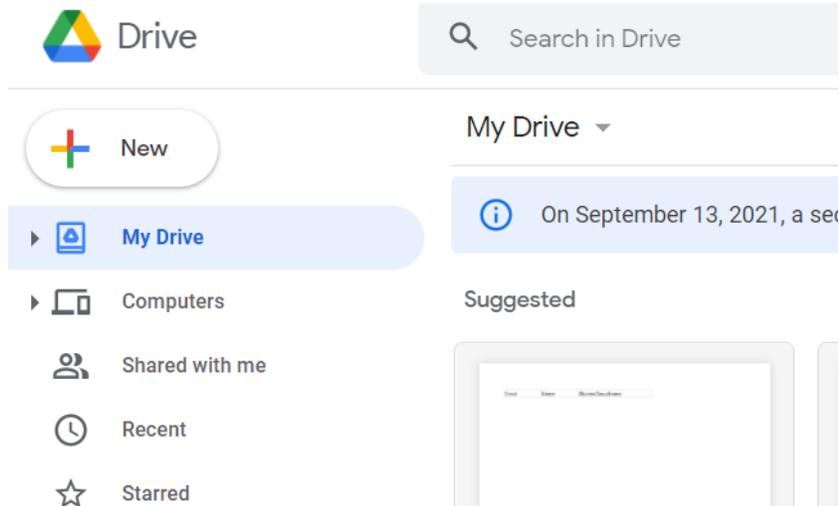
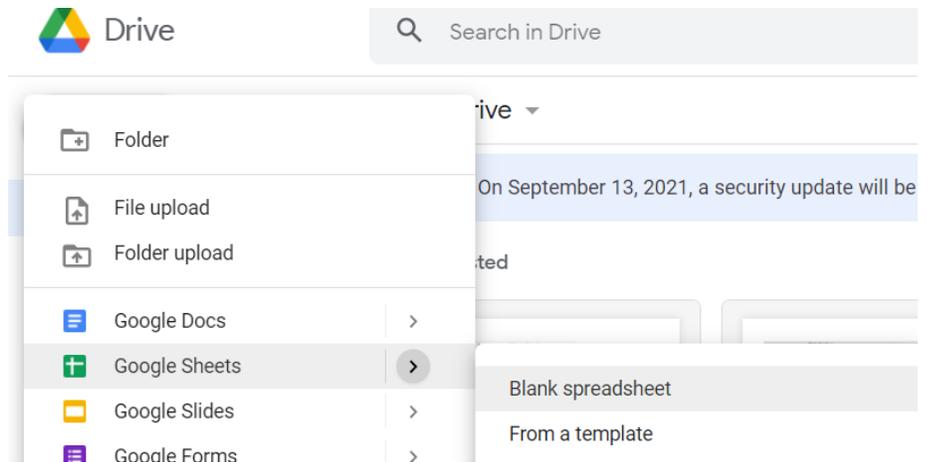


Welcome to [PAVO](#)! Please use the following to help you share spreadsheets on Canvas and upload a CSV to the new PAVO Platform.

Log in to your Google Drive and select New



Select Blank Spreadsheet



Enter the following information into Columns A, B, and C (make sure Column C is all one word, no spaces).

PAVO Student Information

File Edit View Insert Format Data Tools Add-ons Help [Last edit wa](#)

