

Virtual Judging Google Sheets Step by Step

I. Units:

A. IN GOOGLE STUDENT ENTRY FORM:

1. Click “Responses”
2. Click “Accepting Responses” to “Not Accepting Responses”

B. MAKE A “JUDGE-MASTER” SHEET (This is to “protect” your Master data.)

3. Open “Master Google Sheet” from Google Drive
 - a. If you can’t locate your Google Master Sheet:
 - i. Locate and click your Master Entry Form
 - ii. Click “Responses” at top
 - iii. Click “Green Present” in right corner
 - b. IMPORTANT! FILL IN SCHOOL INFORMATION – In the Master Google Sheet, go to columns AK-AU and fill in your school information, per the column headings.
 - c. Copy this information to all Response lines in your sheet.
 - i. Start with the first entry in cell AK2. Click this item, then hold the “Shift” and press the “Right Arrow” to highlight the adjacent columns to the right with information in them until you get to cell AU2.
 - ii. Right click on your mouse. Select “Copy”.
 - iii. Select cell AK3. Click this item, then hold the “Shift” and press the “DOWN Arrow” to highlight the cells down to the last response in your sheet.
 - iv. Right click on your mouse. Select “Paste”.

C. CREATE A RESULTS - JUDGE-MASTER SHEET (To be used when results come back from the judges.)

4. Click GOOGLE’s “File”
5. “Make a Copy”
6. Label “Results - Judge-Master”
7. Close “Master Google Sheet”

D. CREATE A JUDGE-MASTER SHEET

8. Click GOOGLE’s “File”
9. “Make a Copy”

10. Label "Judge-Master"
11. Close "Results – Judge-Master Google Sheet"

E. PREPARE "JUDGE-MASTER SHEET" (This will prepare a "judge" template.) (DO NOT REARRANGE COLUMNS FOR EASE OF MERGING SHEETS)

12. Make sure you are in the "Judge-Master Sheet"
13. Protect Data:
 - a. Click Column letter "A".
 - b. Hold "Shift" and press "right arrow" to highlight to Column "Q".
 - c. Right click and roll to the bottom of the choices.
 - d. Select "Protect Range". A small window will pop up on the upper right of your screen.
 - e. Name this section "Student Info" and select "Enter" and "Done".
14. Hide Data:
 - a. If columns are already highlighted then right click and select "Hide Columns A-Q" and go to step 15.
 - b. Click Column letter "A".
 - c. Hold "Shift" and press "right arrow" to highlight to Column "Q".
 - d. Right click and select "Hide Columns A-Q".
15. Optional to Protect and Hide column "W", the Entry Code for Blind Judging column and column "AC", Student Awards column.
16. Protect Data:
 - a. Click Column letter "AK".
 - b. Hold "Shift" and press "right arrow" to highlight to Column "AU".
 - c. Right click and roll to the bottom of the choices.
 - d. Select "Protect Range". A small window will pop up on the upper right of your screen.
 - e. Name this section "PTA Info" and select "Enter" then "Done".
 - f. Close Protect Sheets and Ranges box ("x" out).
17. Hide Data:
 - a. If columns are already highlighted then right click and select "Hide Columns A-Q" and go to step 18.
 - b. Click Column letter "AK".
 - c. Hold "Shift" and press "right arrow" to highlight to Column "AU".
 - d. Right click and select "Hide Columns AK-AU".
18. Resize Columns:
 - a. Click Column letter "R".
 - b. Hold "Shift" and press "right arrow" to highlight to Column "T".
 - c. Right click and select "Resize Columns R-T".

- d. Change 150 to 300.
19. Text Wrapping:
 - a. Click Column letter "R".
 - b. Hold "Shift" and press "right arrow" to highlight to Column "AB".
 - c. Right below the file name towards the top of the page, select Google's "Format".
 - d. Select "Text Wrapping" and "Wrap".
 20. Resize Columns:
 - a. Click Column letter "X".
 - b. Hold "Shift" and press "right arrow" to highlight to Column "AA".
 - c. Right click and select "Resize Columns X-AA".
 - d. Change to 50.
 21. Create Score Total:
 - a. Click cell "AA2".
 - b. Select the " Σ " (If you don't see this symbol, click the sideways skinny snowman.) and "SUM".
 - c. In cell "AA2" will have "=SUM()".
 - d. Where the cursor is, between the parentheses, type in "X2:Z2", then enter.
 - e. Click cell "AA2", right click select "Copy".
 - f. Select cell "AA3".
 - g. Hold the "Shift" and press the "DOWN Arrow" to highlight the cells down to the last response in your sheet.
 - h. Right click on your mouse. Select "Paste".

Now this Sheet is ready to be copied for each art category.

TURN IN EARLY OPTION - IF YOU DO NOT HAVE LOTS OF ENTRIES YOU MAY WANT TO USE THIS SHEET, AS IS, FOR YOUR ENTIRE JUDGING SHEET. IF YES – THEN GO TO THE LAST PAGE.

F. CREATE CATEGORY JUDGING SHEETS

22. Select Google's "File". Select "Make a Copy".
23. This opens a new tab with "Copy of Judge-Master". Change "Copy of" to say "(Art Category)"
24. In the Google sheet, Right click on the tab with the **Green** writing "**Form Responses**", lower left of the worksheet.
25. Right click on the first tab and "Rename" one of the six categories - "(Same Art Category as sheet name) - All". Categories are: Dance Choreography - All, Film Production - All, Literature - All, Music Composition - All, Photography - All, Visual Arts - All.

