



## Setting up the Preceptorship DataSource

### I. Creating the new semester DataSource page

1. Login using Chrome Browser, go to [Google Mail](#)
2. Type your Username: [nursing202@cchsmail.org](mailto:nursing202@cchsmail.org), then **Next**
3. Type your password: JanCubed202, then **Next**
4. Locate and click the Google Apps icon (9 dots) in the upper right corner
5. On the popup menu, locate and click the green **Sheets** icon
6. Locate and click the title **New Master-Focus Client Care DataSource owned by Larry Turner**
7. When the DataSource page opens, click File, in the upper navigation and choose **Make a Copy** from the dropdown menu
8. In the popup, change the copy's name to **Current Semester Focus Client Care DataSource**
9. Click the **OK** button
10. Confirm that the updated file name appears at the top of the page
11. Delete the subtitle "**MASTER-DO NOT EDIT! ONLY MAKE COPIES**"

### II. Creating the new semester DataSource page

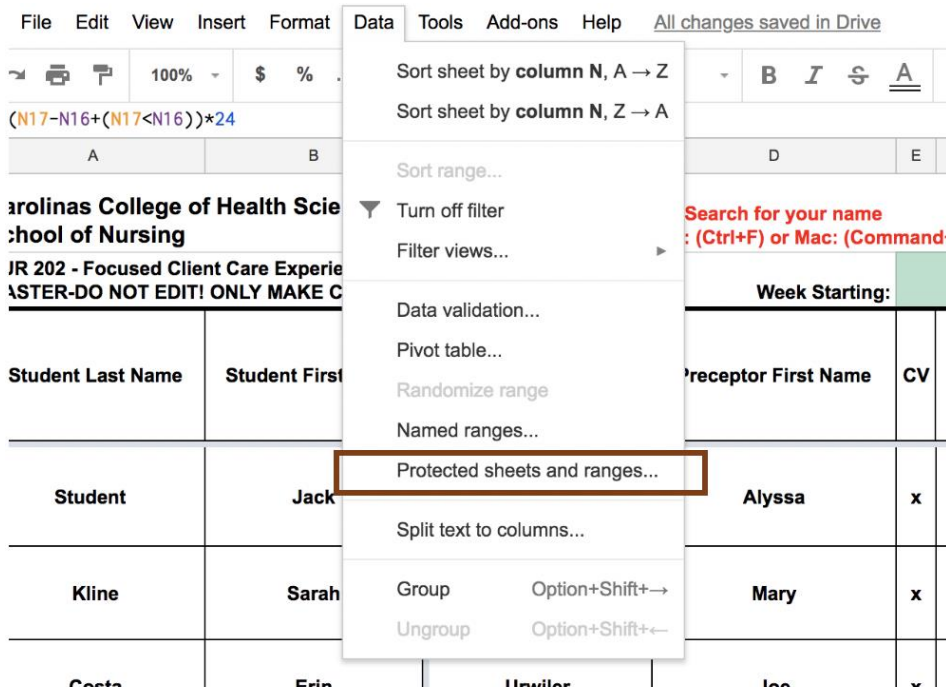
1. Update the Week start date field to reflect the first Preceptorship date. *(This process will automatically update the daily dates on the sheet.)*

	A	B	C	D	E	F	G	H	J	K	L	M
1	Carolinus College of Health Sciences - School of Nursing		To Search for your name PC: (Ctrl+F) for Mac: (Command+F)									
2	NUR 202 - Focused Client Care Experience - MASTER-DO NOT EDIT! ONLY MAKE COPIES		Week Starting:		7/12/2020					Adjustments:		0
3	Student Last Name	Student First Name	Preceptor Last Name	Preceptor First Name	CV	HB Student	HB Preceptor	Unit	Typical Shift	Assigned Faculty (Place Faculty Name In Second line in this Column!)	Total Hours	
4											Required	144
5	Student	Jack	Cake	Alyssa	x	x	x	8T	7A	Jane	Scheduled	31
6											Needed	113
7											Required	144
8	Kline	Sarah	Cross	Mary	x	x	x	MICU-Mercy	7P	Jane	Scheduled	51
9											Needed	93
10											Required	144
11	Costa	Erin	Urwiler	Joe	x	x	x	8AB	7P	Caroline	Scheduled	39
12											Needed	105

