

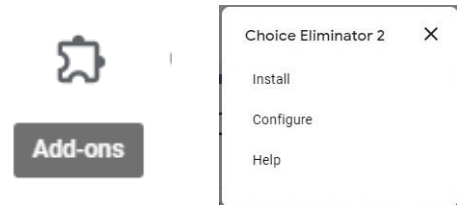
How to Use the Choice Eliminator for PT Conferences

“Make A Copy”

1. “Make a Copy” of the original PT Conference Form.
2. <https://docs.google.com/forms/d/18sBQi0hbo0ZQC4nDdJ-YIEProgh-fKHSRHFJgt3dolc/copy>
3. Change the Title, Dates, and Teacher Name.

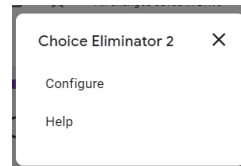
Install Add-On

1. Click on the Puzzle Piece titled “Add-Ons”
2. Click on “Choice Eliminator 2”
3. Click on “Install”
4. Follow steps to install the Add-On



Configure the Add-On

1. Click on the Puzzle Piece titled “Add-Ons”
2. Click on “Choice Eliminator 2”
3. Click on “Configure”
4. A box that says “Take Note” will pop up. Click “Close”.



Note from the author

Take Note!!!!

Use dropdown question type instead of multiple choice for better reliability.

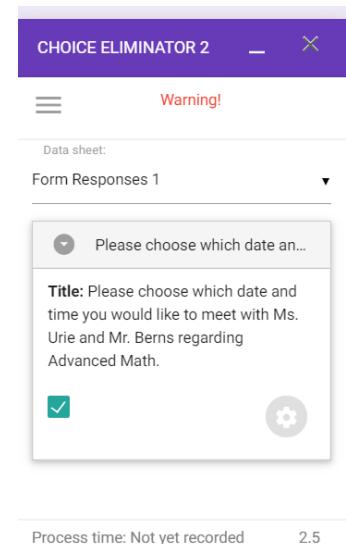
If you do not need to set limits (beyond 1) or restore options then I highly recommend using the Choice Eliminator Lite add-on instead

There are many reasons, out of my control, why choices will not eliminate. Please make sure to check the FAQ “Will_Not_Eliminate” section before contacting me. FAQ can be found by clicking the three horizontal lines at the top right of the CE2 dialogue.

For more details, visit GSuiteAddons.com

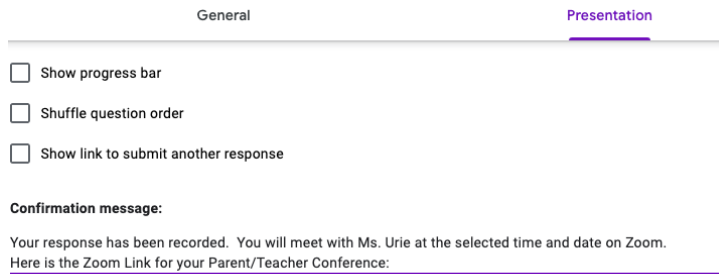
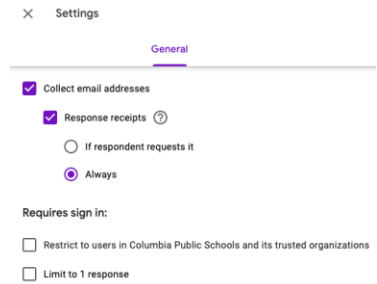
Close

5. In the box that says “Choice Eliminator 2”, choose the question that you want to have the questions eliminated from.

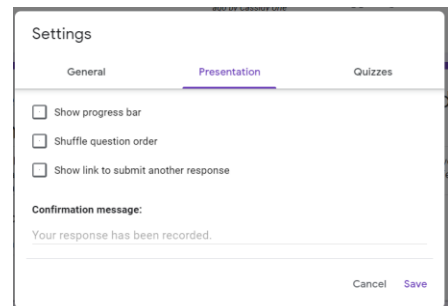


Change the Settings to “Send Receipt”

1. Click on “Settings”
2. Select “Collect Email Addresses” to ensure you have the parents’ email address.
3. UN-select the “Restrict to users in CPS” so that parents can access the Google Form.
4. Select “Response Receipts” so that parents get an email confirmation of when their PT Conference is scheduled for.
 - a. You can choose to select “If respondent requests it” or “Always”
 - b. This message can include your Zoom Link.
 - c. To add your Zoom Link, click on Presentation and type in the “Confirmation Message” the link to your zoom.



5. In Settings, also click on “Presentation”.
6. UN-select “Show link to submit another response.”
7. Click SAVE.



CONGRATS! YOU ARE DONE!

Other Helpful Links:

How to eliminate choices for p/t conferences link: <http://nathannagele.com/how-to-remove-choices-in-google-forms/>

How to link a google form with a google sheet: <https://www.youtube.com/watch?v=e95PdNogHnw>

How to send a message back to parents after they signed up. This could include your zoom link if you decide to do it that way. Here is a video:

<https://www.youtube.com/watch?v=B5oP7lyfPw8>