

## How to Download and Use the Updated KSA List as a Google Form August 2023

Using free online Google tools will automate the collecting and tallying of BILT member votes, making the KSA meeting run more efficiently and allowing more time for discussion.

The CTC has converted the summer 2022 updated KSA list into a Google Form that your BILT members can use to vote. Once you've downloaded your own personal, local copy of the Form, you will create the Google Sheet.

Learn more about using Google tools for your KSA vote:

- To watch a tutorial that demonstrates the steps of this document, visit: [https://youtu.be/OQvMdkUM\\_5I](https://youtu.be/OQvMdkUM_5I).
- For a deeper dive into creating Google Forms and Google Sheets “from scratch” without the aid of an existing KSA survey, visit: <https://youtu.be/rVr65ycNlc8>.

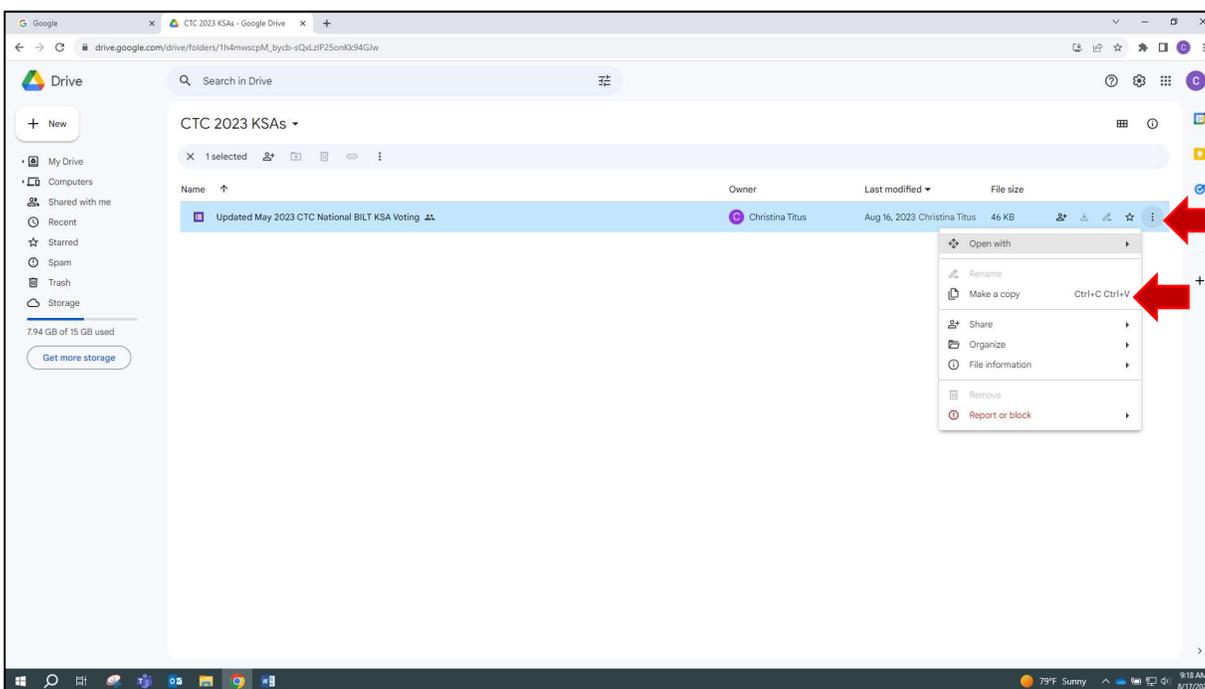
### I. Creating a Local Copy of the Google Form

1. Open this link to access the KSA Google Form:

[https://drive.google.com/drive/folders/1h4mwscpM\\_bycb-sQxLzIP25onKk94GJw?usp=copy](https://drive.google.com/drive/folders/1h4mwscpM_bycb-sQxLzIP25onKk94GJw?usp=copy)

