



**Graduate Employment Data Collection:
Time Saving Tips**

Ethel Badawi, Associate Director, Career Center, The George Washington University Law School
Heather DiFranco, Director of Career Planning, Cleveland-Marshall College of Law
Liz Jones, Director of Career Development, University of Richmond School of Law
Shannon Schaab, Assistant Dean and Director of Law Career Services, DePaul University College of Law

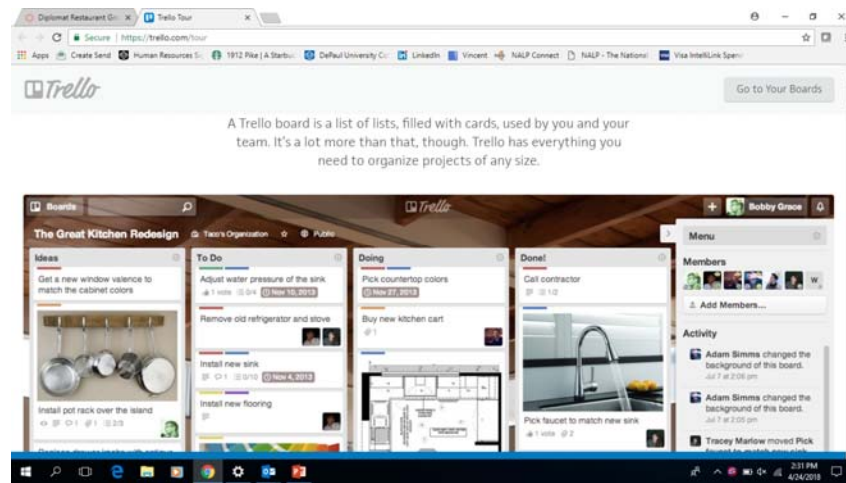


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Project Management Tools to Help Manage Your Graduate Employment Data Project

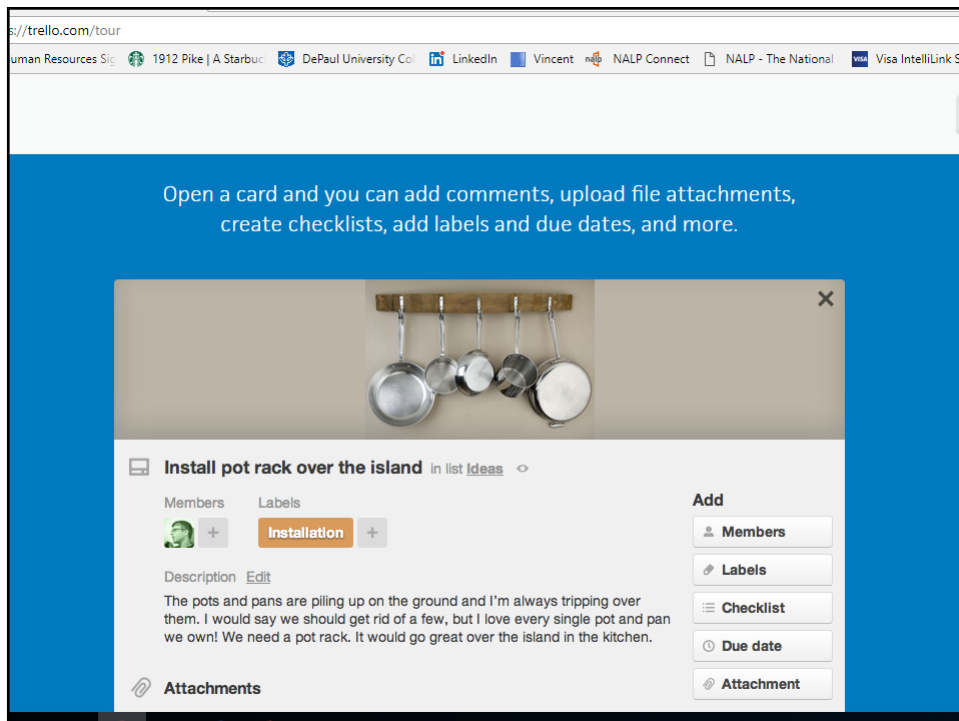
- Viewing it as a cohesive 12-month process
- Divorcing it from substantive career support
- Operationalizing your project
- Using traditional project management tools
 - Timelines
 - Flowcharts
 - Checklists
- Using tech project management tools

