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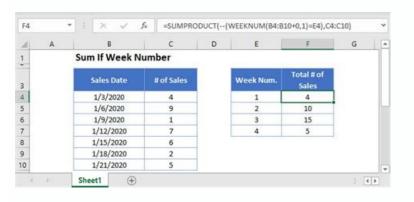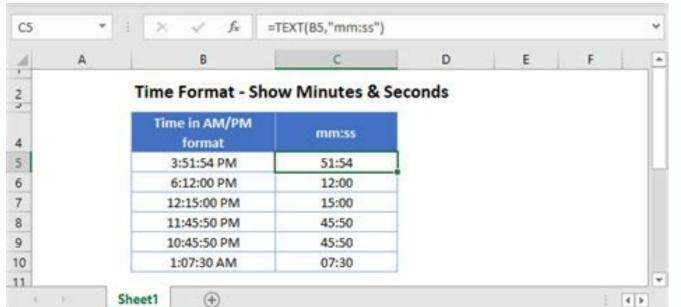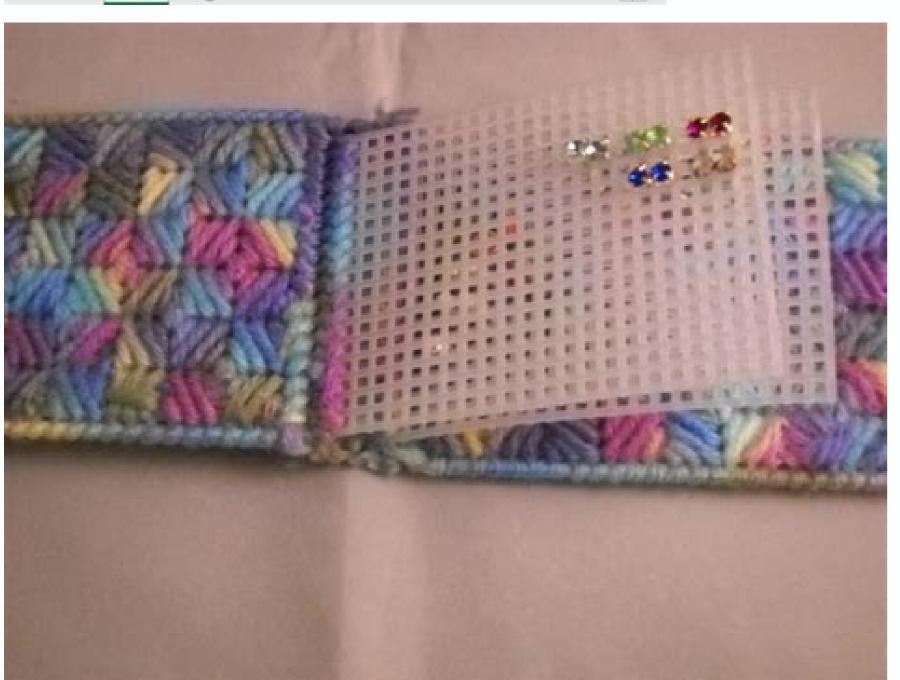
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Autocrat Certs 1: Create Certificate in Docs You will need to create a Google Form to collect data to send out using your Mail Merge. If you will only need to get a person's name for this project, be sure that you also ask for their email address so you can send them an email through the Mail Merge. Creating a Folder in Google Drive You will need to create a new Google Doc inside the new folder that you created; this will be the template for your merge. This version is very user friendly! How to Use the NEW Autocrat After your Google Form is created, you will open up the Sheet that contains the responses for that form. The following video is an excellent tutorial that shows you how to make a Reading Log for your students. Next, you will choose how you want to format file names. Use automatically generated Docs too for grading, commenting, or even peer review! After specifying triggers, press Save. You could easily share that folder from within Google Drive to anyone! If you are have a form that you want to run every time the form is submitted, you must check this box; otherwise, you will end up with a spreadsheet full of data, and you will have to manually run AutoCrat in order for users to receive their documents. The first step you will need to do is create a new folder in your Google Drive to house each Google Form and Mail Merge project. Since you have already created your template, you will choose "DRIVE" and find the template in your Google Drive. (Hint: it should be stored in the same location as your Google Form.) Go to Add-Ons -> Get add-onsScroll through the list and find AutoCrat Choose AutoCratClick InstallYou will have to give AutoCrat permissions to edit your spreadsheet; do so. I ALWAYS do this, especially if it is for a conference or classroom project. and click NEXT. Next, we will select editing/commenting and sharing settings for our merge.After that, send out any emails to anyone we may want to share the Doc or Slideshow with. After you start a new merge job, you will be given two options. The same instructions can help you create the form for your Mail Merge. For the last step of the merge set-up, we have the option to choose if we want this merge to run based on any specific triggers like a form submission or at a designated time interval.Some users can fully automate certain processes using these triggers. The way the template links to your form data is by bracketing words . It is a free merge tool that is available in the add-ons store. If you wish to email the user, check the "Email and/or share merged documents" option. If you need to collect three items from your form, you will place each item within the brackets in the spot where you want the data to exist. The fastest way is to click this link to install the Autocrat add-on from the Google Workspace Marketplace.Simply click the Install button and the add-on will be added to your Google Sheets account. Finally, click the play button symbol to start the merging sequence.You will see your Google Sheet change a bit—now there will be a cell with a link to the Doc that was created for this demo. Because you can create and store individual files each time the form is submitted, I would suggest using $Name-$timestamp to produce:RonnieRoss01-19-16.pdf You can choose to create individual Google Doc files or PDFs each time the form submitted. During this step, you will need to make a list of the data you intend to request from the Google Form. You can choose from standard text, hyperlinks, or images.You will need to create a corresponding tag for each area of the Doc or Slide you want the information to be populated into. close Documents created within Google Drive do NOT take away from your allotted storage on Google Drive; why not save all of the files as long as you have them neatly organized? These videos are more informative than educational. Today we will choose to have AutoCrat create an example template for us. I would recommend that you watch them to familiarize yourself with the features. When you create your own templates, you can save them to and select them from your drive.In the past, AutoCrat only worked with Google Docs, but now it also integrates with Google Slides. Once AutoCrat is authorized, you can access it by choosing:Add-Ons -> AutoCrat -> LAUNCHClick the icon seen below. Next, give a file name for the output document that the add-on will create. You have the option to SAVE all of the files that are created. At first glance, it might not seem like that interesting of a tool, but its many applications make this a super valuable add-on! AutoCrat is another neat invention of CloudLab, one of the leading innovators in the add-ons for Education developer space. For example, you can have students submit essay questions via Google Forms, and their answers will populate into a Google Sheet. The template would output the following for the user:John Smith's email address is j.smith@hudsonisd.org. It is important that you keep all of your files organized properly because this process will require several files. Tags will be created to coincide with the fields on the form and spreadsheet. Reading these answers within a sheet cell could obviously