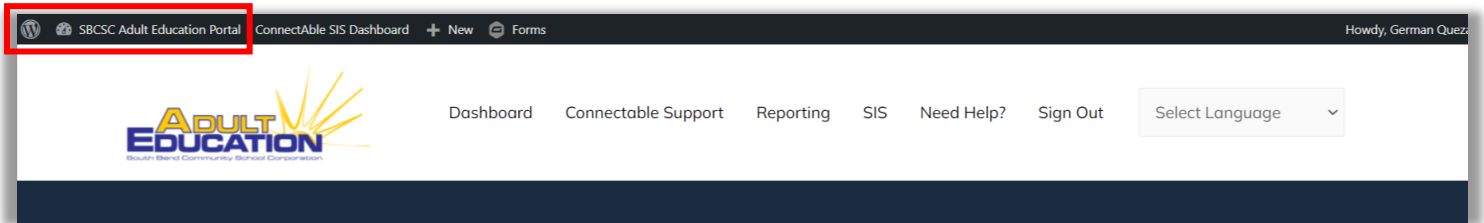
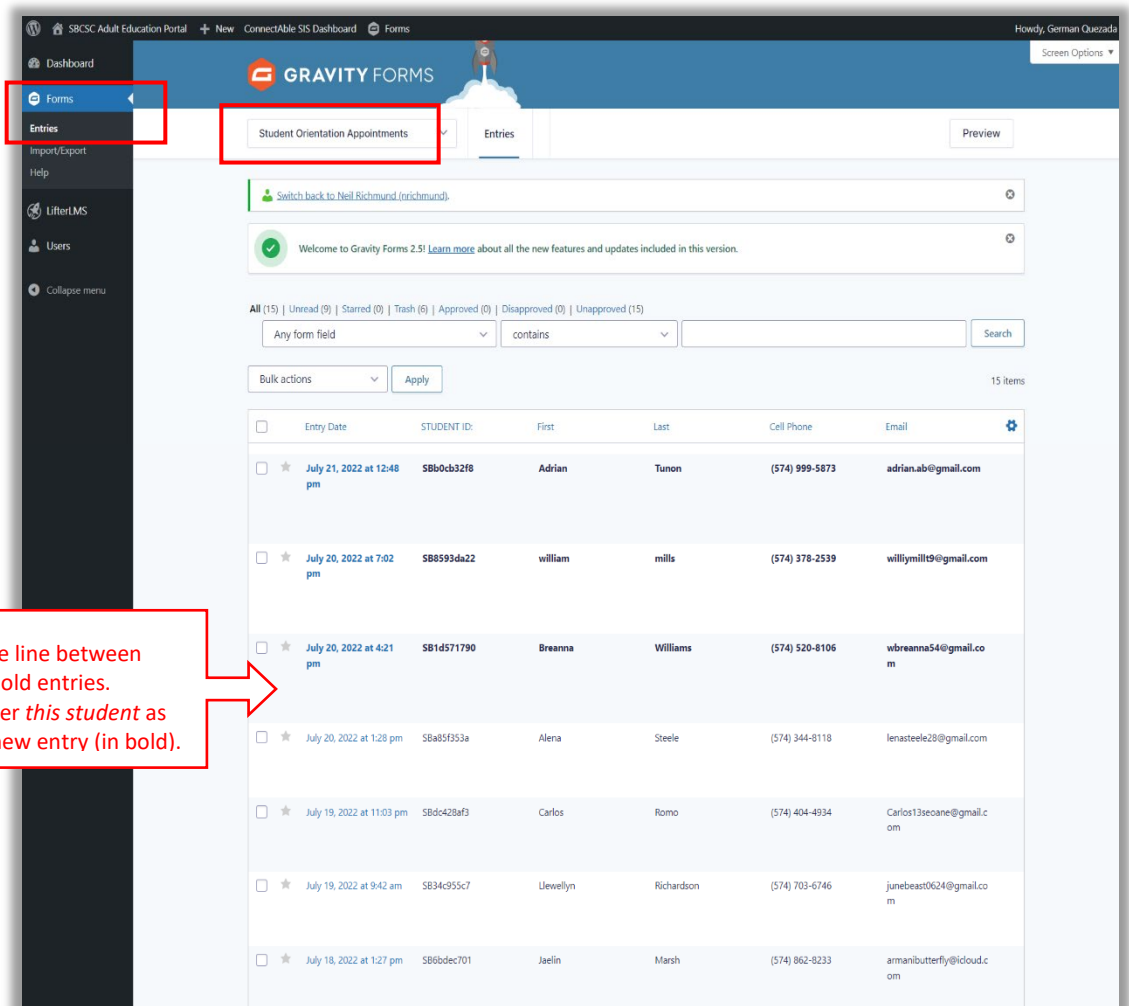