2. You will need to log into your Google account.

3. Once you're logged into Google, you will see three dots on the far right side, click them and select “Make a Copy.”



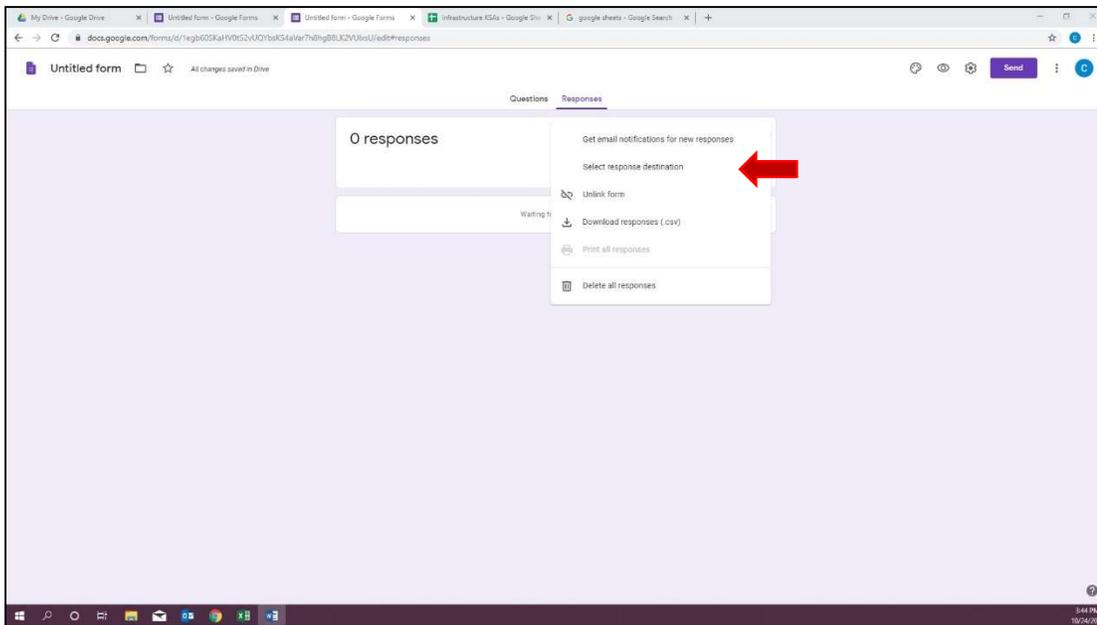
4. After you click “Make a Copy”, the KSA Google Form will load into your Google Drive. This is your local copy of the KSA list to edit and update as needed.

If you have questions or KSAs you want to add to the CTC list now is the time to make them by updating amending the Google Form.

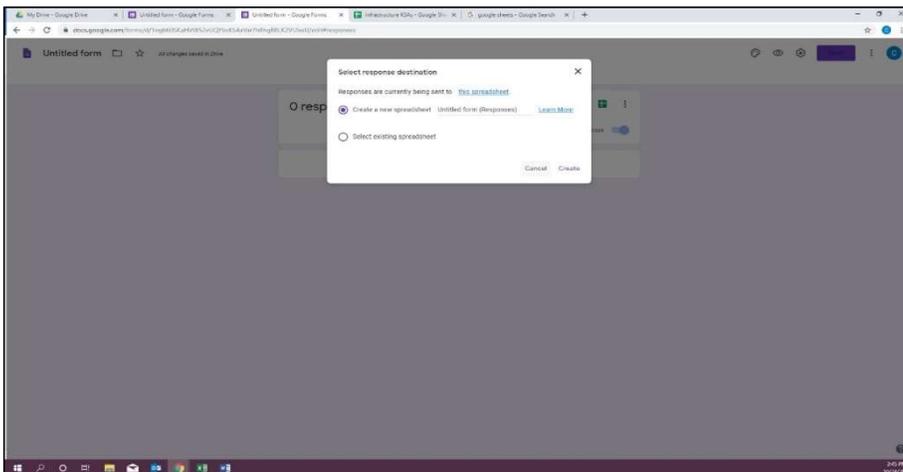
## II. Linking the Google Form to the Google Sheet

Now it’s time to connect the Google Form (which will collect the BILT voting results) to a Google spreadsheet.

