NAME			Student IE:	Mentor:			Date:							
	P1	P2	P3	P4	P5			Total Bloque	P8	P9	Total Puntos	Total Puntos	Total puntos	
Panel Member	1	4	3	2	1			13	1	1	15	13.63	30.00	
Panel Member	1	3	1	4	5			24	5	5	34	36.51		
Panel Member	1	2	4	5	5			27	5	5	37	38.83	Excellence	
Promedio	1.00	3.00	2.67	3.67	3.67			21.33	3.67	3.67				






SHARE THE DOCUMENT WITH THE PANELISTS

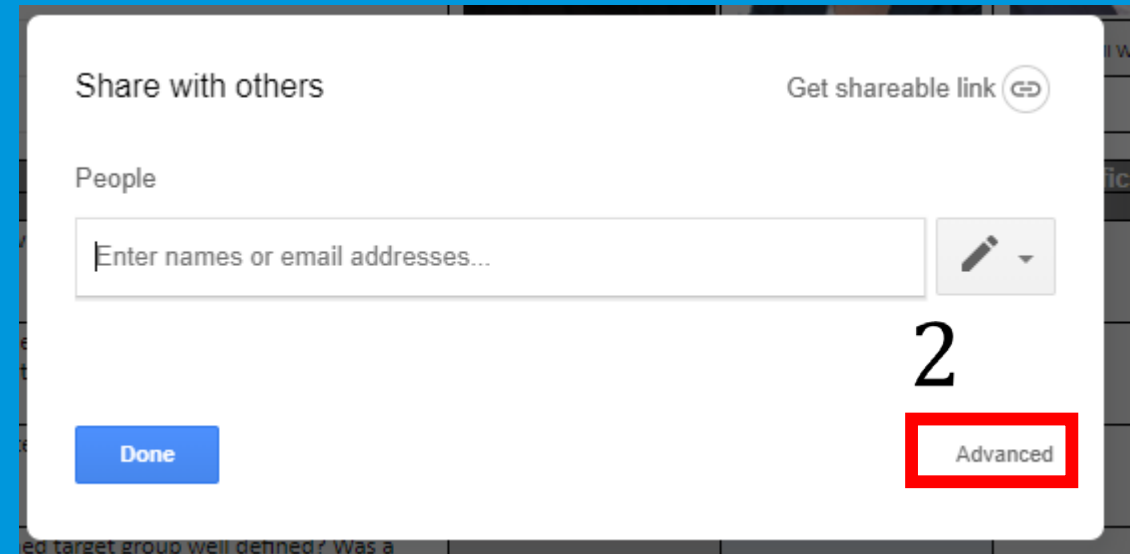
8. Go to “Share” (1) and click on the “Advanced” button from the pop up window



Tools Add-ons Help Last edit was seconds ago

Arial 11 B I U A

	B	C	D	E	F	G
						
	BARBARA SORIA	GIUSEPPINA BIGNAMI	OPEYEMI WEMI-JONES	JASON UNGER	JOAO GAGO	
Grades						
Score: 1 - Fail; 2 - Pass; 3 - Proficiency; 4 - Excellence; 5 - Honors						
blem or want, which the proposed venture/initiative will						
g to pay identified? Is there a real interest from the						



Share with others Get shareable link

People

Enter names or email addresses...

Done

Advanced


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


Sharing settings




Link to share (only accessible by collaborators)




https://docs.google.com/spreadsheets/d/1sbVgN3Fa0w82hWYz7_by0zq2Q7i4YNKzC

Who has access


 Specific people can access. [Change...](#)

 IE Blended (you)
blended-team@student.ie.edu Is the owner

 Regina Venegas
rvenegas@faculty.ie.edu  

 Iván López Pérez - IE
ilopezp@faculty.ie.edu  

Invite people:



Owner settings [Learn more](#)

