

## Sharing the Attendance Sheet with Students

Attendance Sheets are saved in Google Drive as a Google Sheet file. It is important to have a separate copy of the Attendance Sheet for each day of class to maintain accurate records. Just like printing a copy of the Attendance Sheet for the classroom, the online version is copied, dated, and completed for each class session.

1. Open the Attendance Sheet in the Google Drive folder for the current day of class.
2. In the top-right corner of the Google Sheets tab, click the green **Share** button.
3. In the pop-up menu on the center of the screen, click **Advanced** in the bottom-right corner.
4. In the expanded **Sharing settings** menu, under **Who has access**, read the current setting. If it reads that **Anyone who has the link can view/comment/edit**, it is necessary to change the settings.  
Click the blue **Change** on the right side of the pop-up **Sharing settings** menu.
5. Add (Copy + Paste) student Gmail addresses to the **Invite people:** field.  
**\*Pro tip** – Keep student Gmail addresses in a spreadsheet (Google Sheets or Excel) to allow for fast and easy Copy + Paste keystrokes or mouse clicks.
6. Ensure that the **Notify people** checkbox is **deselected**.  
(*Students should not receive an e-mail invitation to edit the Attendance Sheet before the class.*)
7. Under **Owner settings** at the bottom of the menu, **check the boxes** for:
  - Prevent editors from changing access and adding new people**
  - Disable options to download, print, and copy for commenters and viewers**
8. Confirm Steps 6-7 are complete, and click the large, blue **OK** button.
9. When prompted to **Skip sending invitations?**, click **OK**.
10. Copy the URL to the Google Sheet from the top of the **Sharing settings** menu.
11. Click **Done**.
12. Return to the tab/window of the Google Hangout.
13. Paste the copied URL to the Attendance Sheet into the **Chat entry field** at the bottom-left corner of the Hangout.
14. Direct students to click the link in **Chat** to access the link and sign in.  
Observe student entries in the Google Sheet tab to confirm successful completion.
15. Assist students as necessary until routine is established.

## Securing the Attendance Sheet after Class

It is important to remove students from the list of approved document editors at the conclusion of a class.

1. Open the Attendance Sheet in the Google Drive folder for the current day of class.
2. In the top-right corner of the Google Sheets tab, click the green **Share** button.
3. In the pop-up menu on the center of the screen, click **Advanced** in the bottom-right corner.
4. In the expanded **Sharing settings** menu, under **Who has access**, click the **X** to the right of each student's name to remove them from the list.
5. Click **Save changes** at the bottom-left of the menu.
6. Click **Done**.