Inside the Google Form page, click on the “Responses” tab in the Form menu header (it’s to the right of the “Questions” tab you’re working in now), then click on the three vertical dots. From there, click “Select response destination.”



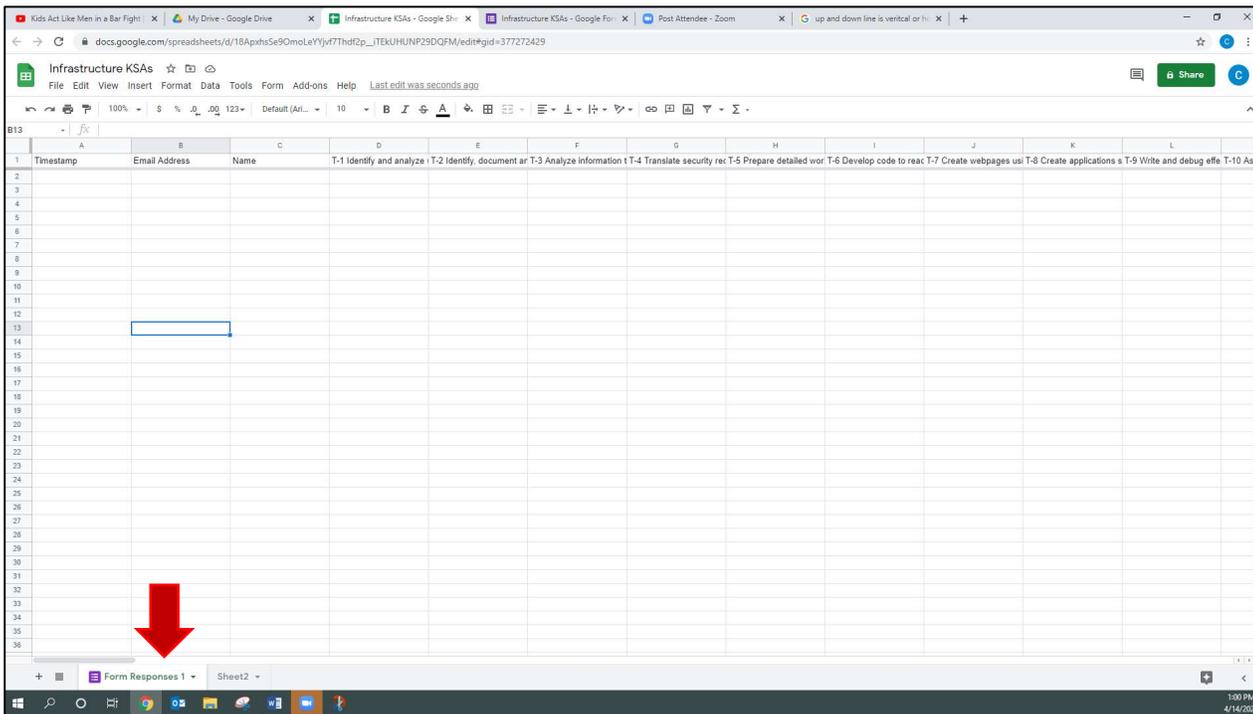
In the new “Select response destination” window click on “Create a new spreadsheet,” then click “Create.”



Messages will pop up in the bottom left corner letting you know that the form and the spreadsheet are linking.

Next, go back to “My Drive,” under files you will find a “Google Sheet” titled the same thing as your survey double click on it to open it.

Now you will notice there is a tab on your Google Sheet titled “Form Responses 1.”



Click on this new “Form Responses 1” tab (beside the “Sheet1” worksheet tab that created earlier) and you should see you questions from your Google Form across row 1.