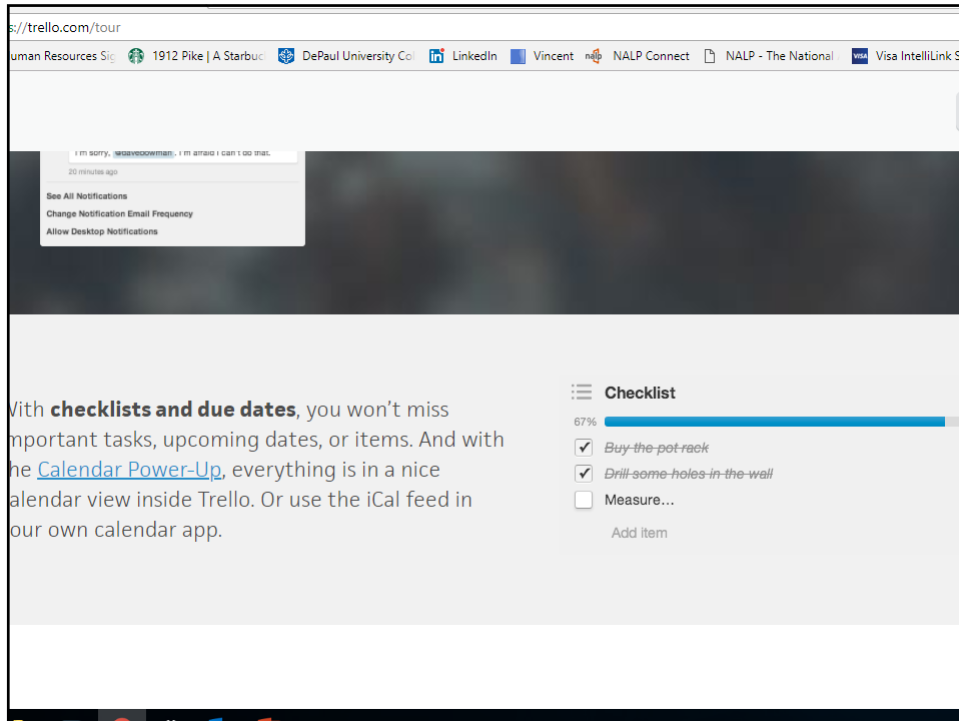
Project Management Tech Tool: Trello



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Automate emails to save time

- Create a dedicated email address for employment data collection
- Develop an email template
- Create an email merge
- Track clicks and opens
- Mark the emails for automatic return and follow up

Vocus.io

Secure | <https://vocus.io>

Apps WebEx CEUOneStop » Rec... Login to Insightly | L... Firm Prospects, LLC QuickBooks Login ~... Scoop.It LinkedIn Susan E. Foster | P... Shylah R. Alfonso L...

Features Pricing Resources **Get Vocus.io**

Nice to meet you!

Larry Meyers

Nice to meet you!

Hey La!

Send V Full tracking

Make Gmail your competitive advantage.

Vocus.io is a Chrome extension that brings brilliant productivity to Gmail:

- ✓ Track email opens and link clicks, accurately
- ✓ Find any person's email from their name
- ✓ Automate "gentle reminder" followups
- ✓ Schedule emails to be sent at the right time
- ✓ Launch multi-stage mail merge campaigns
- ✓ Integrate with Salesforce and other CRMs
- ✓ Templates, polls, snooze, and more

Get Vocus.io
 30 days trial, no card required.

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Apps WebEx CEUOneStop » Rec... Login to Insightly | L... Firm Prospects, LLC QuickBooks Login ~... Scoop.It LinkedIn Susan E. Foster | P... Shylah R. Alfonso L...

Features Pricing Resources **Get Vocus.io**

	Basic \$5	Starter \$10	Professional \$20
Email tracking Unlimited, per-recipient, real-time, email opens and link clicks.	✓	✓	✓
Templates & Snippets Unlimited, full templates and short text snippets for repetitive blurbs.	✓	✓	✓
Send Later & Snooze Unlimited, email scheduling and reminders.	✓	✓	✓
Prospecting Verify email addresses and search emails by name.	✓	✓	✓
Automated Followups Fully customizable and automated one-on-one "gentle reminders".	50 Followups	100 Followups	500 Followups
Mail Merge Unlimited campaigns and contacts with detailed reports.		Single Stage	Multi Stage
Mail Merge Attachments Include attachments and personalized slide decks.			✓

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Boomerang -www.boomerangapp.com

PRODUCTS

- Boomerang for Gmail**
Schedule emails to send at optimal times, snooze messages, get read receipts & follow up reminders if someone doesn't respond to your email.
- Boomerang for Outlook**
Send messages at the perfect time, get a reminder if your email doesn't get a reply & add a smart calendar assistant to schedule meetings faster.
- Boomerang for Mobile**
Send emails later, get follow up reminders, read receipts, and snooze messages to a time or a location—all on your Android or iOS device.

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Boomerang in action

Response Required: ABA Graduate Outcome Form - Class of 2018

Recipients

Response Required: ABA Graduate Outcome Form - Class of 2018

Dear :

We need your cooperation. As you may be aware, GW Law's accrediting body, the American Bar Association (ABA), requires all law schools to collect specific information about each graduate's employment status. Please complete [this form](https://goo.gl/forms/u0uujDXSuuPwcnC3) (https://goo.gl/forms/u0uujDXSuuPwcnC3) to ensure that GW Law is in compliance with ABA requirements. It should take you no more than 5-6 minutes of time.

Accurate employment data helps GW Law maintain its integrity in the law school marketplace.

Thank you in advance for your cooperation. If you would like assistance with your job search, please contact our office at 202-994-7340.

Boomerang this:

- In 1 hour
- In 2 hours
- In 4 hours
- Tomorrow morning
- Tomorrow afternoon
- In 2 days
- In 4 days
- In 1 week
- In 2 weeks
- In 1 month

At a specific time:

Example: "Monday 9am", "Dec 23"

4/24/2018 8:00 AM Confirm

Send Later Boomerang this in 2 days if no reply

if no reply if not clicked if not opened regardless

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Using Custom Forms to Save Time Tracking Missing Graduates

- Graduates who are missing aren't typically found publically (bar directory, firm website, etc.)
- If we only have one bite at the apple, how do we get all of the ABA required fields quickly and correctly?
 - Use custom forms
 - Bar swearing in ceremony
 - Use for staff/faculty phone calls

GRADUATE SURVEY FORM: CLASS OF 2017 NALP EMPLOYMENT REPORT AND SALARY SURVEY

NAME: _____ PHONE: _____

ADDRESS: _____

NON-RICHMOND EMAIL: _____ DATE: 12/6/17

SIGNATURE: _____

PART 1:

- Employed in a position for which you receive a salary or stipend or on a contract basis
 - Bridge to Practice Fellow
- Not Employed – Seeking Employment
- Not Employed – Not Seeking Employment
- Enrolled in a full-time degree program

If you are employed, please complete Parts 2 through 6 below. Otherwise, please complete Part 6.

PART 2:

1. Employer name and address: _____

2. Date you accepted offer: _____
3. Start date: _____
4. Annual Salary: _____
5. Position Title: _____

PART 3: Please check ONE box for each option below.

