Setting Up the SEL Weekly Check-In Forms

You do this once, in your own school Google account. It takes about 5 minutes.

1. **Open Apps Script.** Go to **script.google.com** and click **New project**.
2. **Paste the script.** Delete the starter code in the editor, paste all of `create-sel-checkin-forms.gs`, and click **Save** (the disk icon).
3. **Run it.** In the function menu at the top, pick **createAll** and click **Run**. When Google asks for permission, click **Review permissions**, choose **your own school account**, and click **Allow**. If you see "Google hasn't verified this app," click **Advanced**, then **Go to (your project)**. It's your own script.
4. **Copy your links.** When it finishes, open the **Execution log** at the bottom. Copy the 3 form links and the tracker sheet link and keep them somewhere safe. (If you lose them, pick **showLinks** and click Run. Running createAll again won't make duplicates.)
5. **Post the student links in Canvas.** Post the **Level 1** student link in the **Blue SEL (2nd period)** Canvas course and the **Level 2** student link in the **Gold SEL (8th period)** course. Keep the teacher observation link for yourself and your para.
6. **Run it every week.**
    - **When:** the first class day of each week, which is Monday or Tuesday depending on the Blue/Gold rotation.
    - **How long:** about 2 minutes at the start of check-in.
    - **Teacher form:** you or your para fill out one observation per student each week.
    - **Baseline and goal:** use the first **2 weeks** as the baseline, then look at the **Summary** tab and set the Criterion 6 growth goal.

Students type only their 2-letter code (like M.H.). The forms collect no names or emails.