CAROLINAS COLLEGE OF HEALTH SCIENCES

Dear Teachers,

The DataSource has been customized in Google Sheets for Nursing 202. The DataSource contains student Time in/out data for their Preceptorship. <u>Although students can see each other's times, they are restricted to only being able to edit their own.</u>

Your Staff Assistant is charged with updating the DataSource each semester. For your reference, the Staff Assistant tutorial is located here: X:\Carolinas College (CCHS)\CCHSNursing\ADN\COURSES\NUR 202\Focused Client Care Experience

Your Students will be emailed a set of instructions by your Staff Assistant. The current instructions are located here: X:\Carolinas College (CCHS)\CCHSNursing\ADN\COURSES\NUR 202\Focused Client Care Experience
Please review the student instructions and let your Staff Assistant know if you have additional information for the email.

Your role in managing the DataSource is to keeping track of your students. Instructions to assist you with this are below:
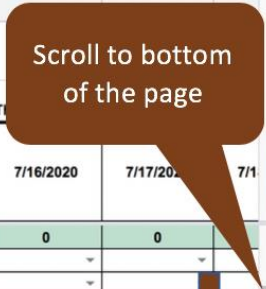
Managing the DataSource

1. Login using Chrome Browser, go to Google Mail
2. Type your Username: 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 select the *current semester* **Focus Client care DataSource**
7. Scroll up and down the page to view total hours from each student.

	A	B	K	L	M	N	O	P	Q	R	S
1	Carolinas College of Health Sciences - School of Nursing										
2	NUR 202 - Focused Client Care Experience - MASTER-DO NOT EDIT! ONLY MAKE COPIES			Adjustments:	0	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
3	Student Last Name	Student First Name	Assigned Faculty (Place Faculty Name In Second line in this Column!)	Total Hours		7/12/2020	7/13/2020	7/14/2020	7/15/2020	7/16/2020	7/17/2020
4				Required	144	7:00:00	7:00:00	7:00:00	7:00:00		
5	Student	Jack	Jane	Scheduled	31	15:00:00	15:00:00	14:00:00	15:00:00		
6				Needed	113	8	8	7	8	0	0
7				Required	144	7:00:00	7:00:00	7:00:00	7:00:00	7:00:00	7:00:00
8	Kline	Sarah	Jane	Scheduled	51	17:00:00	16:00:00	15:00:00	14:00:00	16:00:00	15:00:00
9				Needed	93	10	9	8	7	9	8
10				Required	144	7:00:00	7:00:00	7:00:00	7:00:00	7:00:00	
11	Costa	Erin	Caroline	Scheduled	39	14:00:00	15:00:00	15:00:00	15:00:00	15:00:00	
12				Needed	105	7	8	8	8	8	0

8. Scroll to bottom of list and view total students assigned to each faculty that day.

OR
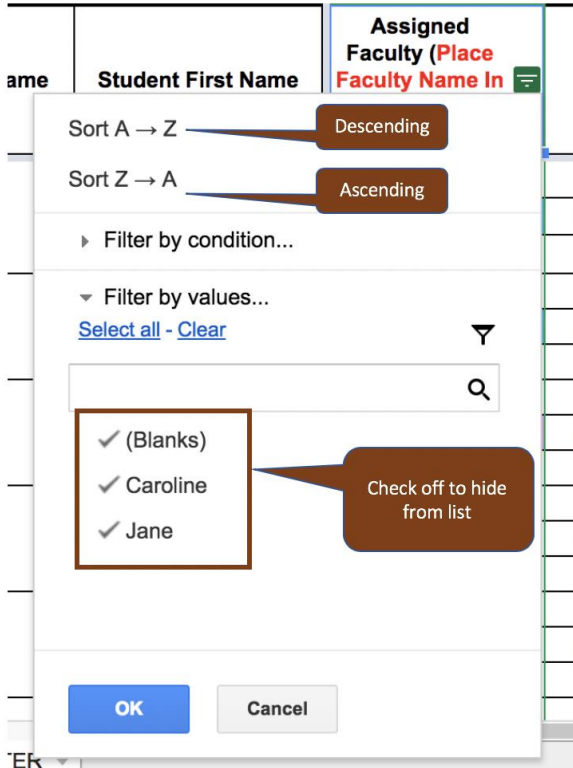
Filter via the Assigned Faculty

    a. Select filter icon.

b. Filter by alphabetical order ascending or descending or check off faculty member or all "blank" spaces to hide them on the excel sheet.