100% \$ % .0\_ .00 123 Default (Ari... 10 B

	A	B	C	D	E
1	Email	Name	StudentGroupName		
2					
3					
4					
5					

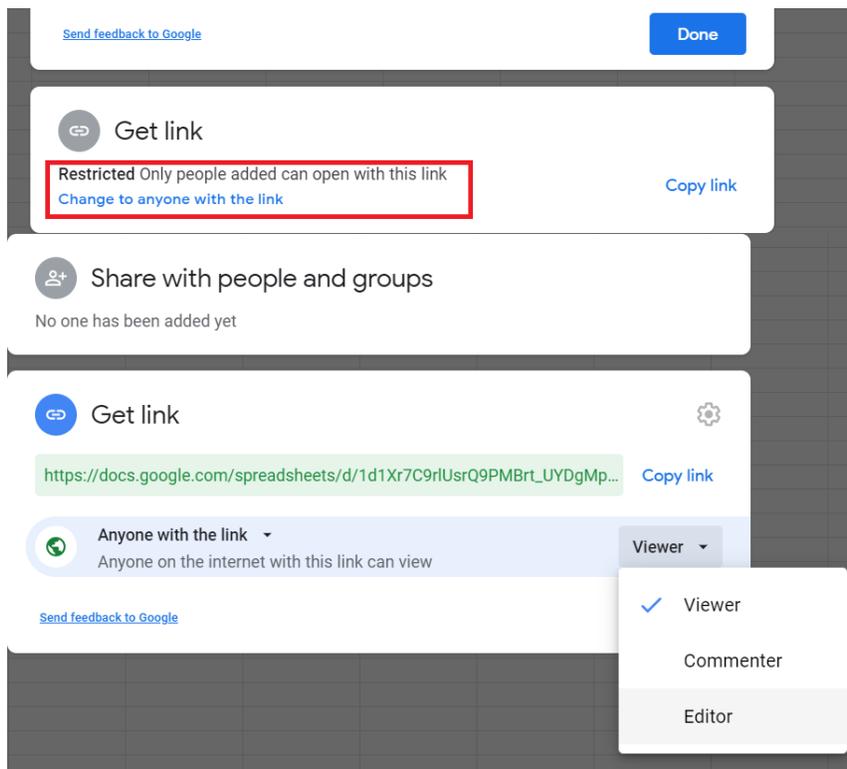
NOTE: For safety and privacy, we highly recommend students use their school emails when registering for their Flinn account!

Make sure the group/course name is the same for each student in each course! If one student lists 2<sup>nd</sup> Period Bio and another lists Second Period Bio, this will create two separate groups in PAVO. You may need to go back and enter in the courses your students are enrolled in to make sure they are consistent.

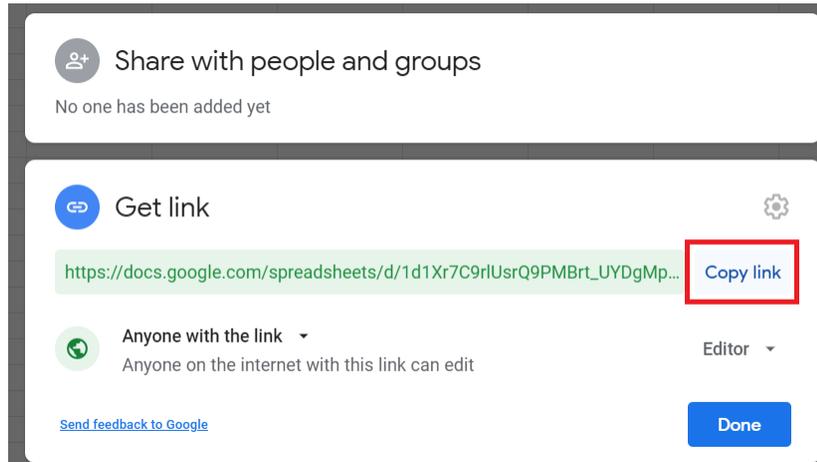
Click the green Share button on the upper right corner



In the second text box, select Change to anyone with the link, then click the arrow next to Viewer and change to Editor.

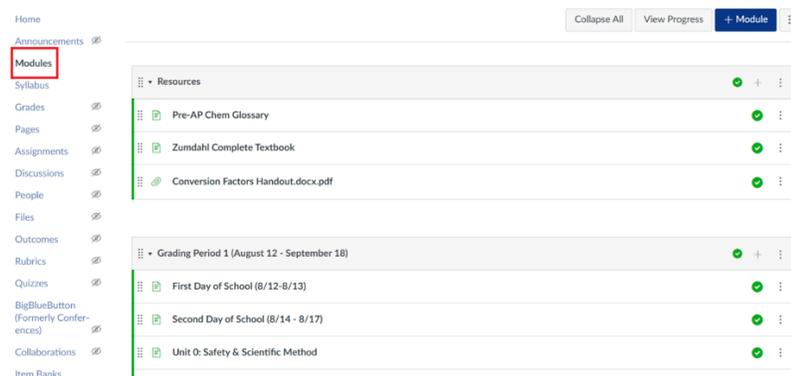


Click Copy Link



Go to your Canvas page.