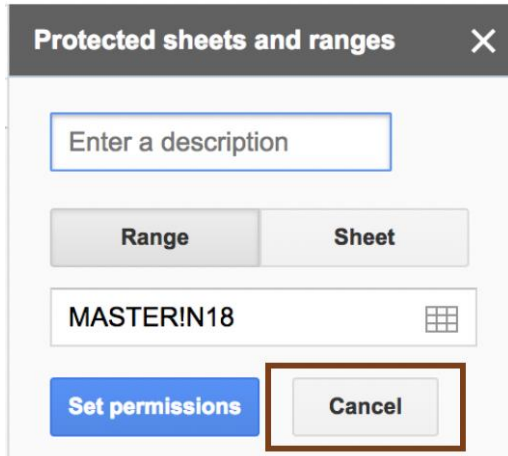
- Populate the fields (Columns A- K) for the current semester based on the class roster and information submitted to you by Nursing 202 faculty. Please note that you must populate the Assigned Faculty in the area as seen pictured below:

	A	B	C	D	E	F	G	H	J	K	L	M
1	Carolinan College of Health Sciences - School of Nursing			To Search for your name PC: (Ctrl+F) or Mac: (Command+F)								
2	NUR 202 - Focused Client Care Experience - MASTER-DO NOT EDIT! ONLY MAKE COPIES			Week Starting: 7/12/2020						Adjustments: 0		
3	Student Last Name	Student First Name	Preceptor Last Name	Preceptor First Name	CV	HB Student	HB Preceptor	Unit	Typical Shift	Assigned Faculty (Place Faculty Name in Second line in this Column!)	Total Hours	
4	Student	Jack	Cake	Alyssa	x	x	x	8T	7A	Jane	Required	144
										Scheduled	31	
										Needed	113	
7	Kline	Sarah	Cross	Mary	x	x	x	MICU-Mercy	7P	Jane	Required	144
										Scheduled	51	
										Needed	93	
11	Costa	Erin	Urwiler	Joe	x	x	x	8AB	7P	Caroline	Required	144
										Scheduled	39	
										Needed	105	

- Update the permissions for each student:
  - Locate and click **Data** in the top navigation.
  - Select **Protected sheet and ranges**



- c. In the new right-side navigation pop up, click **Cancel** (DO NOT click Set Permissions; these are already predefined)



**Protected sheets and ranges** X

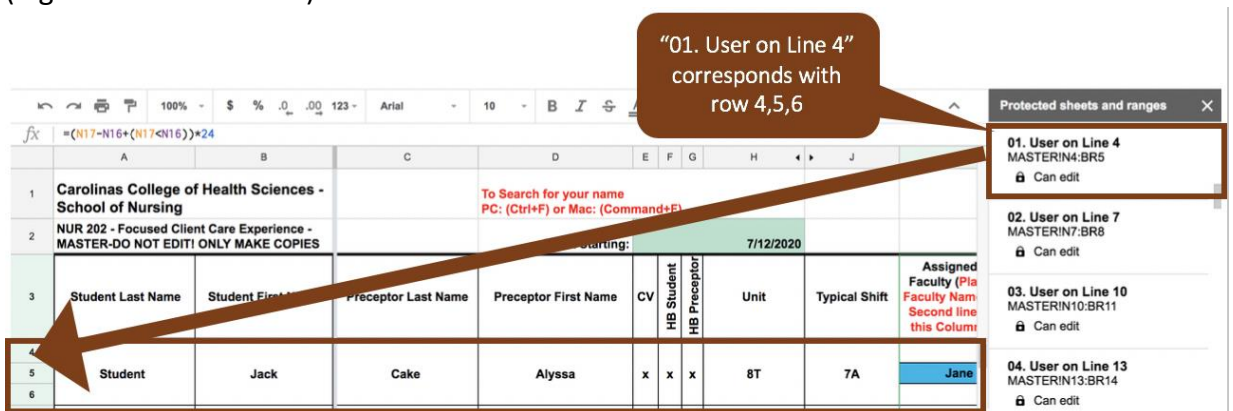
Enter a description

Range Sheet

MASTER!N18

Set permissions Cancel

- d. Scroll down the right-side navigation and select the corresponding permission for each student (e.g. 01. User on Line 4)



