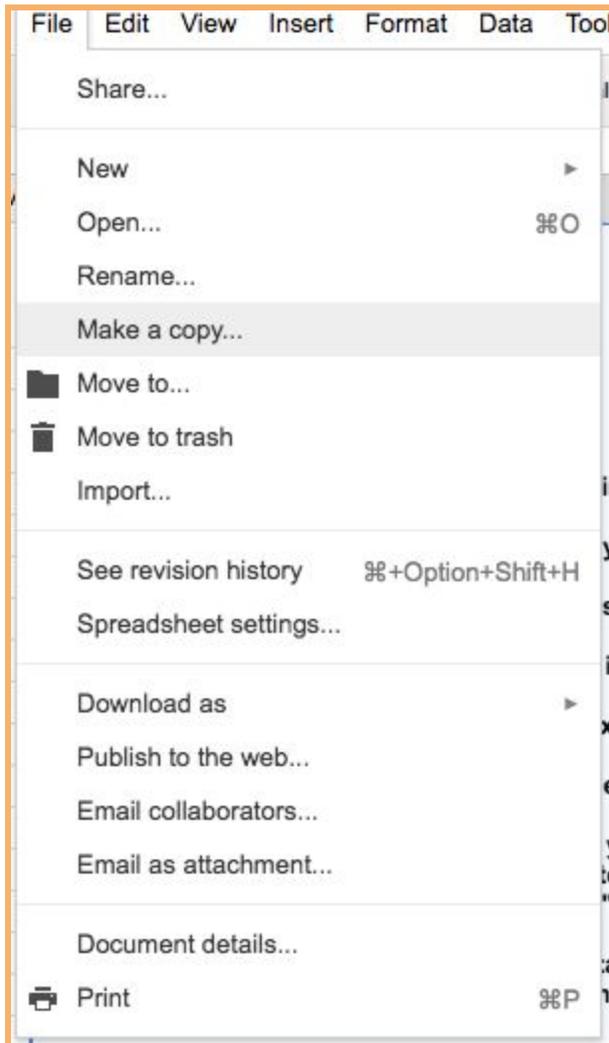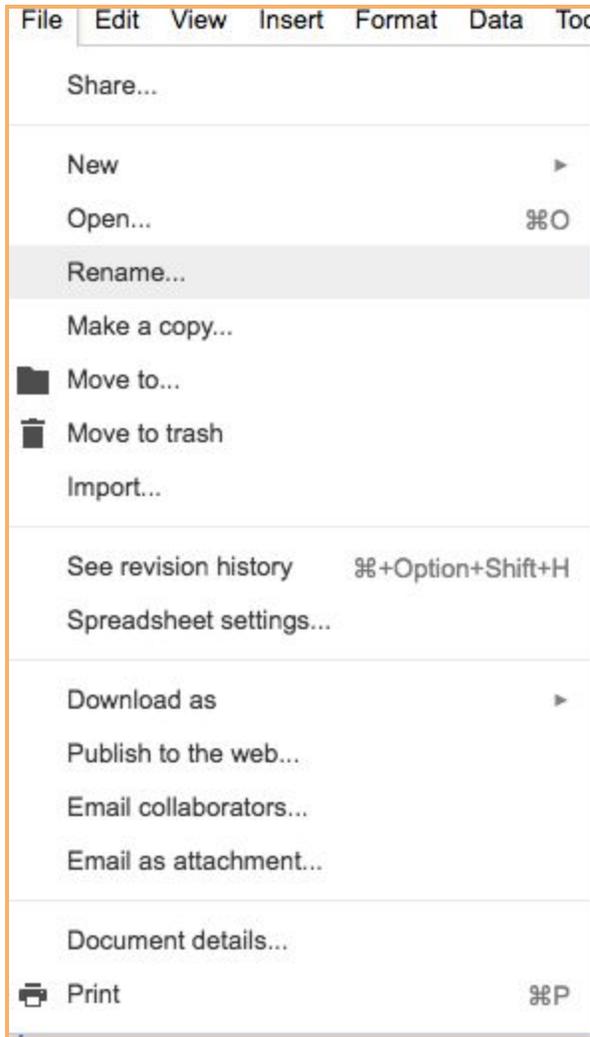1. First step, create a copy of this file:

https://docs.google.com/spreadsheets/d/1aF5QQSnhOJHI_57RRfW55LTqA_B3lfOYUzHVwRVg824/edit#gid=1878861078

- Go to file, select "make a copy…"

2. Rename **your** copy with: "First Name Last Name Teacher Research Summary"

File	Edit	View	Insert	Format	Data	Too

Share...