1. Full Time (35 hours a week or more)
 Part Time
2. Bar Admission Required/Anticipated (includes judicial clerks)
 JD Advantage
 Other Professional Position (describe) _____
 Non Professional Position (describe) _____
3. Lasts for a year or more and has no known end point
 Lasts for a year or more and has a known end point
 Lasts for less than a year
4. Not seeking other employment
 Still seeking other employment

PART 4: Please select the type of employer you are working for and answer the applicable questions.

<p>LAW FIRM EMPLOYER</p> <p>1. Job Types:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Associate/Entry-Level Attorney/Partner <input type="checkbox"/> Staff Attorney (non-partnership track) <input type="checkbox"/> Paralegal <input type="checkbox"/> Law Clerk <input type="checkbox"/> Manager/Administrator <input type="checkbox"/> Patent Agent <input type="checkbox"/> Other non-attorney position <p>2. Size of firm:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Solo (you started your own firm) <input type="checkbox"/> 1-10 <input type="checkbox"/> 11-25 <input type="checkbox"/> 26-50 <input type="checkbox"/> 51-100 <input type="checkbox"/> 101-250 <input type="checkbox"/> 251-500 <input type="checkbox"/> 500+ 	<p>BUSINESS EMPLOYER</p> <p>1. Type of Employer:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Legal temporary agency <input type="checkbox"/> Accounting firm <input type="checkbox"/> Investment banking/financial institution <input type="checkbox"/> Entertainment/sports management co. <input type="checkbox"/> Healthcare <input type="checkbox"/> Insurance company <input type="checkbox"/> Management consulting firm <input type="checkbox"/> Publishing house <input type="checkbox"/> Legal Process Outsourcer (LPO) <input type="checkbox"/> Legal/law-related technology company <input type="checkbox"/> Other technology/e-commerce company <input type="checkbox"/> Trade association or political campaign <input type="checkbox"/> Real Estate <input type="checkbox"/> Retail trade or hospitality <input type="checkbox"/> Other (describe) _____ <p>2. Type of Job:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Temporary attorney work <input type="checkbox"/> Law clerk or paralegal <input type="checkbox"/> Compliance <input type="checkbox"/> In-house lawyer <input type="checkbox"/> Management <input type="checkbox"/> Business development/sales/marketing <input type="checkbox"/> Consulting <input type="checkbox"/> Tax associate (with accounting firm) <input type="checkbox"/> E-discovery attorney (with an LPO) <input type="checkbox"/> Landman (with an energy company) <input type="checkbox"/> Self-employed <input type="checkbox"/> Other (describe) _____
<p>PUBLIC INTEREST/NONPROFIT EMPLOYER</p> <p>1. Primary Type of Work:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Public Defender or Appellate Defender <input type="checkbox"/> Community education and organization <input type="checkbox"/> Civil legal services <input type="checkbox"/> Policy/advocacy <input type="checkbox"/> Other (describe) _____ 	<p>ACADEMIC EMPLOYER</p> <p>1. Type of Employer:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Law School <input type="checkbox"/> College or University <input type="checkbox"/> Elementary or Secondary Education <input type="checkbox"/> Other (describe) _____ <p>2. Type of Job:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Faculty/teacher <input type="checkbox"/> Administrator <input type="checkbox"/> Research assistant/fellow/other Temp <input type="checkbox"/> Other (describe) _____
<p>GOVERNMENT/JUDICIAL EMPLOYER</p> <p>1. Level:</p> <ul style="list-style-type: none"> <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Local (city/county/municipal) <input type="checkbox"/> Other (describe) _____ <p>2. Type of Job:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Judicial Clerkship Judge Name: _____ Court Name: _____ City and State: _____ <input type="checkbox"/> Judicial Other (non-clerkship, ex. Staff Attorney) <input type="checkbox"/> Military JAG Corps (military service) <input type="checkbox"/> Military Other (uniformed or civilian) <input type="checkbox"/> Prosecutor <input type="checkbox"/> Public Defender <input type="checkbox"/> Agency Honors Program <input type="checkbox"/> Other agency (includes law enforcement) <input type="checkbox"/> Legislative <input type="checkbox"/> Other (describe) _____ 	<p>ACADEMIC EMPLOYER</p> <p>1. Type of Employer:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Law School <input type="checkbox"/> College or University <input type="checkbox"/> Elementary or Secondary Education <input type="checkbox"/> Other (describe) _____ <p>2. Type of Job:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Faculty/teacher <input type="checkbox"/> Administrator <input type="checkbox"/> Research assistant/fellow/other Temp <input type="checkbox"/> Other (describe) _____

PART 5: Please describe how you first learned of and made initial contact with your employer.

- Interviewed during Fall OCI
- Interviewed during Spring OCI
- Responded to Symplicity job posting
- Responded to non-Symplicity job posting
- Used school's judicial clerkship process or OSCAR
- Referred by business colleague, friend, relative, alumni or school personnel
- Self-initiated contact – targeted mailing, informational interview, networking
- Returned to or continued with pre-law school employer
- Interviewed at job fair or conference
- Used temporary placement agency or search consultant
- Started own practice or business
- Other (describe) _____

PART 6: Please answer the demographic questions below.

DATE OF BIRTH: _____

AGE AT GRADUATION: _____

TRANSFER STUDENT:

- Yes
- No

GENDER IDENTITY:

- Male
- Female
- I do not identify as male or female
- I identify as transgender

SEXUAL ORIENTATION:

- Heterosexual
- Gay/Lesbian/Bisexual
- Other

RACE/ETHNICITY:

- Hispanic/Latino
- Black/African American
- Asian
- Native Hawaiian or other Pacific Islander
- American Indian/Alaska Native
- White/Caucasian

DISABILITY:

- No
- Yes (describe) _____

VETERAN STATUS:

- U.S. military veteran
- Military service from a country other than U.S.