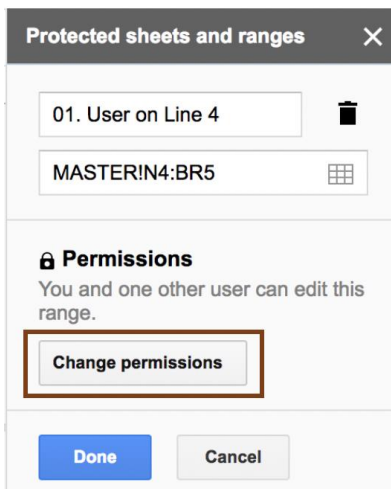
"01. User on Line 4" corresponds with row 4,5,6

3	Student Last Name	Student First Name	Preceptor Last Name	Preceptor First Name	CV	HB Student	HB Preceptor	Unit	Typical Shift	Assigned Faculty (Please Faculty Name Second line this Column)
4	Student	Jack	Cake	Alyssa	x	x	x	8T	7A	Jane
5										
6										

Protected sheets and ranges X

- 01. User on Line 4  
MASTER!N4:BR5  
Can edit
- 02. User on Line 7  
MASTER!N7:BR8  
Can edit
- 03. User on Line 10  
MASTER!N10:BR11  
Can edit
- 04. User on Line 13  
MASTER!N13:BR14  
Can edit

- e. Click **Change Permissions**.



**Protected sheets and ranges** X

01. User on Line 4

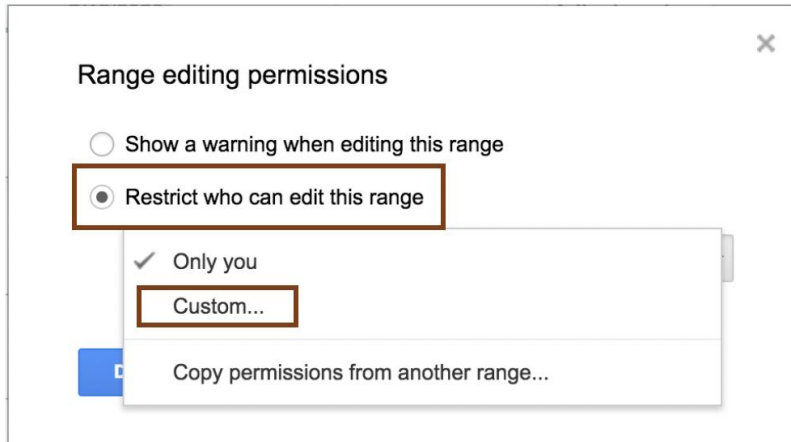
MASTER!N4:BR5

**Permissions**  
You and one other user can edit this range.

Change permissions

Done Cancel

- f. Under **Restrict who can edit this range**, in the dropdown menu, select **Custom**.