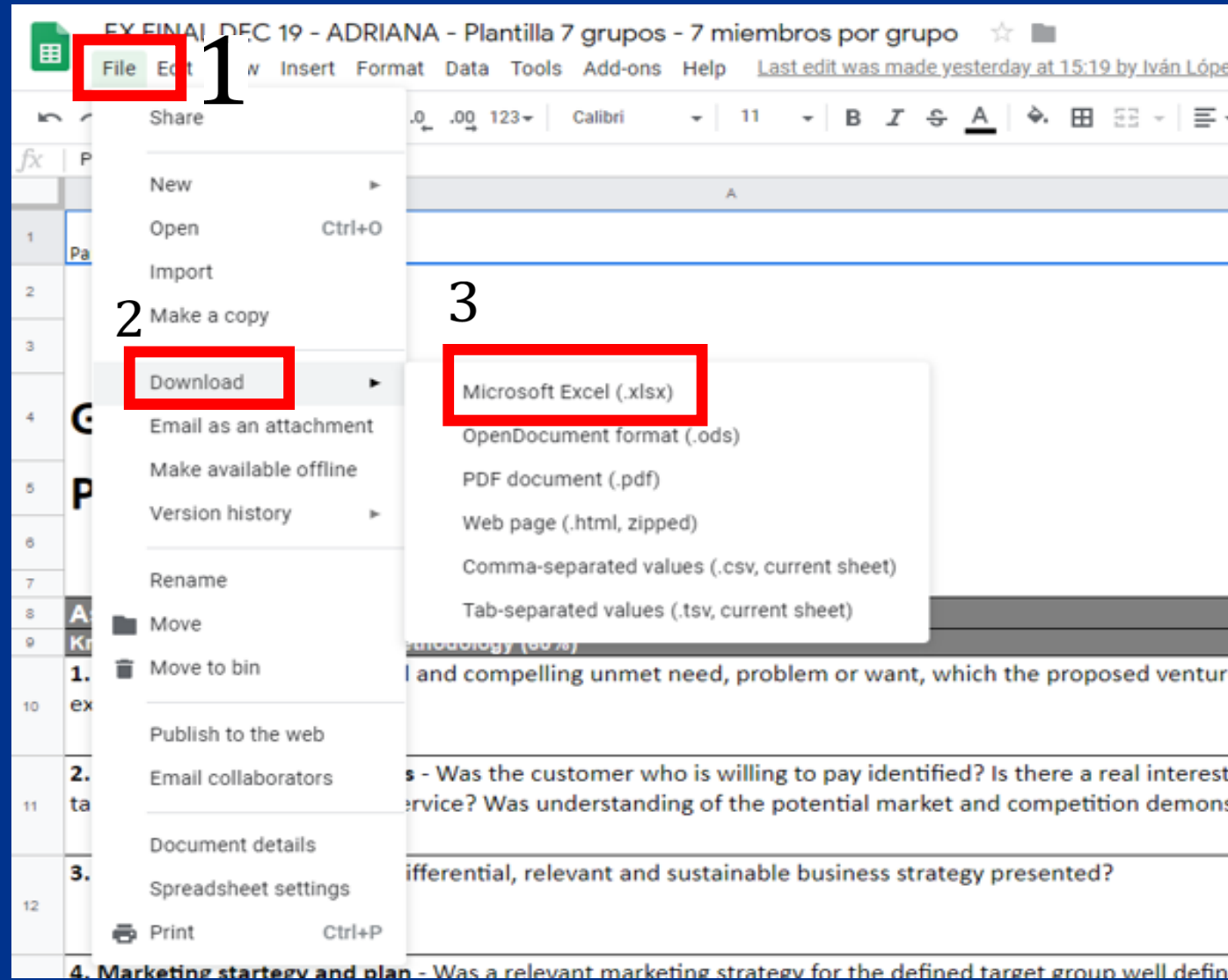
Prevent editors from changing access and adding new people

Disable options to download, print and copy for commenters and viewers

[Done](#)

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)

Protected sheets & ranges X

+ Add a sheet or range

Iván Faculty
🔒 Can edit

Show all protected ranges

	D	E
TO	PHOTO	PHOTO
AME	FULL NAME	FULL NAME

Protected sheets & ranges X

Enter a description

Iván Faculty

Except certain cells

🔒 Permissions
You and one other user can edit this range.

Change permissions

Cancel Done

4 - Ex

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

Range editing permissions

Show a warning when editing this range

Restrict who can edit this range

Custom

Choose who can edit

<input checked="" type="checkbox"/>	IE Blended (you) blended-team@stud...
<input checked="" type="checkbox"/>	Barbara Manzuoli bmanzuoli@faculty...
<input type="checkbox"/>	Regina Venegas rvenegas@faculty.ie...
<input type="checkbox"/>	Iván López Pérez - IE ilopezp@faculty...

Add editors:

Enter names or email addresses

Done