Select the course you wish to share your spreadsheet with and go to the Modules tab



Find the Module with the group you plan on sharing your spreadsheet

Press the + button



Select Add and choose  
External URL

The screenshot shows a dialog box titled "Add Item to Grading Period 1 (August 12 - September 18)". The "Add" dropdown menu is open, displaying a list of options: Assignment, Quiz, File, Page, Discussion, Text Header, External URL (highlighted in blue), External Tool, Advanced Manufacturing Career Pathways, Band Saw Safety, and Building Codes, City Permits, Restrictions Direct Instruction Audio/Video. Below the menu, the "Indentation" dropdown is set to "Don't Indent". At the bottom right, there are "Cancel" and "Add Item" buttons.

Paste your Google docs  
link into the text box

The screenshot shows the same dialog box, but now the "Add" dropdown is set to "External URL". Below it, a text box labeled "URL:" contains the link "-BXQz1wDyQ/edit?usp=sharing". There is also an empty "Page Name:" text box. The "Load in a new tab" checkbox is unchecked. The "Indentation" dropdown remains set to "Don't Indent". The "Add Item" button is now highlighted in blue.

Create a page name (e.g. PAVO Student Signup Info) and select Add Item.

Add Item to Grading Period 1 (August 12 - September 18)

Add External URL to Grading Period 1 (August 12 - September 18)

Enter a URL and page name to add a link to any website URL to this module.

URL:

Page Name:

Load in a new tab

Indentation:

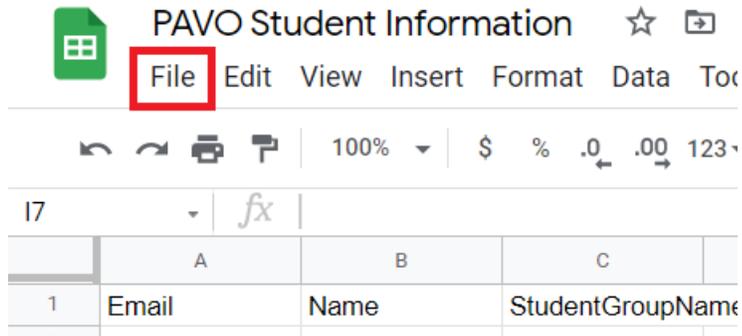
Cancel **Add Item**

Make sure to publish by clicking the gray circle and making it green with a checkmark! NOTE: Since this is an editable document, all students will have the capability to edit and change the entire document. Make sure they are only entering their info and not editing information of any other student.

Item	Status
First Day of School (8/12-8/13)	Published
Second Day of School (8/14 - 8/17)	Published
Unit 0: Safety & Scientific Method	Published
Unit 1: Matter & Change	Published
Unit 2: Measurement & Calculations	Published
PAVO Sign Up Sheet	Published

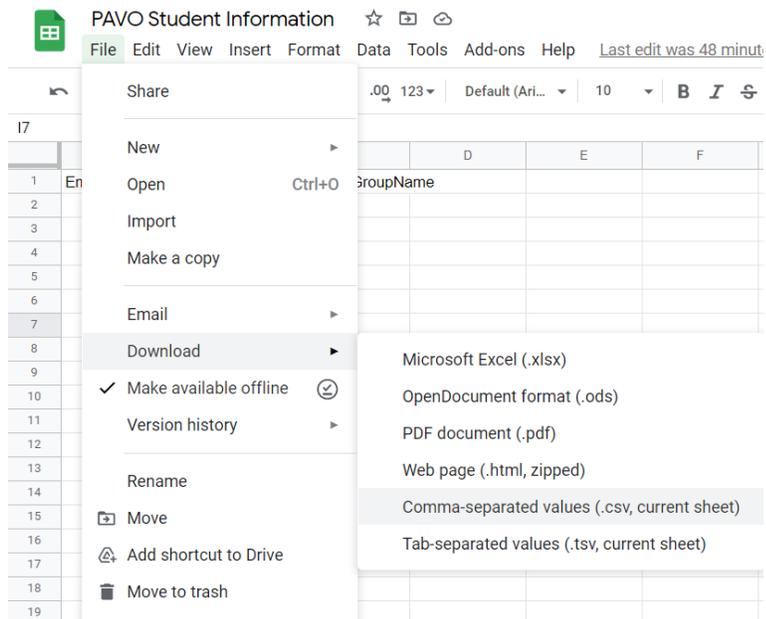
Once all students have uploaded their information for PAVO, copy and paste their email address, name, and course all into one spreadsheet file. Make sure all information is entered correctly! Files cannot be edited after they have been submitted to PAVO.