New ▶

Open... ⌘O

Rename...

Make a copy...

📁 Move to...

🗑 Move to trash

Import...

See revision history   ⌘+Option+Shift+H

Spreadsheet settings...

Download as ▶

Publish to the web...

Email collaborators...

Email as attachment...

Document details...

🖨 Print   ⌘P

3. Share it with **ACO.arcade@gmail.com**. Please give "**EDIT**" Permissions. This way we can access your student's games and track your progress.
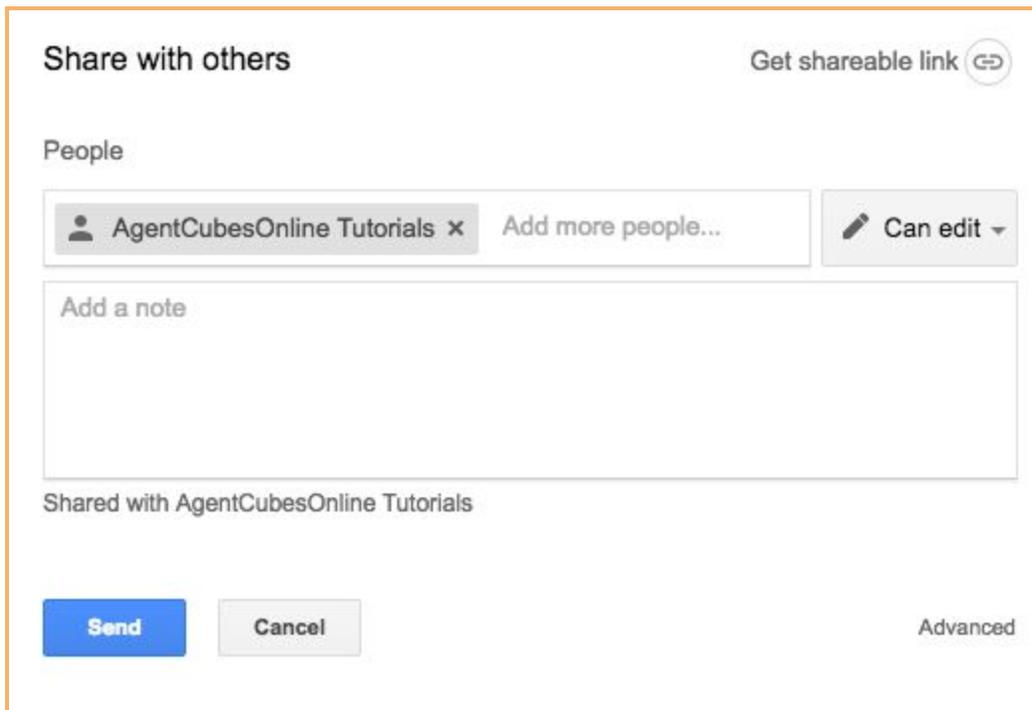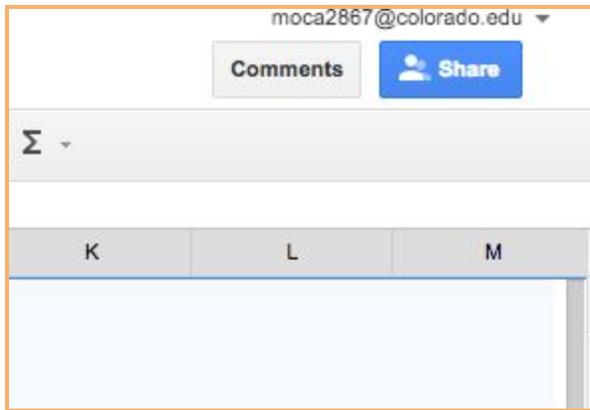
4. If you teach multiple sections of a class that uses SGD, for each section create a new tab
   [The '+' Sign in the bottom left of the screenshot below]
   See following screenshot on how to re-name your spreadsheet
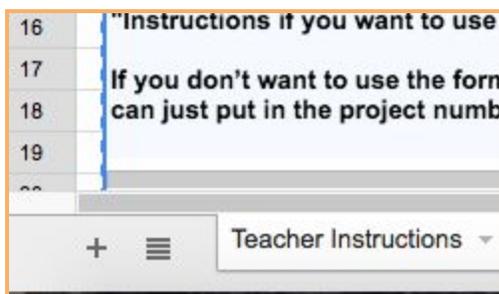
***See the first half of this video for step by step instructions, if needed: https://youtu.be/uPiGyH4sFxs