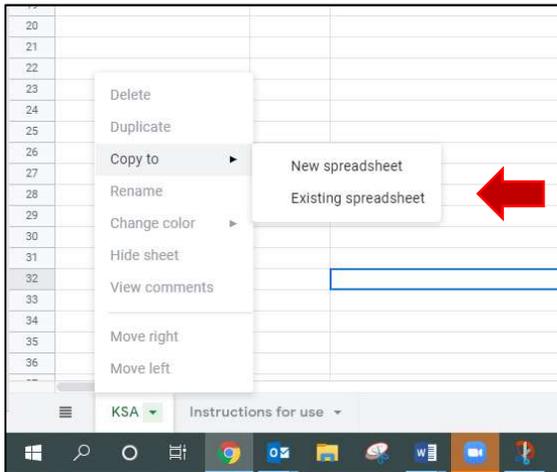
### III. Configuring the Vote Tabulation

To set up KSA sheet with the vote tally, go to the Google Sheet “KSA Summary Template” at the link below. There are two tabs in that Google Sheet. “KSA” is the template you will copy. The other “Instructions for use” tab provides additional directions for how to use the template. Please note the sum column in this template will be black until votes are entered.

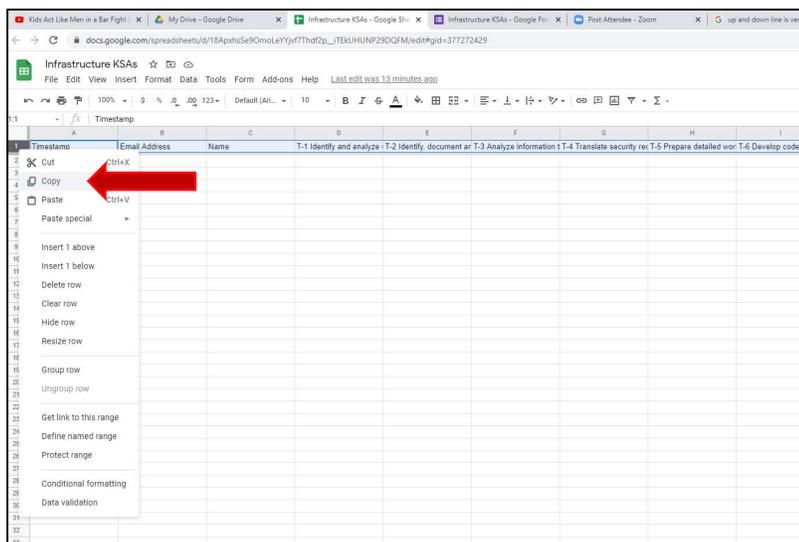
[https://docs.google.com/spreadsheets/d/1v7CoXaG7HmfnWcl\\_6H5RjRhHKGoMu6mhcPnlewXgzYE/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1v7CoXaG7HmfnWcl_6H5RjRhHKGoMu6mhcPnlewXgzYE/edit?usp=sharing)

Here are the six steps to follow:

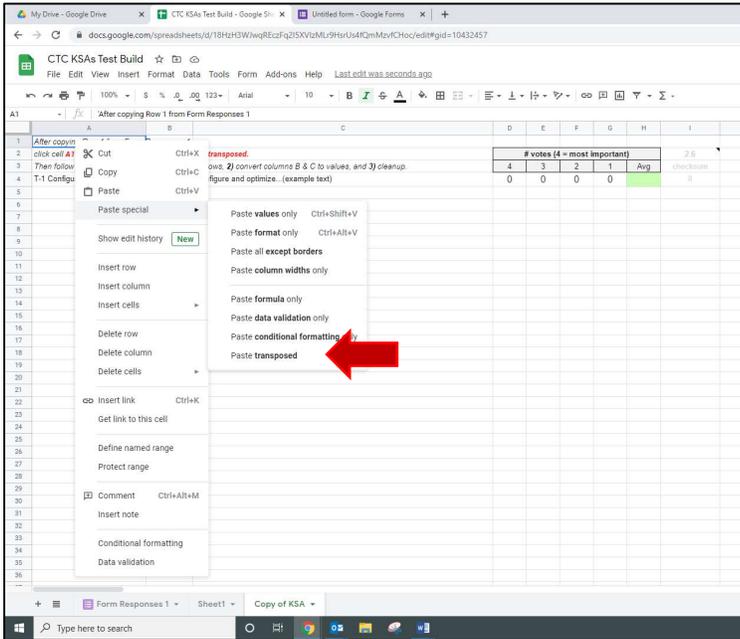
1. Using the link above, open this “KSA Summary Template” Google Sheet. This will open as a new tab in your browser. Make sure that you click on the tab labeled “KSA.” Right-click the “KSA” sheet tab, select “Copy to” and “Existing spreadsheet,” then select the Google Sheet file created in Section II and click select. Then click on the Google Sheet browser tab and note the added "Copy of KSA" tab next to your “Form Responses 1” tab.