Click File

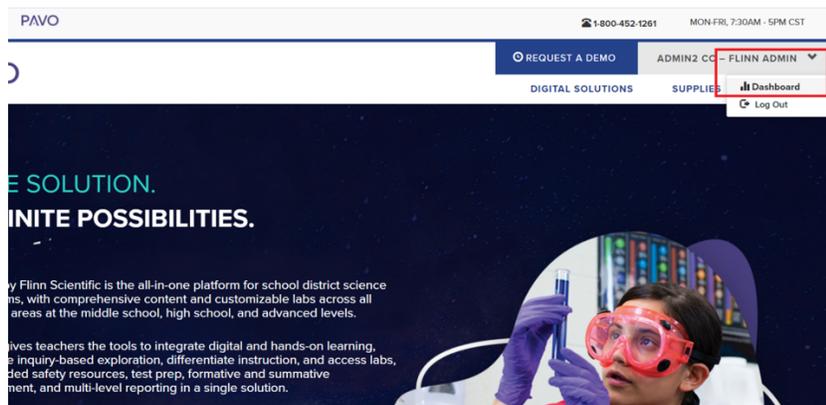


Select Download and select Comma-separated values (.csv, current sheet).

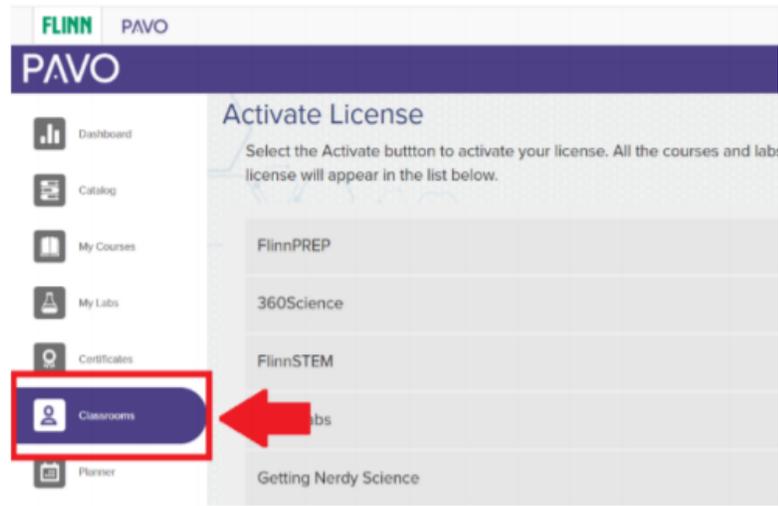
If you are unable to save your roster as a CSV file, feel free to use [this premade CSV file](#) to copy and paste your roster data (while still keeping the top row the same (Email, Name, StudentGroupName)).



You can then upload your new CSV file to PAVO to integrate your students into PAVO. To do so, log into your PAVO account and go to your Dashboard by clicking the arrow to the right of your name.



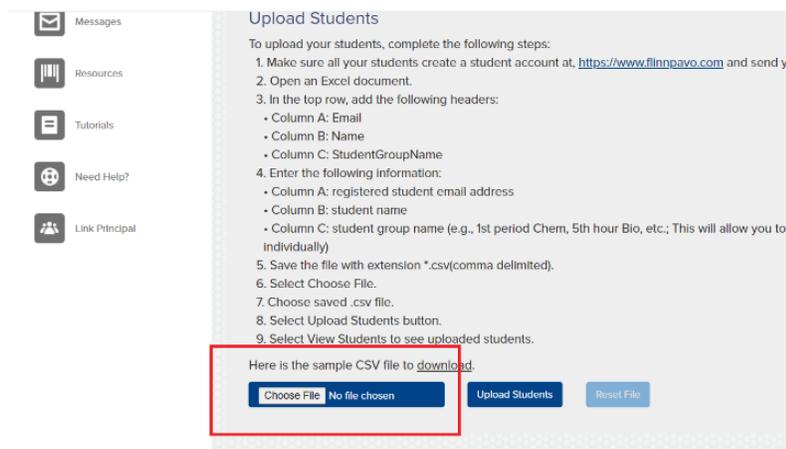
Select Classroom in the left side menu.



To upload students, scroll to the bottom of the page.

Choose the CSV file to upload, then select Upload Students.

At the end of file upload, select View Students. This will show the students that have been uploaded.



If you need additional assistance, please contact Customer Care at 800-452-1261 or email [flinn@flinnsci.com](mailto:flinn@flinnsci.com). You can also sign up for free one-on-one training—just select Need Help? from the Main Menu.



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