GRADUATE SURVEY FORM, CLASS OF 2017 NALP EMPLOYMENT REPORT AND SALARY SURVEY

NAME OF PERSON MAKING CALL: _____ NUMBER DIALED: _____

PERSON SPOKEN WITH: _____

DATE: _____ TIME OF CALL: _____ AM/PM

SIGNATURE: _____

PART 1:

Employed in a position for which you receive a salary or stipend or on a contract basis
 Not Employed - Seeking Employment
 Not Employed - Not Seeking Employment
 Enrolled in a full-time degree program

If you are employed, please complete Parts 2 through 6 below. Otherwise, please complete Part 6.

PART 2:

1. Employer name and address: _____

2. Date you accepted offer: _____

3. Start date: _____

PART 3: Please check ONE box for each option below.

1. Full Time (35 hours a week or more)
 Part Time

2. Bar Admission Required/Anticipated (includes judicial clerks)
 JD Advantage
 Other Professional Position (describe) _____
 Non Professional Position (describe) _____

3. Lasts for a year or more and does not have a known end point
 Lasts for a year or more and has a known end point
 Lasts for less than a year

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PART 4: Please select the type of employer you are working for and answer the applicable questions.

<p>LAW FIRM EMPLOYER</p> <p>1. Job Type: <input type="checkbox"/> Associate/Entry-Level Attorney/Partner <input type="checkbox"/> Staff Attorney (non-partnership track) <input type="checkbox"/> Paralegal <input type="checkbox"/> Law Clerk <input type="checkbox"/> Manager/Administrator <input type="checkbox"/> Patent Agent <input type="checkbox"/> Other non-attorney position</p> <p>2. Size of firm: <input type="checkbox"/> Solo (you started your own firm) <input type="checkbox"/> 1-10 <input type="checkbox"/> 11-25 <input type="checkbox"/> 26-50 <input type="checkbox"/> 51-100 <input type="checkbox"/> 101-250 <input type="checkbox"/> 251-500 <input type="checkbox"/> 500+</p>	<p>BUSINESS EMPLOYER</p> <p>1. Type of Employer: <input type="checkbox"/> Legal temporary agency <input type="checkbox"/> Accounting firm <input type="checkbox"/> Investment banking/financial institution <input type="checkbox"/> Entertainment/sports management co. <input type="checkbox"/> Healthcare <input type="checkbox"/> Insurance company <input type="checkbox"/> Management consulting firm <input type="checkbox"/> Publishing house <input type="checkbox"/> Legal Process Outsourcer (LPO) <input type="checkbox"/> Legal/law-related technology company <input type="checkbox"/> Other technology/e-commerce company <input type="checkbox"/> Trade association or political campaign <input type="checkbox"/> Real Estate <input type="checkbox"/> Retail trade or hospitality <input type="checkbox"/> Other (describe) _____</p> <p>2. Type of Job: <input type="checkbox"/> Temporary attorney work <input type="checkbox"/> Law clerk or paralegal <input type="checkbox"/> Compliance <input type="checkbox"/> In-house lawyer <input type="checkbox"/> Management <input type="checkbox"/> Business development/sales/marketing <input type="checkbox"/> Consulting <input type="checkbox"/> Tax associate (with accounting firm) <input type="checkbox"/> E-discovery attorney (with an LPO) <input type="checkbox"/> Landman (with an energy company) <input type="checkbox"/> Self-employed <input type="checkbox"/> Other (describe) _____</p>
<p>PUBLIC INTEREST/NONPROFIT EMPLOYER</p> <p>1. Primary Type of Work: <input type="checkbox"/> Public Defender or Appellate Defender <input type="checkbox"/> Community education and organization <input type="checkbox"/> Civil legal services <input type="checkbox"/> Policy/advisory <input type="checkbox"/> Other (describe) _____</p>	<p>ACADEMIC EMPLOYER</p> <p>1. Type of Employer: <input type="checkbox"/> Law School <input type="checkbox"/> College or University <input type="checkbox"/> Elementary or Secondary Education <input type="checkbox"/> Other (describe) _____</p> <p>2. Type of Job: <input type="checkbox"/> Faculty/teacher <input type="checkbox"/> Administrator <input type="checkbox"/> Research assistant/fellow/other Temp <input type="checkbox"/> Other (describe) _____</p>
<p>GOVERNMENT/JUDICIAL EMPLOYER</p> <p>1. Level: <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Local (city/county/municipal) <input type="checkbox"/> Other (describe) _____</p> <p>2. Type of Job: <input type="checkbox"/> Judicial Clerkship: Judge Name: _____ Court Name: _____ City and State: _____ <input type="checkbox"/> Judicial Other (non-clerkship, ex Staff Attorney) <input type="checkbox"/> Military JAG Corps (military service) <input type="checkbox"/> Military Other (uniformed or civilian) <input type="checkbox"/> Prosecutor <input type="checkbox"/> Public Defender <input type="checkbox"/> Agency Honor Program <input type="checkbox"/> Other agency (includes law enforcement) <input type="checkbox"/> Legislative <input type="checkbox"/> Other (describe) _____</p>	

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Google Suite & Zapier

- Create file folders for each graduate
- Create a survey in Google Forms
- Automatically save responses as a PDF in the graduate folder

What is zapier ?

www.zapier.com

Zapier is an online automation tool that connects your favorite apps, such as Gmail, Slack, MailChimp, and over 1,000 more. You can connect two or more apps to automate repetitive tasks without coding or relying on developers to build the integration.

Zapier is a timesaver!

Create Graduate File Folders using Zapier in 3 Steps!

Step 1: Create a spreadsheet with a list of all graduates.
(Zapier works with Google Sheets or Excel).

