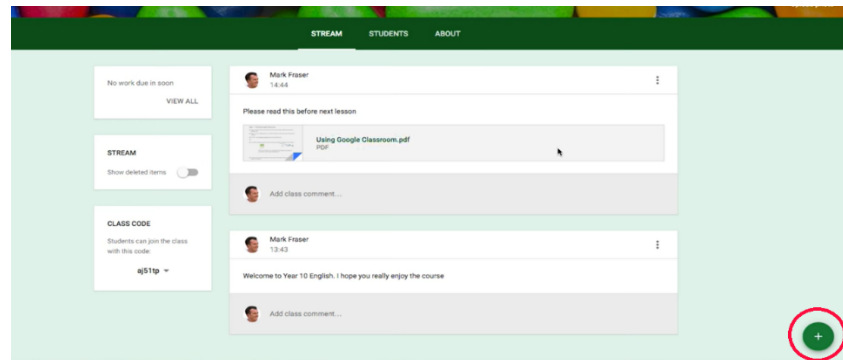
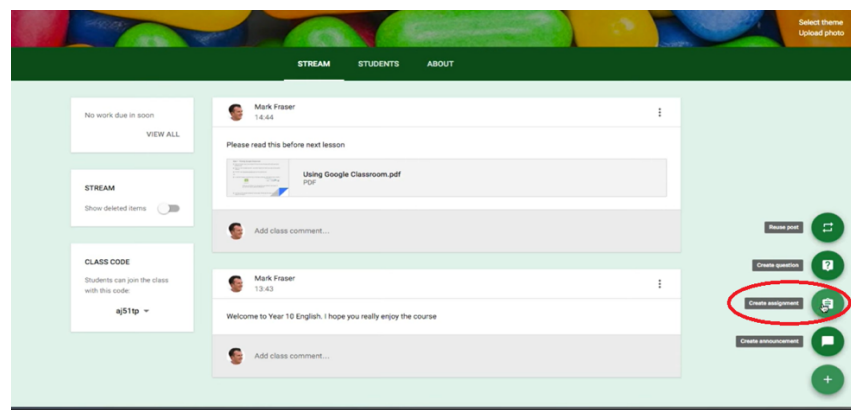


Welcome to [PAVO](#)! Please use the following to help you share documents on Google Classroom and upload a CSV to the new PAVO Platform.

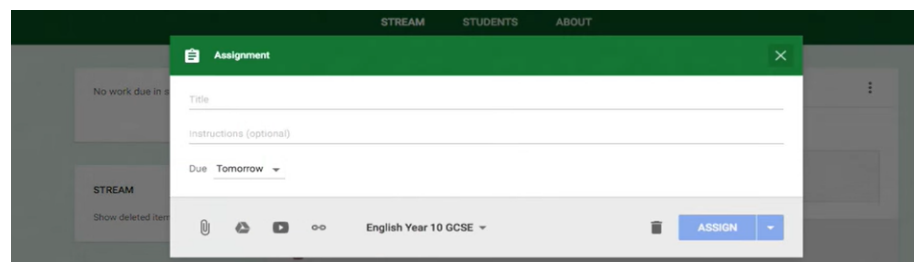
On the home page, click the + button on the bottom right corner



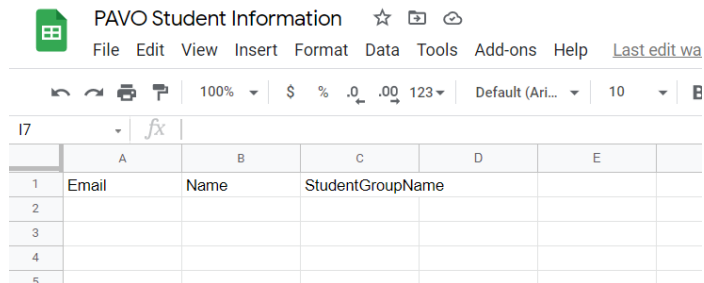
Select Create Assignment



A new page will appear with a text box including a title and description. Enter your title, description, and due date.



Click the Google Drive button to the right of the paperclip. A new page will appear. Find and select the document you wish to share then click add.



The screenshot shows a Google Spreadsheet with the following structure:

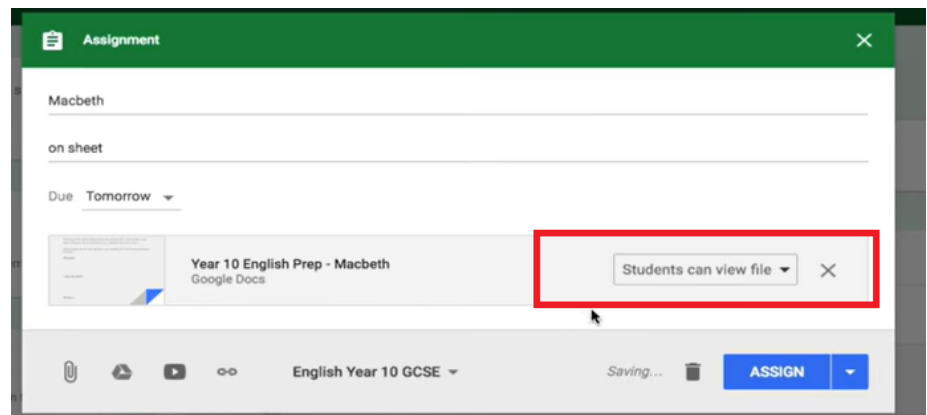
	A	B	C	D	E
1	Email	Name	StudentGroupName		
2					
3					
4					
5					

