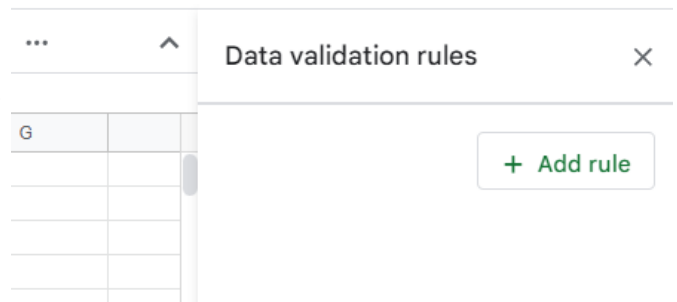


Attendance Tracker/Google Sheet Tips and Tricks

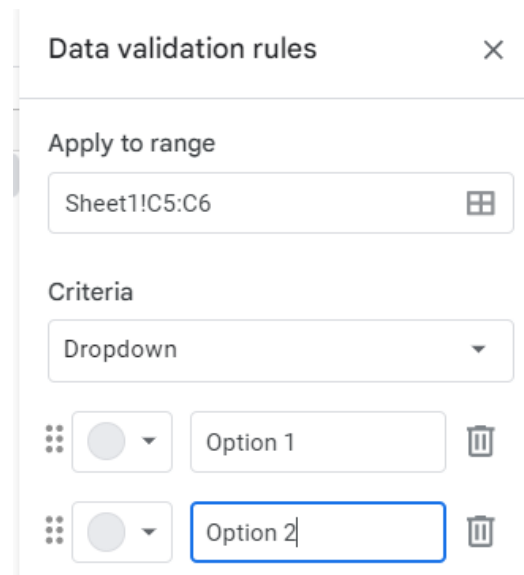
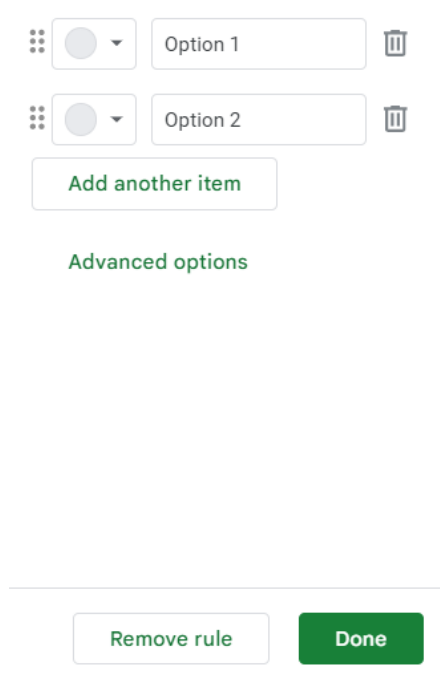
How do I customize a column to add names/initials/options etc.?

1. Click on the column you want to customize (make sure to click on the top row so the whole column is highlighted).
2. While the whole column is highlighted hold "ctrl" and click on the subject line, this will prevent you from getting a data validation error in the subject line.
3. While the rest of the column is still highlighted, go to the top and click "Data."
4. Scroll to "Data Validation."
5. Under Data Validation Rules go to "Add Rule"



6. Under Criteria choose "dropdown" and then add your names/options under "Option 1, Option 2 etc." Ex: When I add the SSWs from my school I use our initials CC, EBB, MJ, etc.. I have also used this feature to add options in a column such as "phone call, text, home visit, etc."

7. When the list of items is complete click "Done"

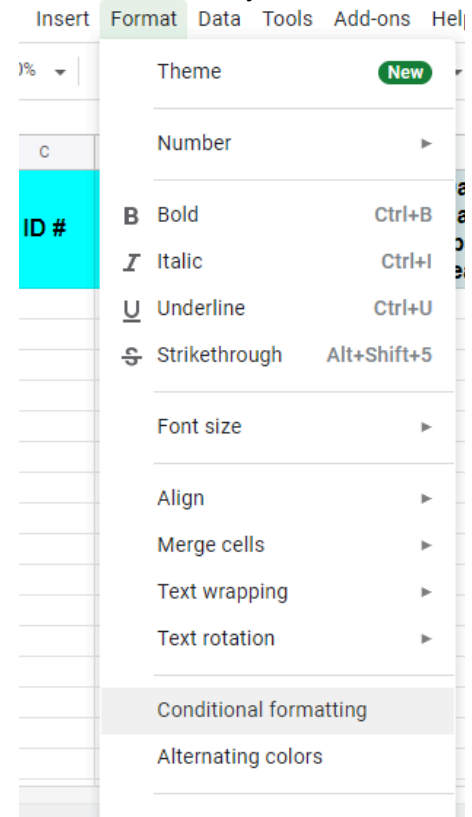


How do I add colors to the options I created via Data Validation?

1. Click on the column you want to customize (make sure to click on the top row so the whole column is highlighted). The column must have a “rule” for data validation before you can add custom colors.

