

Course Registration

First I created an option for one course using these [instructions](#).

I repeated those instructions for every course we wanted to offer.

I then created a document with our course titles like [this](#).

- Click on Create - document
- Name your Document
- Type your heading
- Click on Table—Insert Table—I picked a 3 column table
- Type in the name of your courses
- Highlight the name of your minicourse—then click on the link in the toolbar to hyperlink it to the minicourse sign in spreadsheet. You will need to paste the web address into the box that appears.
- Once the document was complete, I clicked on File—Publish to web—start publishing—clicked ok—and then copied the middle link. This is the link I sent people to register for the courses. (We also linked this to our school web site to make it easier for the students to get to the registration information.

I then created a new spreadsheet that would import the registration of all participants

- Click on Create—spreadsheet
- Name your Document
- Rename the tabs at the bottom of the spreadsheet to match the names of your courses (adding tabs if necessary)
- Then click in cell A1 of each tabbed spreadsheet and type in the following function
- =ImportRange("spreadsheet key";"submits!A3:D21")
- NOTE: To find the spreadsheet key for each course, open the spreadsheets labeled with (DATA), then look in the web address bar—<https://docs.google.com/a/hps.k12.ar.us/spreadsheet/ccc?key=012345ABCDEF#gid=0>
- The letters and numbers found after the equals sign after the word key until you get to the pound sign represent the spreadsheet key

To better organize, I also moved all of those documents to a created folder within my drive called Course Registration.

Questions, problems, suggestions—email me at segilley@cox.net

I have included some pictures at the bottom that might help assist you as to what your files might look like. As you can see for every course there is a course spreadsheet as well as a course spreadsheet that ends in the words (DATA).