# YOUR CONNECTABLE STUDENT APPOINTMENTS - 2022-23 SCHOOL YEAR

Log in at [southbendadulted.com](https://southbendadulted.com), then click the dashboard symbol in the top left side of the screen.

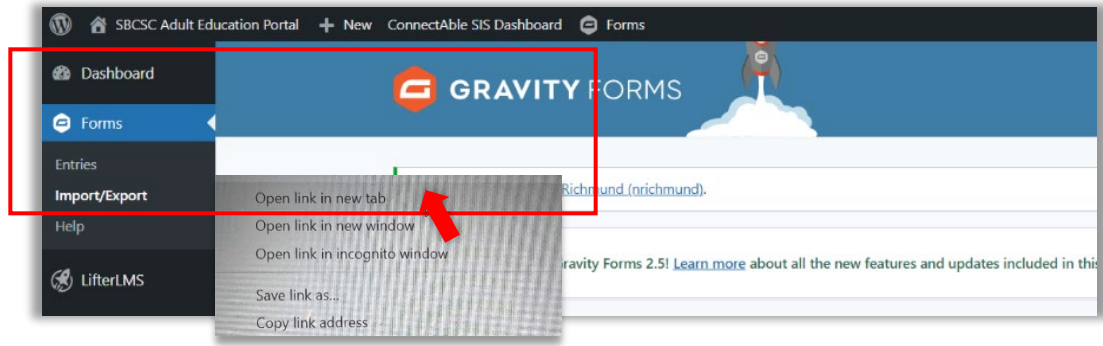


From the menu on the left, click **Forms**, then **Entries**. To see appointment entries, **select the appointment form at the top**. Look through the entries and take note that any names that are in bold are new entries that have come through, and any entries NOT in bold are old appointments that have already been recorded on the goggle sheet.