be quite cumbersome!You can set a trigger so that the students submissions are merged right into a PDF or Doc; that go into a specific class folder. Ok—that does it! Your first AutoCrat merge has been set up, and we will now be displayed as an existing job when you run the add-on.For inspiration and ideas, check out our list of the top 5 Google Sheets add ons for education. As if you didn't already have enough options, AutoCrat will now let you choose the type of document you want to share with the user. Creating a Google Form will automatically create a Google Sheet to store data from the form. This is where you will tell AutoCrat what to do with your data. If your Google Forms does not look like this video, you will probably be prompted to "try" the new Forms, and I would suggest you go for it! Eventually the "new" Forms will be the standard! Creating a Reading Log with Google Forms Below are a couple of videos from the makers of AutoCrat that give a brief overview of the program. Perhaps you are creating files that you want to share with someone else. Example Variables: Example Template: 's email address is . Merging Data with AutoCrat The New autoCrat: Document Merge in Google Drive Below is a video with the updated version of AutoCrat. AutoCrat is an add-on that allows you to merge information from your spreadsheets into other formats, like documents or PDFs. It has a simple user interface that makes formatting, storing, and sharing information a breeze.Who is using Autocrat?Anyone who uses Google Sheets has access to AutoCrat. After assigning variables from your template to your sheet, you will proceed to the third, and last, setup screen for AutoCrat. Housekeeping Note for HISD Training:If your computer is not signed in, please use the following:username: teacherpassword: Hudson2016 Using Google Forms and AutoCrat, you can create dynamic forms that will produce a Google Doc or PDF file with data submitted from the form. When you install AutoCrat on the Google Sheet, you open a new world of opportunities to merge data from the Sheet into Google Docs or other Sheets. The editable Google Doc options are great for using with student assignments; however, Google Classroom has revolutionized this process, which sort of makes this process obsolete for that purpose. (Optional) Choose a folder reference. ***This video uses the NEW Google Forms.*** Many of the videos around YouTube use the older Google Forms; the NEW Google Forms has only been around for a short time. Be sure to put the $emailAddress tag from your sheet in the email address field! You can customize the message to say "Hello $Name" if you have a tag called $Name or something similar. Select a folder in your Google Drive that the document will be inserted into. This is the meat and potatoes of your project. Although AutoCrat was designed for teachers and administrators, just about anyone can use it to automate processes. AutoCrat is another add-on for Google Sheets that is changing the face of education. (Optional) Set conditional rules for your merge.For example, if you are sending out a letter about grades from a student roster, you may choose to only send out letters to students who are receiving failing grades within the course. I would recommend watching the third video by Amy Mayer for an instructional video. In this step, you will need to choose a template for your merge. PDF is the best option if you are sending a file to be printed or need it to be permanently fixed. ;) Click ADVANCED SETTINGS and choose the destination folder where you would like to store the folders. In this step, you need to map the source data from the spreadsheet to its correct place in the template. You can utilize these variables by using $tags, as seen below. Next, you will assign the variables from your template (using the) to the columns available in your Responses sheet. It is also loved by students, researchers, and businesses.What can you do with AutoCrat?With AutoCrat, you can take information stored in spreadsheets and easily convert it into a Google Docs, PDF, or even a slideshow!It sounds simple, but many people are taking this tool and using it to enhance their workflows so they can free up time for more important tasks.How can you access AutoCrat?It is really simple to get add-ons for Sheets. Alternatively, take a look at the related articles below.Editor's note: This is a revised version of a previous post that has been updated for accuracy and comprehensiveness. Alternatively, you can get the add-on by following these steps:Open a spreadsheet.Click the Add-ons button in the navigation menu.Click the Get add-ons button.A window will pop up for you to browse.Type 'Autocrat' in the search box.Click the Install button to get the add-on.You are ready to start using AutoCrat!First, click Add-ons → AutoCrat → Open AutoCrat will load, and prompt you to create your first merge job! There is no sidebar in AutoCrat anymore, they got rid of it and swapped it for a dialogue box that takes you step-by-step through the process of each merge.Step 1:Click New Job, then you will be prompted to give your first merge job a name!After naming the job, click Next. This is really exciting for users who want to create custom presentations from within spreadsheets.

Due to a planned power outage on Friday, 1/14, between 8am-1pm PST, some services may be impacted.

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