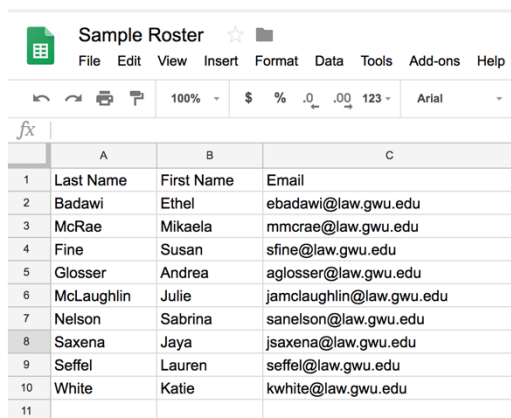
Step 2: Create the folder where you would like the have the graduate folders saved.

Step 3: Make the Zap!

Done!

Step 1: Create a spreadsheet with a list of all graduates.

(Zapier works with Google Sheets or Excel)



The screenshot shows a Google Sheet titled "Sample Roster" with a menu bar (File, Edit, View, Insert, Format, Data, Tools, Add-ons, Help) and a toolbar with various icons. The spreadsheet has three columns: A (Last Name), B (First Name), and C (Email). The data is as follows:

	A	B	C
1	Last Name	First Name	Email
2	Badawi	Ethel	ebadawi@law.gwu.edu
3	McRae	Mikaela	mmcrae@law.gwu.edu
4	Fine	Susan	sfine@law.gwu.edu
5	Glosser	Andrea	aglosser@law.gwu.edu
6	McLaughlin	Julie	jamclaughlin@law.gwu.edu
7	Nelson	Sabrina	sanelson@law.gwu.edu
8	Saxena	Jaya	jsaxena@law.gwu.edu
9	Seffel	Lauren	seffel@law.gwu.edu
10	White	Katie	kwhite@law.gwu.edu
11			

Step 2: Create the parent folder for each of the graduate folders

The screenshot shows the Google Drive interface. At the top, it says 'My Drive > NALP 2018 Sample Files'. On the left sidebar, there are navigation options: My Drive, Team Drives, Shared with me, Recent, Starred, and Trash. The 'Team Drives' option is highlighted with an orange arrow pointing to a folder named 'Graduate Employment Files' in the main content area. Below this folder, there are several files: 'RESPONSES SAMPLE TEST SURVEY FOR NALP (Responses)', 'Sample Email', 'Sample Roster', and 'SAMPLE TEST SURVEY FOR NALP'. The bottom of the slide features an orange footer with the text '2018 NALP Annual Education Conference' on the left and 'April 24 – 27, 2018 • Hollywood, FL' on the right.

Step 3: Make the Zap!

The screenshot shows the Zapier dashboard. At the top right, there is a notification 'We're hiring - work remotely'. The main navigation bar includes 'Home', 'Apps', 'Integrations', 'Tips & Advice', 'Invite Team', and a red 'Make a Zap!' button, which is highlighted with an orange arrow. Below the navigation bar, there are tabs for 'Explore', 'Zaps', 'Task History', and 'Connected Accounts'. The 'Zaps' tab is active. On the left, there are sections for 'PRIVATE FOLDERS' (with a sub-section 'Home' containing 8 items) and 'SHARED FOLDERS'. The main area displays a 'Home' section with a 'Trash' button and three active Zaps: 'Class of 2017 Folders' (ON), 'Class of 2017 Mail Merge for Employment Data' (OFF), and 'Create Folders for Graduates SAMPLE' (OFF). The bottom of the slide features an orange footer with the text '2018 NALP Annual Education Conference' on the left and 'April 24 – 27, 2018 • Hollywood, FL' on the right.

Select the trigger (your spreadsheet)

Dashboard → Choose App or View Task History

YOUR ZAP

Name your zap

Add a note

TRIGGER

1. Set up this step

- Choose App
- Choose Trigger
- Pull In Samples
- Rename Step

ACTION

2. Set up this step

Get Help Response Time: ~2h | M-F 9am-5pm PST

Choose a Trigger App

Search hundreds of apps...

YOUR APPS

- Google Drive
- Gmail
- Google Sheets
- WebMerge

BUILT-IN APPS

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Set up the trigger condition

Dashboard → Choose Trigger or View Task History

YOUR ZAP IS

Name your zap

Add a note

TRIGGER

1. Set up this step

- Google Sheets
- Choose Trigger
- Pull In Samples
- Rename Step

ACTION

2. Set up this step

Select Google Sheets Trigger

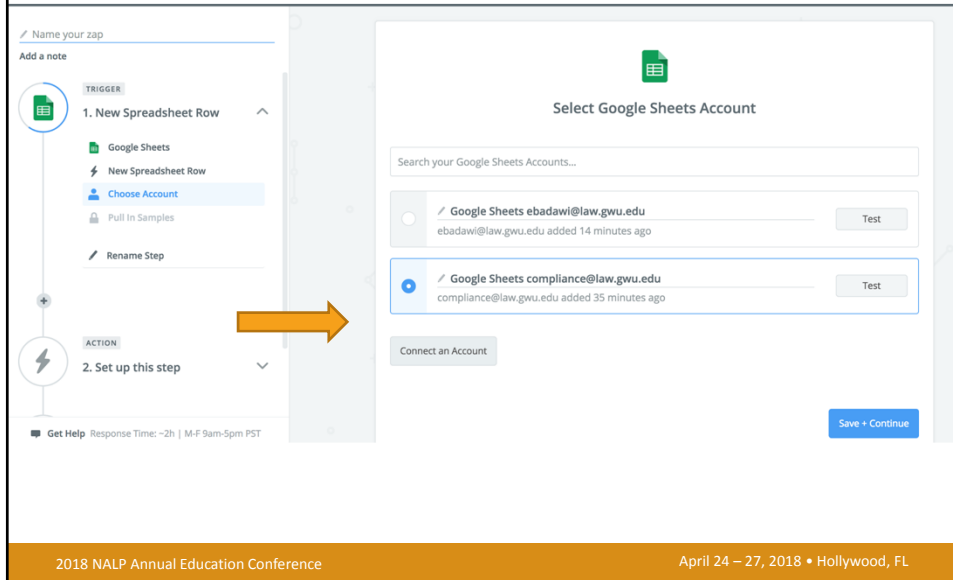
Search Google Sheets Triggers...