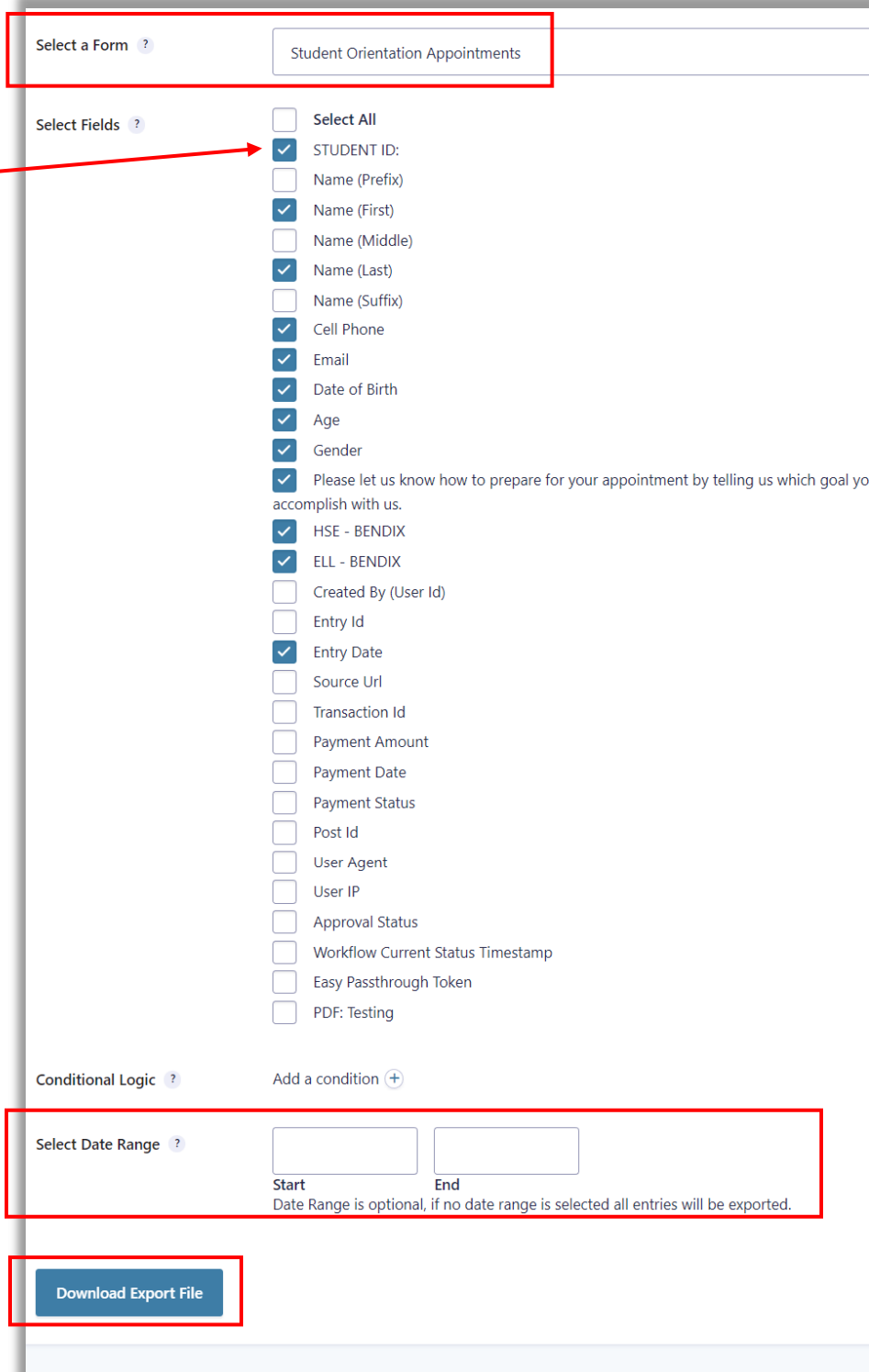


This is the line between new and old entries. Remember *this student* as the last new entry (in bold).

Now go back to the side menu again and this time under **right click Import/Export** and select **Open in a new tab**.

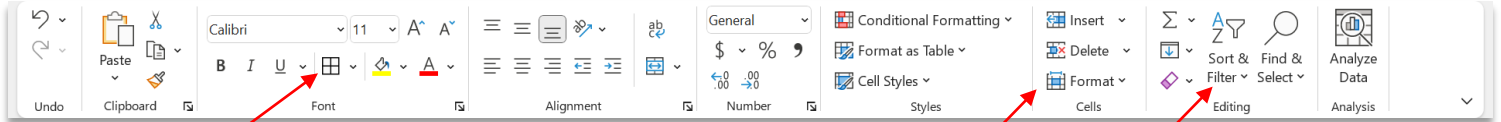


From the Export screen, make sure to **select the appointment form from the dropdown**, then check every box that contains information that you want to include in your spreadsheet export, as shown.



Select the date range that includes the first new entry (that you noted from the entries screen), then click **Download Export File**.

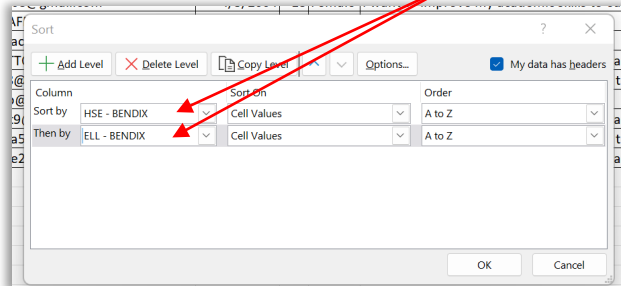
Save the spreadsheet to your files, then format it in a way that makes the information easy for you. You will want to then save it as an .xlsx file instead of the .csv unformatted file that comes with the export so that your formatting will remain. See the tips below for quick formatting.



Click to create borders.

Drag your borders enough to see the necessary information, or click Format, Autofit Column Width to make everything full width.

Click a column you want to sort, then click Sort & Filter – Custom Sort to sort by the appointment columns.



**BEFORE FORMATTING:**

\*You can delete the rows below the last name entry (the last name from the Entries screen that was in bold.)