If you are sharing a Google spreadsheet to upload student information for PAVO, Create a new Google Sheet and enter the following information into Columns A, B, and C (make sure Column C is all one word (no spaces)).

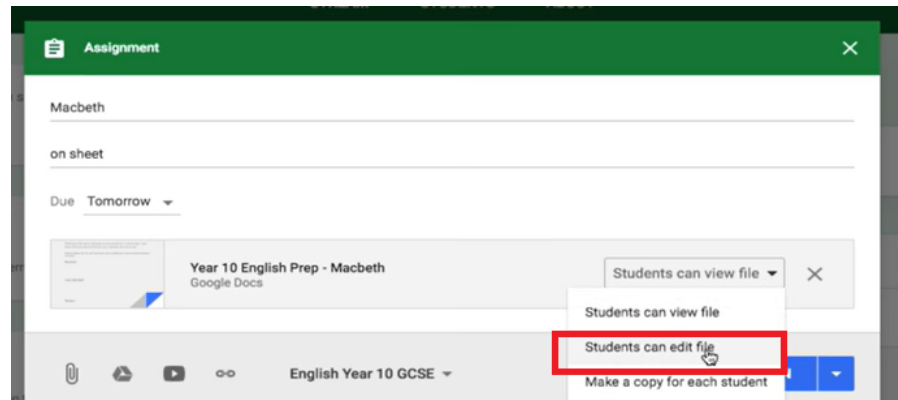
NOTE: For safety and privacy, we highly recommend students use their school emails when registering for their Flinn account!

Make sure the group/course name is the same for each student in each course! If one student lists 2nd 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. Save the sheet to your Google Drive.

You should see the document appear in the page with a drop-down menu that currently says, “Students can view file”.

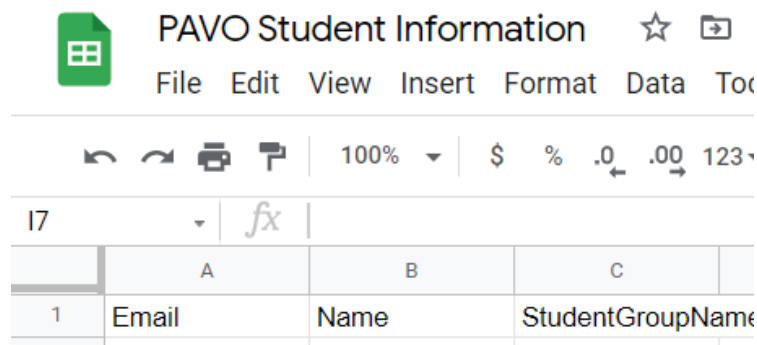


To make it so that students can get the same document and can all edit it at the same time, select Students can edit file. Then, click Assign and it should be uploaded for students to complete.



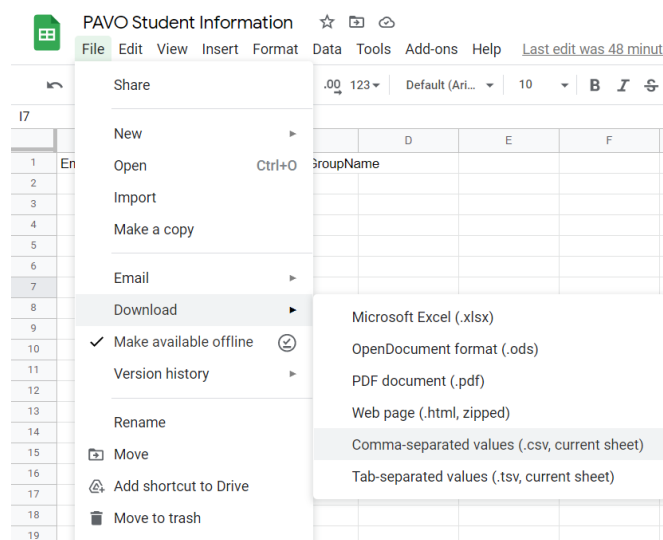
Once all students have uploaded their information for PAVO, copy and paste their email address, name, and course all into one spreadsheet file. Make sure all information is entered correctly! Files cannot be edited after they have been submitted to PAVO.