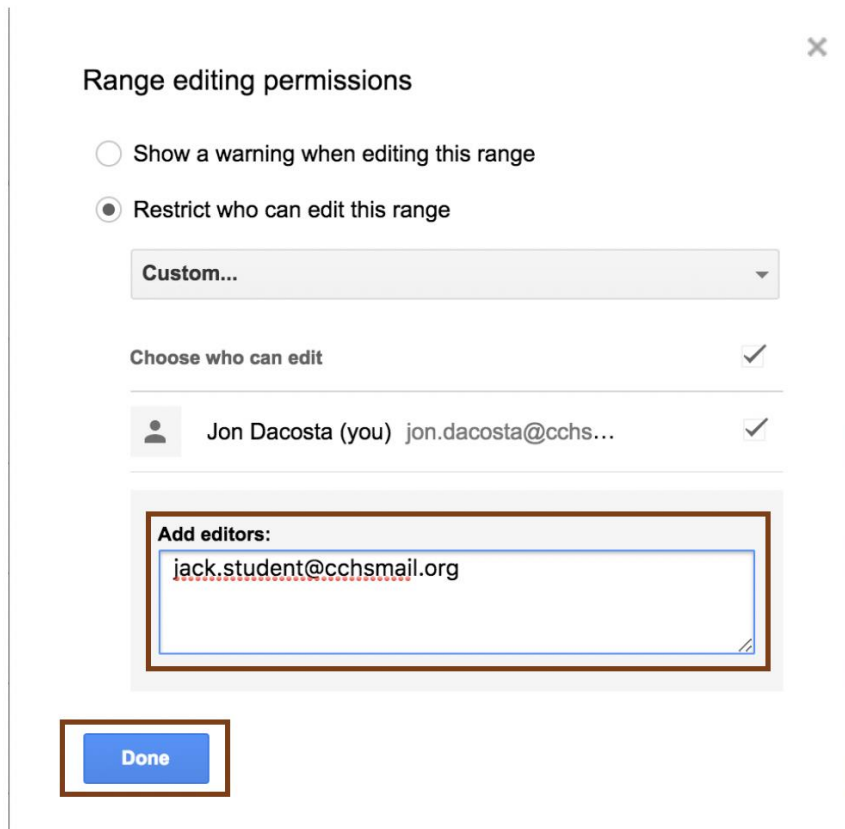
Range editing permissions

Show a warning when editing this range

Restrict who can edit this range

- ✓ Only you
- Custom...
- Copy permissions from another range...

- g. In the **Add editors** field, add the cchsmail address for the student user listed in that permission range.
- h. Click the blue **Done** button



Range editing permissions

Show a warning when editing this range

Restrict who can edit this range

Custom...

Choose who can edit ✓

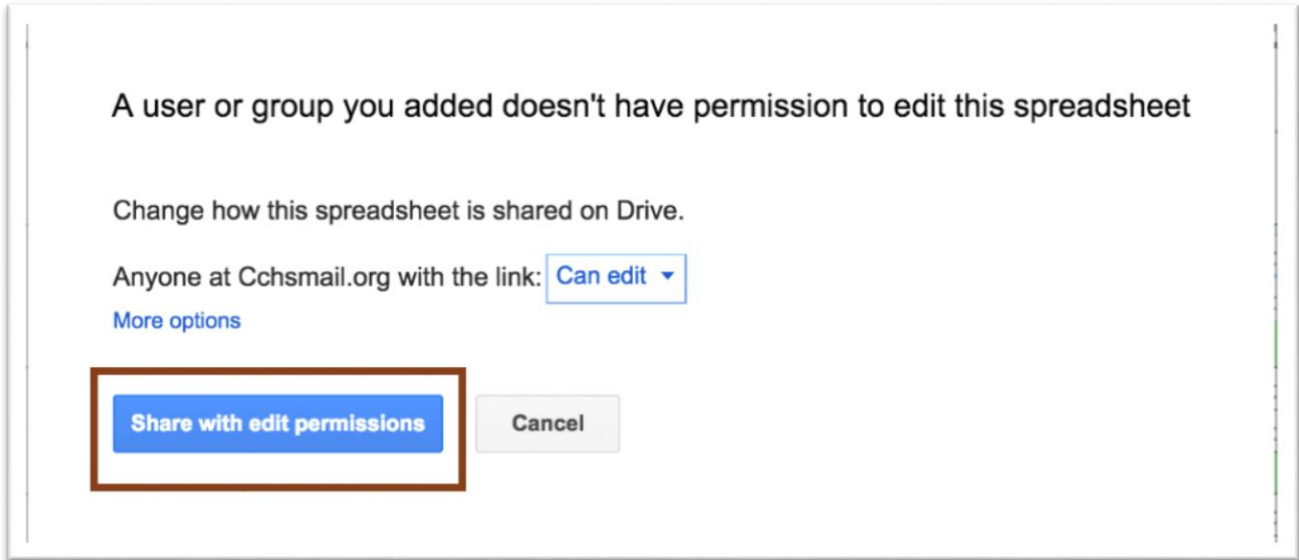
Jon Dacosta (you) jon.dacosta@cchs... ✓

Add editors:

jack.student@cchsmail.org

Done

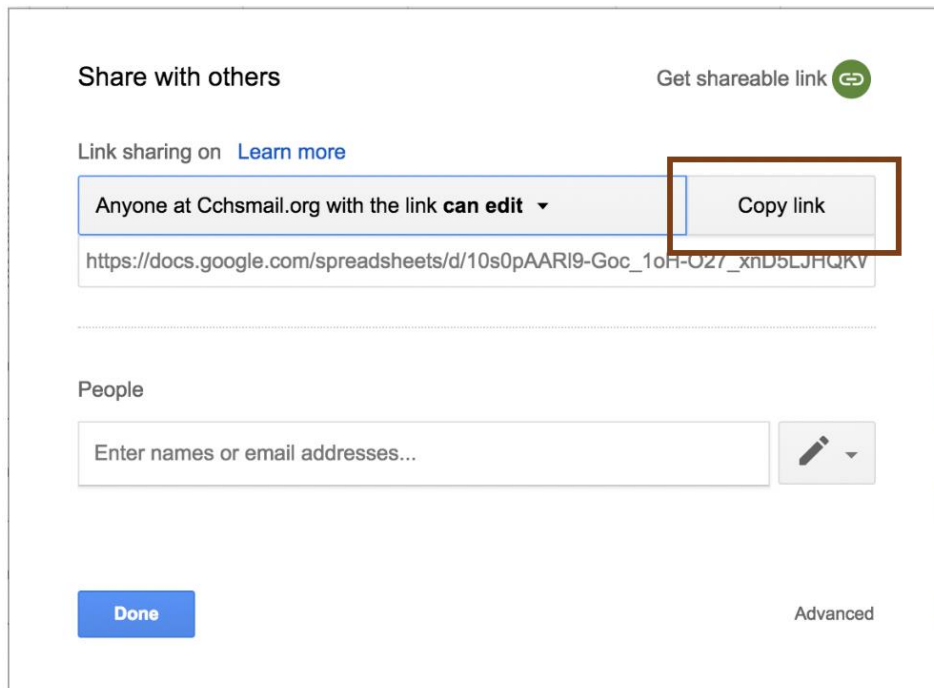
- i. In the new pop up box, click the **Share with edit permissions** button.



- j. In the right-side navigation, click the blue **Done** button

### III. Sharing the Datasouce with the Nursing 202 students

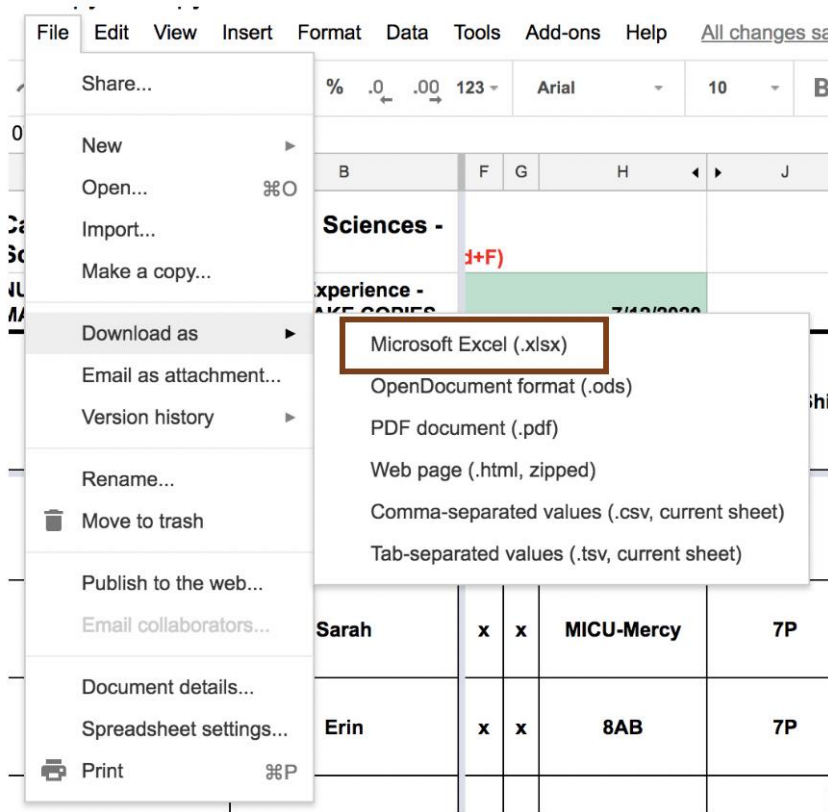
1. In the upper right corner of the page, locate and click the Share button:
2. In the popup box, click the **Copy link** button



3. Update the **Student Instructions for Focus Client Care DataSource** to include the link. This instructional sheet can be found at X:\Carolinan College (CCHS)\CCHSNursing\ADN\COURSES\NUR 202\Focused Client Care Experience
4. Email the students these instructions before Preceptorship begins

#### IV. Exporting the DataSource

1. At the end of the semester, export the DataSource.  
In the DataSource, locate and click File>Download As>Microsoft Excel (.xlsx)



2. On the Excel Sheet, **Enable Editing**
3. Locate and click **File> Save as.**
4. Select and save to the appropriate folder in X:\Carolinan College (CCHS)\CCHSNursing\ADN\COURSES\NUR 202\Focused Client Care Experience