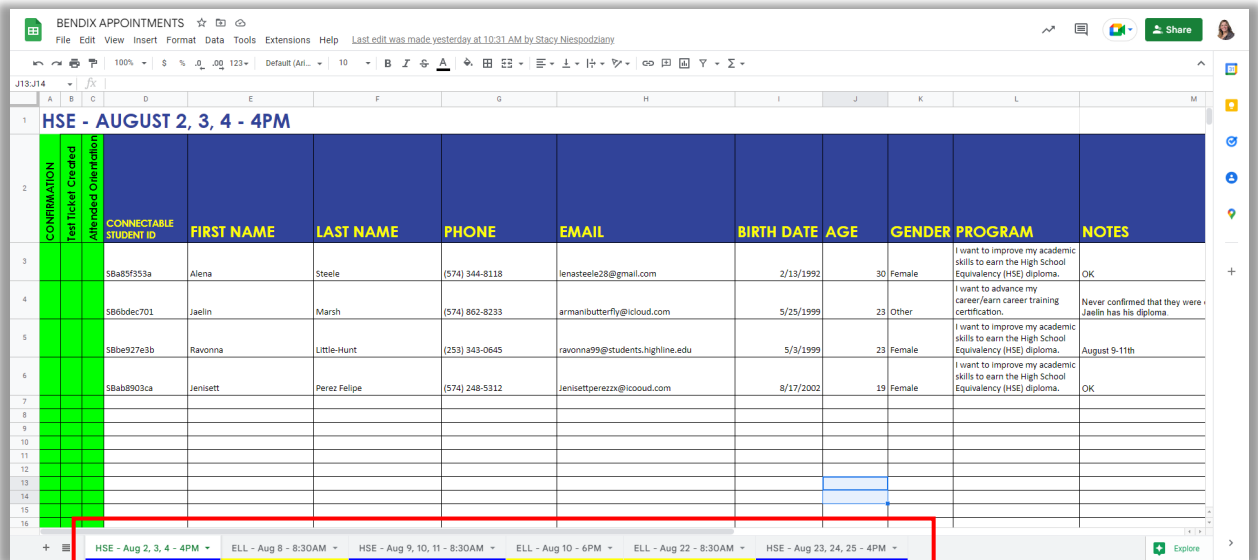
	A	B	C	D	E	F	G	H	I	J	K	L
1	STUDENT	Name (Fir	Name (Las	Cell Phone	Email	Date of Bi	Age	Gender	Please let	HSE - BENI	ELL - BENC	Entry Date
2	SB09ce05f	Cody	Lindemey	(574) 300-	codylee02	5/6/1996	26	Male	I want to i	August 9, 10, and 11	#####	
3	SB4cbe3cc	Juliana	Tates	(574) 514-	julietates0	4/5/2004	18	Female	I want to i	*I am at the facility n	#####	
4	SBea7b30d	GABRIELA	FRANCO	(202) 696-	GABRIELA	#####	50	Female	I want to learn Englis	*I am at th	#####	
5	SB8565d2f	MARIA	BOLIVAR	(786) 371-	carolicana	#####	47	Female	I want to learn Englis	*I am at th	#####	
6	SB0d45aa7	MICHAEL	PYBURN JR	(574) 401-	SHOEBUT	#####	17	Male	I want to i	August 2, 3, and 4 at	#####	
7	SB95a099f	Joel	Ambriz	(574) 703-	krenoris8	7/8/1997	25	Male	I want to e	August 2, 3, and 4 at	#####	
8	SBb0cb32f	Adrian	Tunon	(574) 999-	adrian.ab	#####	22	Male	I want to learn Englis	*I am at th	#####	
9	SB8593da2	william	mills	(574) 378-	williymillt	#####	34	Male	I want to i	August 23, 24, and 2:	#####	
10	SB1d5717f	Breanna	Williams	(574) 520-	wbreanna	#####	23	Female	I want to e	August 9, 10, and 11	#####	
11	SBa85f353	Alena	Steele	(574) 344-	lenasteele	#####	30	Female	I want to i	August 2, 3, and 4 at	#####	