26. Select column "V". Right click and select "Sort Sheet A-Z".
27. Select rows that are not (Art Category) entries, right click and delete.
28. Select column "U". Right click and select "Sort Sheet A-Z".
29. Hide columns "AD to AJ" that do not apply to this category.
30. In the Google sheet, Right click on the tab with the Green writing "Photography - ALL", lower left of the worksheet.
31. Select "Duplicate". A new tab will appear called "Copy of (Art Category) - All". Duplicate as many times as your school has categories – If you are a Middle or High School may have to do this twice – one for Middle or High and another tab for Special. Elementary schools would have
 - 2, possibly 4 divisions (Primary, Intermediate, Middle and Special).
32. Right click on the first tab and "Rename". Change "Copy of" to the Divisions at your school. I.e. "Primary – Photography – All", etc.
33. On the Primary tab, delete any entries that are not Primary.
34. Hide columns "U" and "V". This allows the entire sheet to be seen at once.
35. REPEAT on all division tabs. Deleting any entries that are not that division. Hide columns "U" and "V" allowing entire sheet to be seen at once.
36. Protect Data:
 - a. Right click "(Art Category) – All".
 - b. Select "Protect Sheet". A small window will pop up in the upper right of your screen.
 - c. Hit "Enter" and "Done".
 - d. Close Protect Sheets and Ranges box ("x" out).
37. Hide "(Art Category)-All" Tab:
 - a. Right click "(Art Category)-All" tab.
 - b. Select "Hide Sheet".

Now this "Sheet" is ready to send to the first judge.

G. REPEAT FOR ALL CATEGORIES

38. Go back to tab with Judge-Master sheet
39. Repeat #22-37" to create judging sheets for all categories.

H. SHARE SHEETS AND ART FOLDER WITH JUDGES

40. Open each Art Sheet and click green "SHARE" button. Email to the judge.
41. Share Art Folder with the judge.

- a. Open Google Drive
 - b. Double Click "Master" Folder
 - c. Right click, "(Art Category)" Folder
 - d. Click "Person+" icon - Share
 - e. Input Judge email address. Change "Editor" to "Viewer" (This allows the judge to see the artwork but cannot accidentally delete it.)
 - f. Share this "Folder" with judge.
42. Judge will receive an email and they need to click the link.
- a. Judging sheet – To view the artwork, click each hotlink and double click the thumbnail to enlarge entry to judge.
 - b. Enter notes and scoring.
 - c. EVERYTHING THEY ENTER will show up simultaneously in YOUR JUDGE SHEET.
43. Turn "Share" off for file and folder so judge no longer has access.
- a. Click "Share".
 - b. Select dropdown box, select "Remove".
 - c. Select "Save" for BOTH sheet AND FOLDER shared with the judge.

I. NOW YOU HAVE THE JUDGE RESULTS – PUT IN THE AWARDS

44. Open the "Student Awards" Column AC by clicking the right facing arrow at column AB.
45. Select and note the awards. Codes could be "(Award code) – (Category-Division)". Example AEVP would be Award of Excellence – Visual Arts Primary. Do this for each division in the category. Award codes: Award of Excellence (AE), Award of Merit (AM), Honorable Mention (HM), Participation (P).

J. LOCATE FILE YOU CREATED IN STEPS 4-7 "RESULTS – JUDGE-MASTER SHEET" (This is to make blank sheet with same headers to copy results from each judge.)

- 46. Open "Results – Master Sheet"
- 47. Highlight row 2 to bottom of student entries
- 48. Google's "Edit" and "Delete Rows ___=___" to create a blank sheet with same headers

K. COPY AND PASTE JUDGE RESULTS INTO NEW BLANK "RESULTS – MASTER SHEET"

49. Open "Judge-(Art Category) Sheet"
50. Highlight from row 2 to last row of students
51. Right Click highlighted cells
52. Click "Copy"
53. Open "Results – Master Sheet"
54. Put cursor in next open row and right click, "paste"

Repeat #49-54 for each "Judge – Art Sheet"

L. VERIFY STUDENT AWARDS AND SEND AWARD OF EXCELLENCE ENTRIES TO COUNCIL CHAIRMAN (This will create the Award of Excellence (AE) ONLY entries to send to next level.)

55. Make a copy of "Results – Master Sheet" by clicking Google's "File" and label copy as AE – (School Name) (Award of Excellence only move to next level.)
56. Close "Results – Master Sheet"
 - a. This will allow you to keep all results and judge comments for your file
57. In "AE – (School Name) Sheet" sort "Student Award Column"
58. Delete all rows not moving to next level. AM (Award of Merit), HM (Honorable Mention) and P (Participation)
59. Click green "SHARE" button. Email to your Council Chairman.

M. CREATE A FOLDER OF ENTRIES TO SHARE WITH SHEET

60. In Google Drive, 2020-2021 Reflections Student Entry folder, create a new folder called "AE (School Name)". This is the folder you will be putting all advancing entries in.
61. For every entry that is advancing, hover over the uploaded link. Click on the thumbnail and click. It will open a new tab with the entry in it. Click the Skinny Snowman and go to "Details". Click "Location". Right click and "Make a copy".
62. Right click on the original. "Move to "AE- (School Name)" folder.
63. Right click on the copy. "Get Link". "Copy Link". Go back to the original sheet and Paste where the original link was.
64. Share both the sheet and the folder with your council chairman and wait for THEIR results...WHEW!