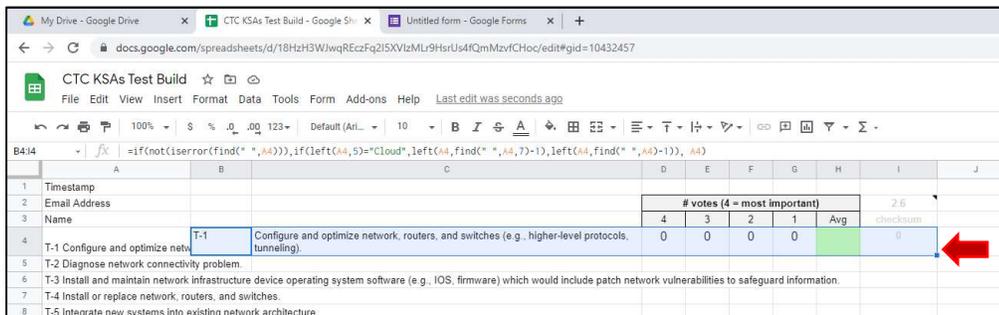
2. In the “Form Responses 1” tab of your Google Sheet (which in our example we’re calling “Infrastructure KSAs”), select all of row 1 by clicking on the number 1. The entire row should be highlighted. Right click on the highlighted row 1 and select Copy.



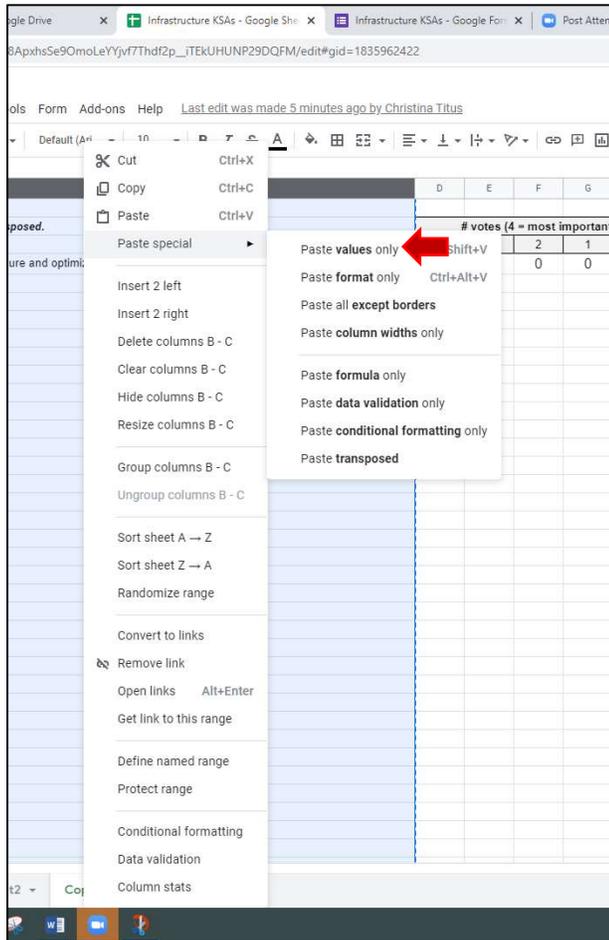
3. In the Copy of KSA tab, select cell A1, right click to open up a menu. Select “Paste special” and then select “Paste transposed.”



4. Select cells B4 thru I4, double click the tiny blue square in the lower right corner of the selected cells (this tiny square will automatically replicate the formula all the way down to the last row).