- New or Updated Spreadsheet Row
Triggered when a new row is added or modified in a spreadsheet.
- New Spreadsheet Row
Triggered when a new row is added to the bottom of a spreadsheet.
[show less common options](#)

Save + Continue

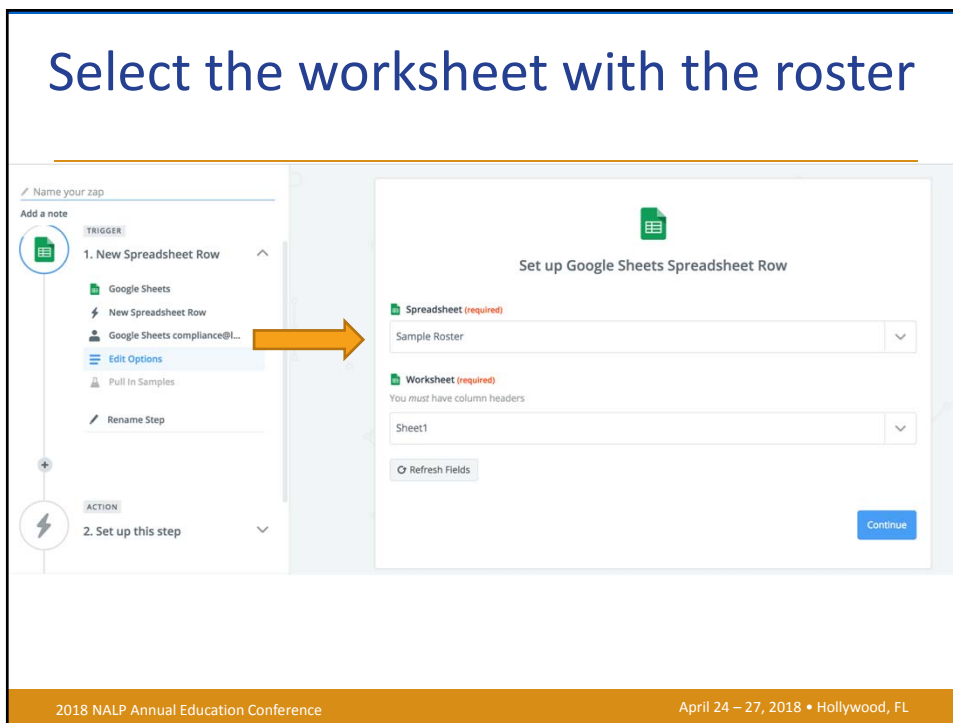
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Link your account



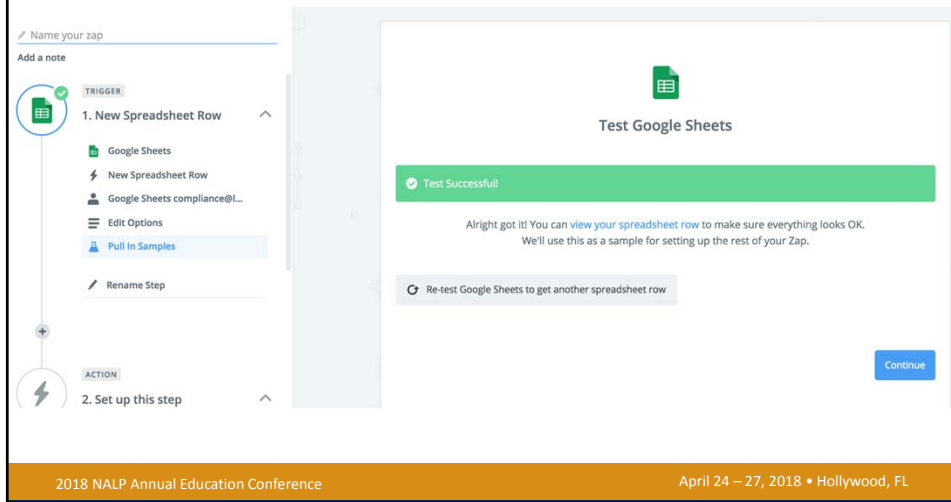
The screenshot shows the Zapier configuration interface. On the left, under the 'TRIGGER' section, '1. New Spreadsheet Row' is selected. Below it, '2. Set up this step' is under the 'ACTION' section. An orange arrow points from the 'Choose Account' option in the trigger list to the right-hand panel. The right-hand panel is titled 'Select Google Sheets Account' and contains a search bar, two account entries with 'Test' buttons, and a 'Connect an Account' button. The bottom of the slide features an orange bar with the text '2018 NALP Annual Education Conference' on the left and 'April 24 – 27, 2018 • Hollywood, FL' on the right.

Select the worksheet with the roster



The screenshot shows the Zapier configuration interface for the second step. The left-hand panel shows '2. Set up this step' under the 'ACTION' section. An orange arrow points from the 'Edit Options' link in the trigger list to the right-hand panel. The right-hand panel is titled 'Set up Google Sheets Spreadsheet Row' and includes dropdown menus for 'Spreadsheet (required)' (set to 'Sample Roster') and 'Worksheet (required)' (set to 'Sheet1'). A 'Refresh Fields' button is also present. The bottom of the slide features an orange bar with the text '2018 NALP Annual Education Conference' on the left and 'April 24 – 27, 2018 • Hollywood, FL' on the right.