**AFTER FORMATTING:**

	A	B	C	D	E	F	G	H	I	J	K	L
1	STUDENT ID:	Name (First)	Name (Last)	Cell Phone	Email	Date of Birth	Age	Gender	Please let us know how to prepare for your appointment by telling us which goal you plan to	HSE - BENDIX	ELL - BENDIX	Entry Date
2	SB4cbe3ccdf	Juliana	Tates	(574) 514-4064	julietates08@gmail.com	4/5/2004	18	Female	I want to improve my academic skills to earn the H	*I am at the facility now, so I do not need an appointment.		7/21/2022 17:32
3	SB0d45aa70	MICHAEL	PYBURN JR.	(574) 401-2862	SHOEBUTTON26@GMAIL.COM	8/10/2004	17	Male	I want to improve my academic skills to earn the H	August 2, 3, and 4 at 4:00PM		7/21/2022 13:48
4	SB95a0992d	Joel	Ambriz	(574) 703-6261	krenoris8@gmail.com	7/8/1997	25	Male	I want to advance my career/earn career training of	August 2, 3, and 4 at 4:00PM		7/21/2022 13:20
5	SBa85f353a	Alena	Steele	(574) 344-8118	lenasteele28@gmail.com	2/13/1992	30	Female	I want to improve my academic skills to earn the H	August 2, 3, and 4 at 4:00PM		7/20/2022 13:28
6	SB8593da22	william	mills	(574) 378-2539	williymillt9@gmail.com	1/31/1988	34	Male	I want to improve my academic skills to earn the H	August 23, 24, and 25 at 4:00PM		7/20/2022 19:02
7	SB09ce0551	Cody	Lindemeyer	(574) 300-2773	codylee0212@gmail.com	5/6/1996	26	Male	I want to improve my academic skills to earn the H	August 9, 10, and 11 at 8:30AM		7/21/2022 18:21
8	SB1d571790	Breanna	Williams	(574) 520-8106	wbreanna54@gmail.com	12/30/1998	23	Female	I want to advance my career/earn career training of	August 9, 10, and 11 at 8:30AM		7/20/2022 16:21
9	SBea7b30ed	GABRIELA	FRANCO	(202) 696-8773	GABRIELAFRANCO75@HOTMAIL.COM	10/31/1971	50	Female	I want to learn English.		*I am at the facility now, so I	7/21/2022 15:54
10	SB8565d2e7	MARIA	BOLIVAR	(786) 371-7456	carolicanache@hotmail.com	1/25/1975	47	Female	I want to learn English.		*I am at the facility now, so I	7/21/2022 15:28
11	SBb0cb32f8	Adrian	Tunon	(574) 999-5873	adrian.ab@gmail.com	7/25/1999	22	Male	I want to learn English.		*I am at the facility now, so I	7/21/2022 12:48

Now you can copy and paste directly into your Google Appointment Sheet on the appropriate appointment tab.

Don't forget to include other details in the notes section.



Now that your appointments have been added to your Google sheet, you can go back to the previous Form Entries tab, click the top checkbox to select all, then click **Mark as Read** under **Bulk Actions**. Now you are ready for a new week of appointments!

Each Thursday afternoon, the ConnectAble team will remove appointment choices for the following week so that you will have time to prepare for the students in the next week's orientation. Past dates will be removed by the ConnectAble team for you as well!

The screenshot shows the Gravity Forms interface. The top navigation bar includes 'SBCSC Adult Education Portal', 'New', 'ConnectAble SIS Dashboard', and 'Forms'. The user is logged in as 'Howdy, German Q'. The main content area is titled 'Student Orientation Appointments' and 'Entries'. A 'Preview' button is visible. A notification bar at the top says 'Welcome to Gravity Forms 2.5! Learn more about all the new features and updates included in this version.' Below this, there are filters for 'All (15)', 'Unread (9)', 'Starred (0)', 'Trash (6)', 'Approved (0)', 'Disapproved (0)', and 'Unapproved (15)'. A search bar is present with the text 'Any form field' and a search button. A 'Bulk' menu is open, showing options: 'Bulk actions', 'Mark as Read', 'Mark as Unread', and 'Apply'. The main table lists 15 items with columns for 'STUDENT ID', 'First', 'Last', 'Cell Phone', and 'Email'. The first row is for 'Cody Lindemeyer' with student ID 'SB09ce0551' and email 'codylee0212@gmail.com'. The second row is for 'Juliana Tates' with student ID 'SB4cbe3cdf' and email 'julietates08@gmail.com'. The third row is for 'GABRIELA FRANCO' with student ID 'SBea7b30ed' and email 'GABRIELAFRANCO75@HOTMAIL.COM'. The fourth row is for 'MARIA BOLIVAR' with student ID 'SB8565d2e7' and email 'carolicanache@hotmail.com'. The table also shows dates and times for each entry, such as 'July 21, 2022 at 5:32 pm'.