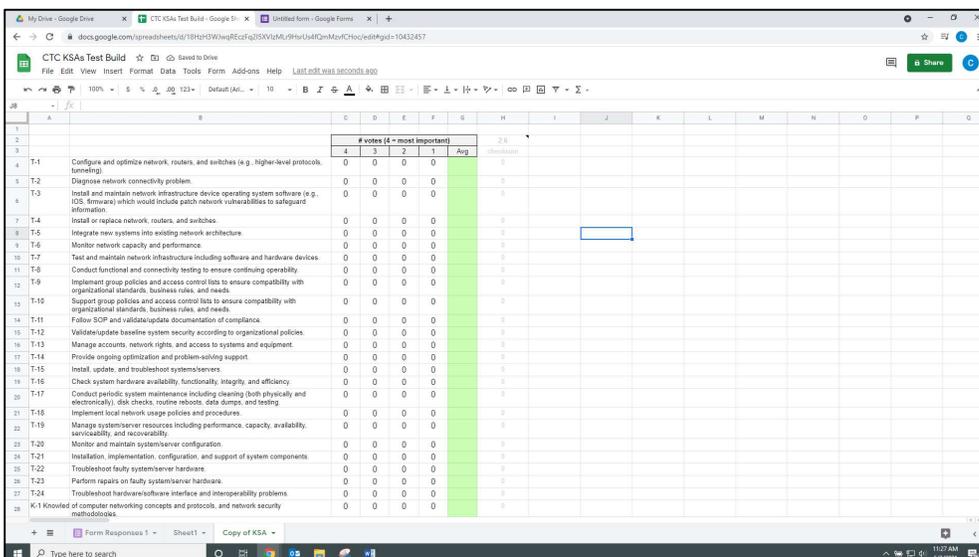


5. Select columns B & C, right click on the selected columns and select “Copy.” Then you will right click again in the highlighted selected columns, select “Paste special” then select “Paste values only.”



6. Remove column A by selecting all of column A right click on the highlighted column, right click and select delete column.

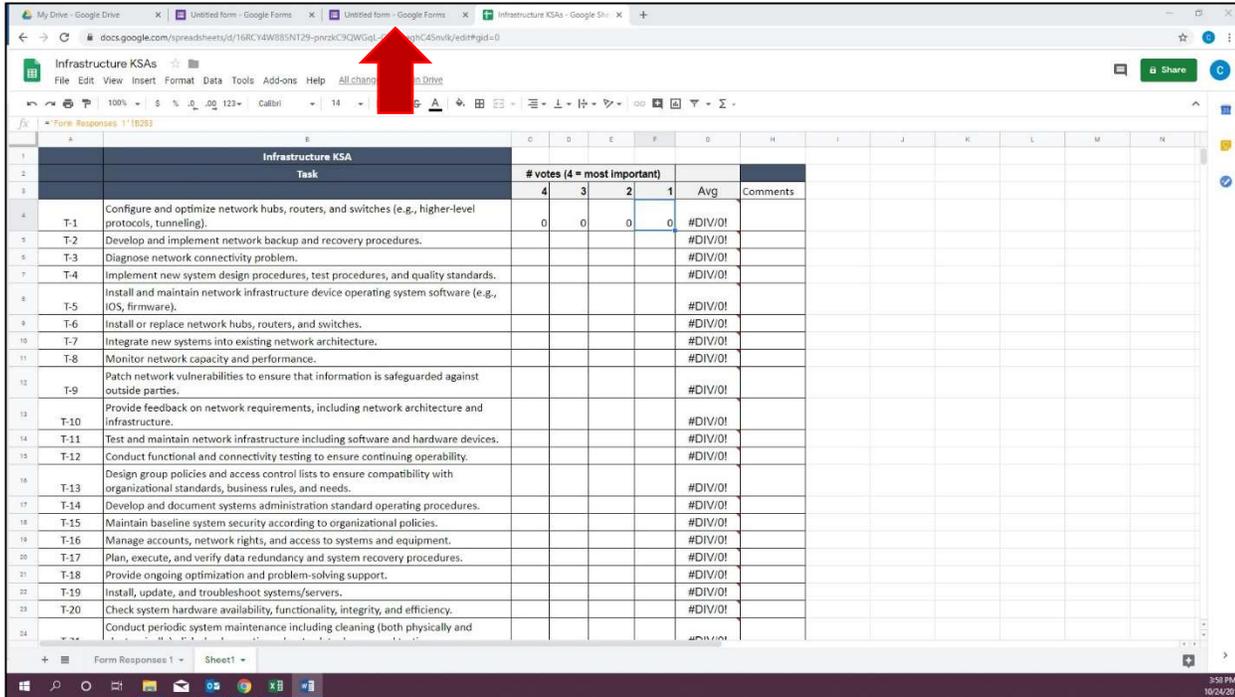
When you are finished it should look like the screenshot below.