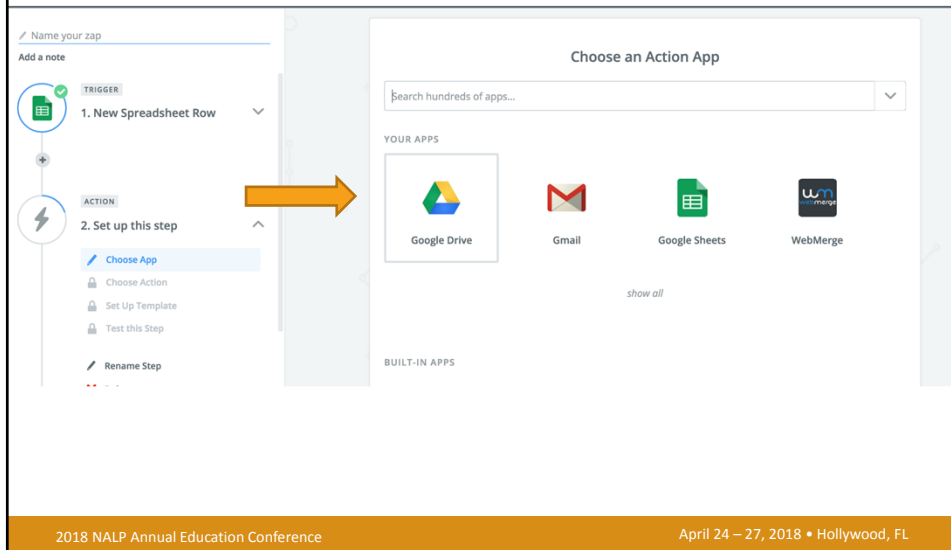
Zapier does a quick test to make sure the data is pulling in correctly



The screenshot shows the Zapier configuration interface. On the left, a sidebar lists the steps: 1. New Spreadsheet Row (Trigger) and 2. Set up this step (Action). The main panel displays a 'Test Google Sheets' window with a green success message: 'Test Successful!'. Below the message, it says: 'Alright got it! You can view your spreadsheet row to make sure everything looks OK. We'll use this as a sample for setting up the rest of your Zap.' There is a 'Continue' button at the bottom right and a 'Re-test Google Sheets to get another spreadsheet row' button below the message.

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Choose the destination for the folders



The screenshot shows the Zapier configuration interface. The sidebar shows step 2, 'Set up this step', with 'Choose App' selected. The main panel is titled 'Choose an Action App' and features a search bar 'Search hundreds of apps...'. Under 'YOUR APPS', there are four options: Google Drive, Gmail, Google Sheets, and WebMerge. An orange arrow points from the 'Choose App' option in the sidebar to the Google Drive icon. Below this section is a 'show all' link and a 'BUILT-IN APPS' section.

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Choose the action: Create new folder

Dashboard → Choose Action or View Task History

YOUR ZAP IS

Name your zap

Add a note

TRIGGER

1. New Spreadsheet Row

ACTION

2. Set up this step

- Google Drive
- Choose Action
- Edit Template
- Test this Step
- Rename Step
- Delete

Select Google Drive Action

Search Google Drive Actions...

CREATE

- Create File from Text
Create a new file from plain text.
- Upload File
Copies an existing file from another service to Google Drive.
- Create Folder**
Create a new, empty folder.

show less common options

SEARCH

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Link the drive account

Name your zap

Add a note

TRIGGER

1. New Spreadsheet Row

ACTION

2. Create Folder

- Google Drive
- Create Folder
- Choose Account
- Set Up Template
- Test this Step

Select Google Drive Account

Google Drive Account #1
added 8 months ago

Test

Connect an Account

Save + Continue

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Select the destination folder & naming convention

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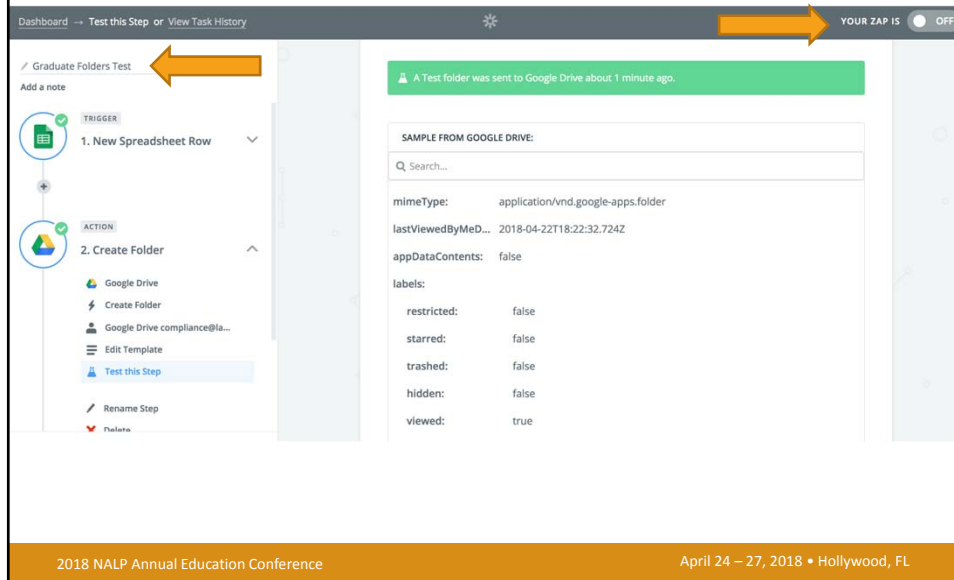
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Test it out...

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Name the Zap and turn it ON!



Dashboard → Test this Step or View Task History

YOUR ZAP IS OFF

Graduate Folders Test

Add a note

TRIGGER

1. New Spreadsheet Row

ACTION

2. Create Folder

Google Drive

Create Folder

Google Drive compliance@la...

