

Bus Discipline Form Instructions

Click [here](http://tinyurl.com/myfreebusform) or type in the following link address **<http://tinyurl.com/myfreebusform>**

Click Sign in—in the upper right corner.

Under the heading— Bus Discipline Referral No Data— click on File—Make a copy

Type in a name for your document—Click ok

Click form—edit form

- Point to the right of each item shown on the form and click on the pencil icon which allows you to edit
- When you edit, you should only edit the drop down or listed options within each item, not the actual item. (For example, you may change the grades listed under grade, but not change the word grade itself.
- Click save when you are finished editing and close that screen.

The spreadsheet should still be open. Click Email Template at the bottom of your screen. Edit the bottom line of the template to include your name.

Click tools—script manager—click edit—click authorize (you will only be asked to authorize one time)

- Click Resources—Click Current Project's Triggers
- Click No Triggers set up. Click here to set add one now.
- Run should say sendEmails
- Events should say From Spreadsheet
- Change the last dropdown to be On Form Submit
- Click Save
- Click File Save
- X out of the Script Window (X on the internet explorer for that TAB ONLY)
- Click close in the script manager screen.

The spreadsheet should still be open. Click form responses at the bottom of your screen. Click form—go to live form. Enter test data in the form. Click submit. Close that internet window.

Your spreadsheet should still be open but now contain data.

Check your email to see if you received the discipline email. If all appeared as you wanted, you are ready to send the form link to others. If not, go back through your steps and make additional changes.

To email the form to others

- go back to your spreadsheet—click form—send form and type in the email address of the recipients you want to complete the form.
- OR—click form—go to live form and copy the link at the bottom of the page. Paste that link into an email in your email program.

THE BEST PART—To see the data that is in your form

- Make sure your spreadsheet is open
- Click on form—show summary of responses
- A new screen will open
- Scroll through the multitude of data that is charted and graphed for you!

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