2. Click on “Format” on the top menu bar.

3. Scroll to “Conditional Formatting.”



4. On the right Side Click on “Add Another Rule.”

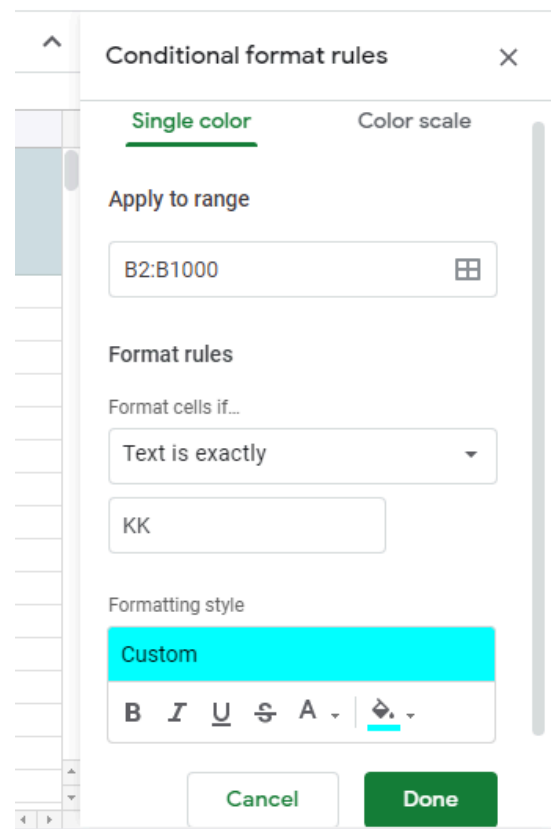
5. Go to “Format Cells if” and then change the option to “Text is exactly.”

6. Add the Data Validation rule you want to customize, please note that it has to match exactly what you have in the Data Validation (if you have CC, you cannot enter cc here).

7. Go to the “Formatting Style Box” and choose a color and then hit “Done.”

8. You will then see the Customized Color and it will allow you to “Add Another Rule.”

	A	B	C
1	Status	SSW/A	ID
2		KK	
3		BS	
4		JC	
5		RR	
6			
7			



How do I add a Check Box in a Column?

1. Click on the column you want to customize (make sure to click on the top row so the whole column is highlighted).
2. Go to "Insert" and select 'Checkbox.'" Please note that when you have the whole column highlighted it will insert your checkbox or data validation for everything INCLUDING Line 1 which is the title of the sheet.

The screenshot shows a Google Sheets interface for a file named "Bay View 2021-2022 Attendance/Truancy Data". The "Insert" menu is open, and the "Checkbox" option is selected. The spreadsheet data is as follows:

	A	B		F	G	H	I	J	K
1	Status	SSW/A		Parent	Date 15 Days of Absence Reached	1st attempt	2nd attempt if no contact	Contact made with Parent	S
2		KK						<input type="checkbox"/>	
3		BS						<input type="checkbox"/>	
4		JC						<input type="checkbox"/>	
5		RR						<input type="checkbox"/>	
6								<input type="checkbox"/>	
7								<input type="checkbox"/>	
8								<input type="checkbox"/>	
9								<input type="checkbox"/>	
10								<input type="checkbox"/>	
11								<input type="checkbox"/>	
12								<input type="checkbox"/>	
13								<input type="checkbox"/>	
14								<input type="checkbox"/>	
15								<input type="checkbox"/>	
16								<input type="checkbox"/>	
17								<input type="checkbox"/>	

How do I remove a Data Validation or checkbox from Line 1/Title box?

1. Click on just the box in Line One.
2. Click on "Data."
3. Scroll to "Data Validation."
4. Select "Remove Validation."

The screenshot shows the Google Sheets interface. On the left, the 'Data' menu is open, and 'Data validation' is selected. The 'Data validation' dialog box is displayed in the center, showing the following settings:

- Cell range: '15 Day Absence'
- Criteria: List from a range
- Tip: Use absolute references (e.g. =\$A\$1:\$B\$1) to lock rows & columns.
- Show dropdown list in cell
- On invalid data: Show warning Reject input
- Appearance: Show validation help text

At the bottom of the dialog box, there are three buttons: 'Cancel', 'Remove validation' (which is circled in pink), and 'Save'.

How do I make a checkbox change color when you check it?

1. Click on the checkbox column to select it.
2. Click on “Format” on the top menu bar.
3. Scroll to “Conditional Formatting.”
4. Under format rules, scroll down to “custom formula is” and enter = followed by the name of the first cell of your checkboxes (mine here was column K, row 2, so “K2”), and then =TRUE. If you would like to box to be a color and change to white when checked, it should read, =K2=FALSE.
5. Select the color of your choice by clicking on the paint bucket icon.
6. Click save.

The screenshot shows an Excel spreadsheet with three columns: 'Contact made with Parent', 'Contact Made with Student', and 'Home Visit Needed'. The 'Contact Made with Student' column is selected. A 'Conditional format rules' dialog box is open, showing the following settings:

- Apply to range:** K2:K1000
- Format rules:** Custom formula is
- Format cells if...:** Custom formula is
- Formula:** =K2=TRUE
- Formatting style:** Custom (with a purple fill color selected)

The dialog box includes 'Cancel' and 'Done' buttons. The spreadsheet cells contain checkboxes, and the selected column is highlighted in blue.

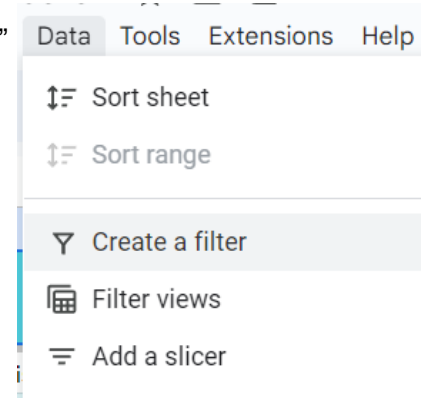
How do I create a filter?

***FYI: you can only have one active filter in your sheet at a time

1. Click the top of a column you would like to filter.

A	B
Status	SSW/A
Open	KK
Close	JC
Close	JC

2. Click "Data" from the drop down menu. Select "Create a filter."



3. When you would like to filter/hide certain rows, click the filter icon (3 lines, looks like a tornado ☹️) and check/uncheck what you would like to see/hide.