Edit Template

Test this Step

Rename Step

Delete

A Test folder was sent to Google Drive about 1 minute ago.

SAMPLE FROM GOOGLE DRIVE:

Search...

mimeType: application/vnd.google-apps.folder

lastViewedByMeD... 2018-04-22T18:22:32.724Z

appDataContents: false

labels:

restricted: false

starred: false

trashed: false

hidden: false

viewed: true

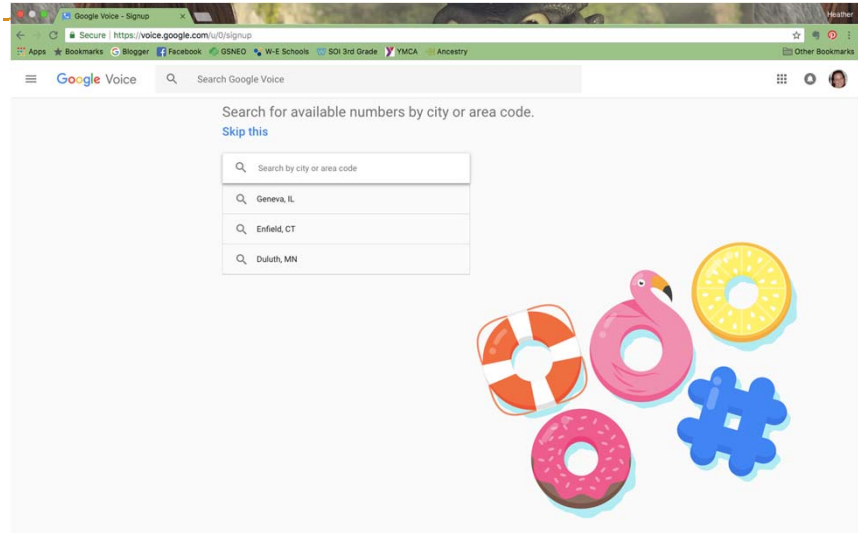
2018 NALP Annual Education Conference

April 24 – 27, 2018 • Hollywood, FL

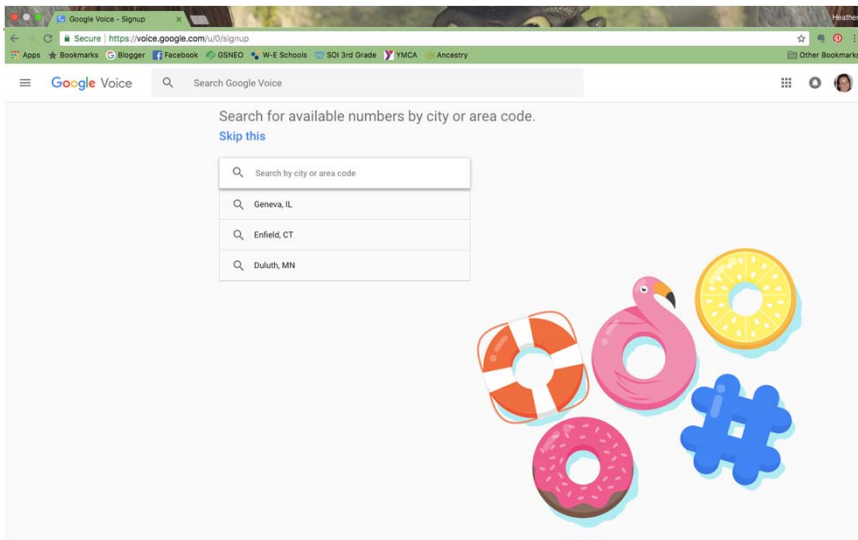
Other Zaps!

- Mail merges from spreadsheets
- Create PDF files of Google Survey Responses using Google Sheets & WebMerge
- Automatically download attachments from email
- Explore other ways to automate your workflow

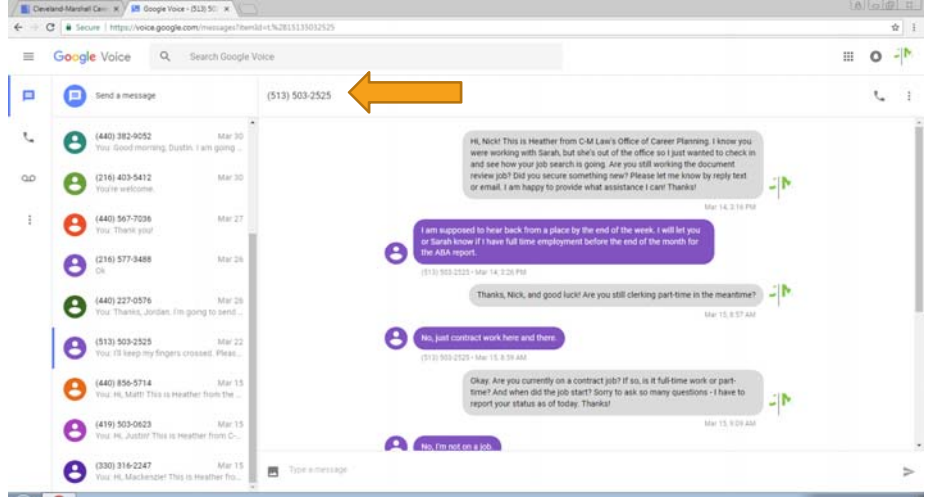
Text Messaging – Google Voice



Google Voice – Pick Your Number



Works just like your cell phone!



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Other Important Reminders

- ABA Council Feedback Session
 - Tomorrow, 7:45 am, Regency 2
- NALP/ABA Employment Outcomes Reporting Advisory Group
 - Working with ABA to suggest changes to the Protocol and efficiencies for the process
 - Send ideas, thoughts, suggestions to Heather at h.d.difranco@csuohio.edu