5. Fill out the teacher information with the approximate dates you anticipate to finish teaching each game/simulation.

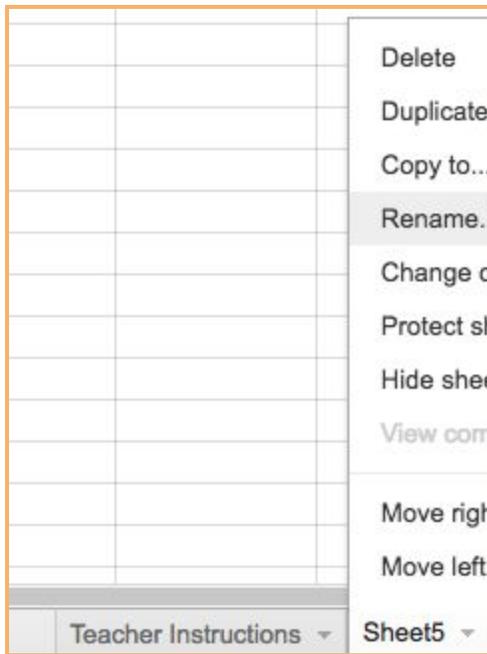|		Place an "x" if completed	Date Completed		
Teacher Name			Elective?		
School			Required for all students?		
Class Name			Required for some students?		
Steps completed		Place an "x" if completed	Date Completed		
	Parent Permission Forms				
	Media Permission Forms				
	Pre survey				
	Games (put an "x" next to those you taught)		Expected Finish Date		
	Frogger				
	Journey				
	PacMan				
	Sokoban				
	Incrementing Numbers				
	Make your own game				
	Other (please explain):				<-- Explanation
	Simulations (put an "x" next to those you taught)		Expected Finish Date		
	Contagion				
	Make your own simulation				
	Other (please explain):				<-- Explanation

Teacher Instructions ▾ | Teacher Information ▾ | Student URLs ▾ | Instructions if you want to use a google form ▾

***As your complete various steps (pre survey, permission forms… etc.) check off the boxes and fill in the dates completed.

6. Fill in the Student URLs page with the links to your students' games and add their user numbers.

- You can have them email the numbers to you, share your copy with them (if you trust them), or create a copy of our Google Form to have it automatically populate. This is more work if you are new to google forms but once it is set up the process should be smooth.
  - If you are interested in creating a Google Form to track your student's progress please see the tab labeled "Instructions if you want to use a google form" at the bottom of your new Tracker spreadsheet. The second half of this video explains the process: https://youtu.be/uPiGyH4sFxs

	A	B	C	D	E	
				Replace <Games> with game or simulation names. Add additional columns as needed		
	Student Name	Student User #	Permission?	<Game 1>	<Game 2>	<Gar
	Jane Doe	7965	Yes	https://www.agentcubesonline.com/project/67950		
	John Smith	3852	No	67951		

Tabs: Teacher Instructions | Teacher Information | **Student URLs** | Instructions if you want to use a google form

***If you don't want to use the form, on the next tab titled "student URLs", fill in your student names, student user numbers, and links to each of the games they make. If you are typing them in, you can just put in the project numbers to save time (second example).