Click File



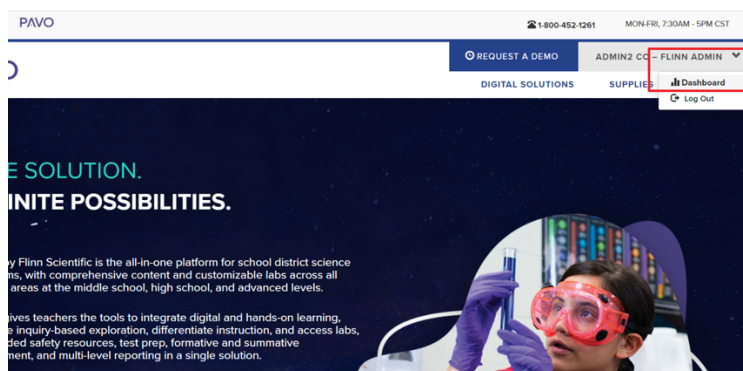
Select Download.

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

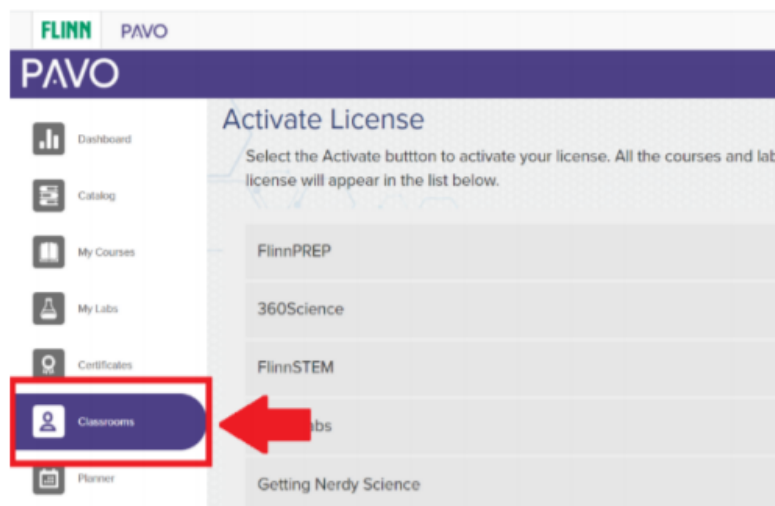


If you are unable to save your roster as a CSV file, feel free to use [this premade CSV file](#) to copy and paste your roster data (while still keeping the top row the same (Email, Name, StudentGroupName)).

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.

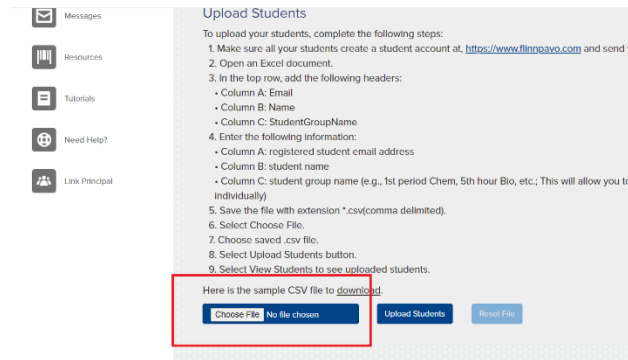


Select Classroom in the left side menu.



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

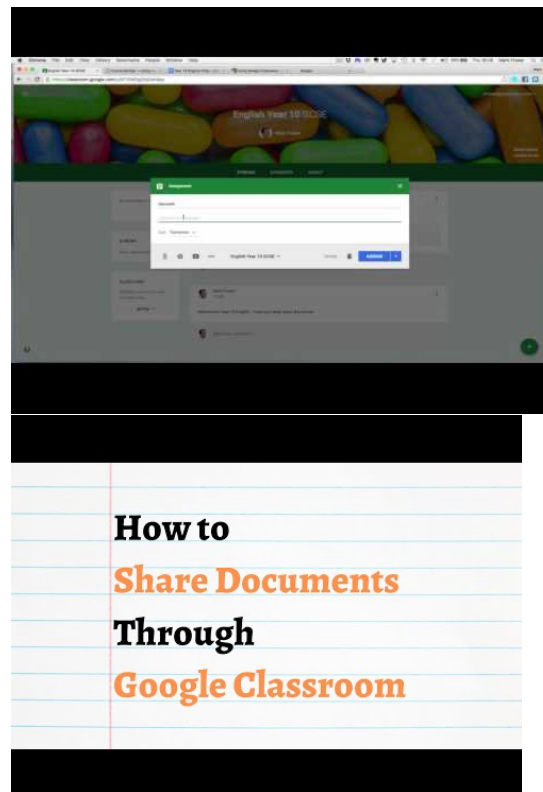
Choose the CSV file to upload, then select Upload Students.



FLINN PAVO

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

For additional walkthroughs on how to share documents on Google Classroom, feel free to watch either of these videos



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