OSST\_ShareV1.0 Instructions for Obtaining a Copy and Using Google Sheets and Forms

You must have access to a Google account to use all the features of OSST\_ShareV1.0. Google Sheets is the spreadsheet program included in Google’s free, web-based Docs Editors suite. Google Sheet files can be converted to MS Excel files and vice versa; however the live features of OSST\_ShareV1.0 (Form and Dashboard) only work in Google Sheets.

The Form feature permits live data entry via internet-connected laptop or desktop computer, and even tablets or smartphones with web browsers. To use the form on tablets or smartphones with web browsers, you must first send the form to your devices from Google Sheets on your computer. It is possible to complete forms from multiple devices at the same time to the single OSST worksheet; however, this is only recommended if data entry will be completed by Form entry alone.

The Dashboard feature provides OSST Indicator and dataset summary data as you enter participant data. This mathematics happens on the OSSTLogic and OSSTDashboard worksheets (2nd and 3rd worksheets in OSST\_ShareV1.0 which are viewable but un-editable by users. If converted to or downloaded in MS Excel, the Google Sheets formulae used in the OSSTLogic worksheet are not recognised by MS Excel resulting in errors on the OSSTDashboard worksheet.

1. You will receive a confirmation email granting you permission and access to make copies of the OSST\_ShareV1.0 Google sheet and the Google form. You will receive one link to the sheet and one link to the form.
2. Open the Google sheet link.
	1. Click on Make a copy.
	2. OSST\_ShareV1.0 Sheet will open in a new Google Sheets window.
3. Open the Google form link.
	1. Click on Make a copy.
	2. OSST\_ShareV1.0 Form will open in a new Google Forms window.
	3. Click on Responses.
	4. Click on the green spreadsheet icon. >>> This will open a new window asking whether you want to create a new sheet or use an existing sheet.
	5. Select the existing sheet of OSST\_ShareV1.0 that you just made a copy of.
4. Begin your data collection either on the OSST worksheet directly (1st of 3 worksheets in OSST\_ShareV1.0) or by sending the OSST-HES Form to the portable device you will be using to record data.
	1. Data collection on the OSST worksheet
		1. Enter the data per participant in your sample, one row per participant as per the Tool. Data entered that does not fulfil the Tool’s expected responses will generate an error message prompting you to select a valid response.
	2. Data collection on the OSST-HES Form
		1. Click on Send to share the fill-able form to your portable device by email.
		2. Open the email on your portable device.
		3. Enter the data for your first participant. Data entered that does not fulfil the Tool’s expected responses will generate an error message prompting you to select a valid response.
		4. Click on Submit to save that participant’s data. >>> The data will be transferred automatically to a new worksheet auto-created within the OSST\_ShareV1.0 Sheet.
		5. Enter the data for subsequent participants, clicking on Submit between each.
		6. When you have completed data collection, copy the cells with participant records from the auto-created worksheet and paste them into the worksheet entitled OSST.
5. Click on the Dashboard worksheet to view your OSST Indicators and dataset summary data.