

Demo Spreadsheet ☆ 📁 ☁
 File Edit View Insert Format Data Tools Extensions Help

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1:1 | fx Student ID

	A	B	C	D	E	F	G	H
1	Student ID	Last Name	First Name	Grade	Assigned Staff	Communication	Confirmed Stat	Confirmed Stat
2	123456	Danny	Demo	10th	M Wallace	5/7/24 Demo	5/7/24 Demo	Confirmed
3								
4								
5								
6								
7								
8								
9								
10								

Highlight and right-click the sections you want to protect. In this example, I want to protect my header (Row 1). So, I highlight all of Row 1 and right-click.

	A	B	C	D	E	F
1	Student ID	Last Name	First Name	Grade	Assigned Staff	Communication
2				10th	M Wallace	5/7/24 Demo
3	✂	Cut	Ctrl+X			
4	📄	Copy	Ctrl+C			
5	📄	Paste	Ctrl+V			
6	📄	Paste special				
7						
8						
9	+	Insert 1 row above				
10	+	Insert 1 row below				
11	🗑	Delete row				
12	✖	Clear row				
13	👁	Hide row				
14	📏	Resize row				
15	🔍	Create a filter				
16	🎨	Conditional formatting				
17	🛡	Data validation				
18	⋮	View more row actions				
19						
20						
21						
22						
23						
24						
25						
26						

Click on "View More Row Actions". Then click on "Protect Range."

Freeze up to row 1

Group row

Get link to this range

Define named range

Protect range

Protected sheets & ranges

Header

Range

Sheet

Sheet29!1:1

Cancel

Set permissions

A box will pop up, giving you the option to name what you are protecting.

You will see the range you selected.

Here you will also be able to set your permissions.

Click on "Set Permissions."

Another box will pop up allowing you to restrict users and select who can have permission to edit that range.

Then, click "Done."

Range editing permissions

Show a warning when editing this range

Restrict who can edit this range

Custom

Choose who can edit



Melissa Wallace (you) mwallace@scle...



Catherine Powell catpowell@sclearns...



Renee Veltri rveltri@sclearns.org

Add editors:

Enter names or email addresses

Done


To protect certain columns, highlight the columns you want to protect, and repeat the same steps for protecting a row.

	A	B	
1	Student ID	Last Name	First N
2	123456	Danny	Demo
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			

To protect an entire sheet, right-click on the name of the sheet. Then, click "Protect Sheet."

- Delete
- Duplicate
- Copy to
- Rename
- Change color
- Protect sheet
- Hide sheet
- View comments
- Move right
- Move left

1 Demo Sheet

 Protected sheets & ranges ×

Enter a description

Range Sheet

Demo Sheet ▾



Except certain cells

Cancel Set permissions

Follow the same steps for setting permissions and editing rights

To protect an entire Google Sheets Book as “View Only” :

At the top right corner of the sheet, click on "Share"

 Share ▾ 

SC Learns
Anyone in this group with the link can open

Share "Demo Spreadsheet"

Add people, groups, and calendar events

People with access

- Melissa Wallace (you) mwallace@sclearns.org
- catpowell@sclearns.org catpowell@sclearns.org
- rveltri@sclearns.org rveltri@sclearns.org

General access

SC Learns
Anyone in this group with the link can

Copy link

ROLE

- Viewer
- Commenter
- Editor

SEARCHABLE

- Can find in search results
- Must have link to access

1. click here to change access.
2. Then click "Done"

Make sure that your General Access is set to "Viewer." This allows your general group to view the sheets but not make any edits.

Viewer

Done

****Note:** Periodically review the protected sections to ensure they still serve their intended purpose. Update permissions or remove protection as necessary.