## IV. Testing the Form

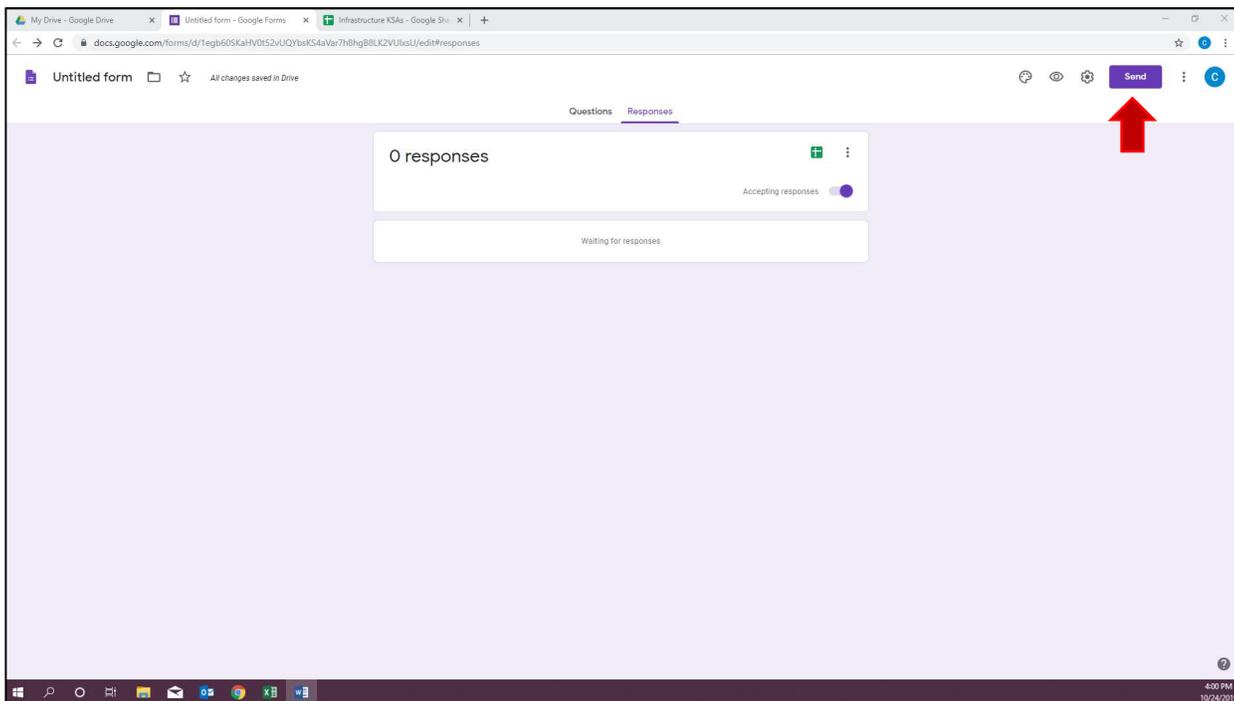
Now you are ready to have someone test the Google form. **Thorough testing is strongly encouraged before you use the Google voting system with your BILT.**

Go up to the tabs in your web browser and click on Google Form:



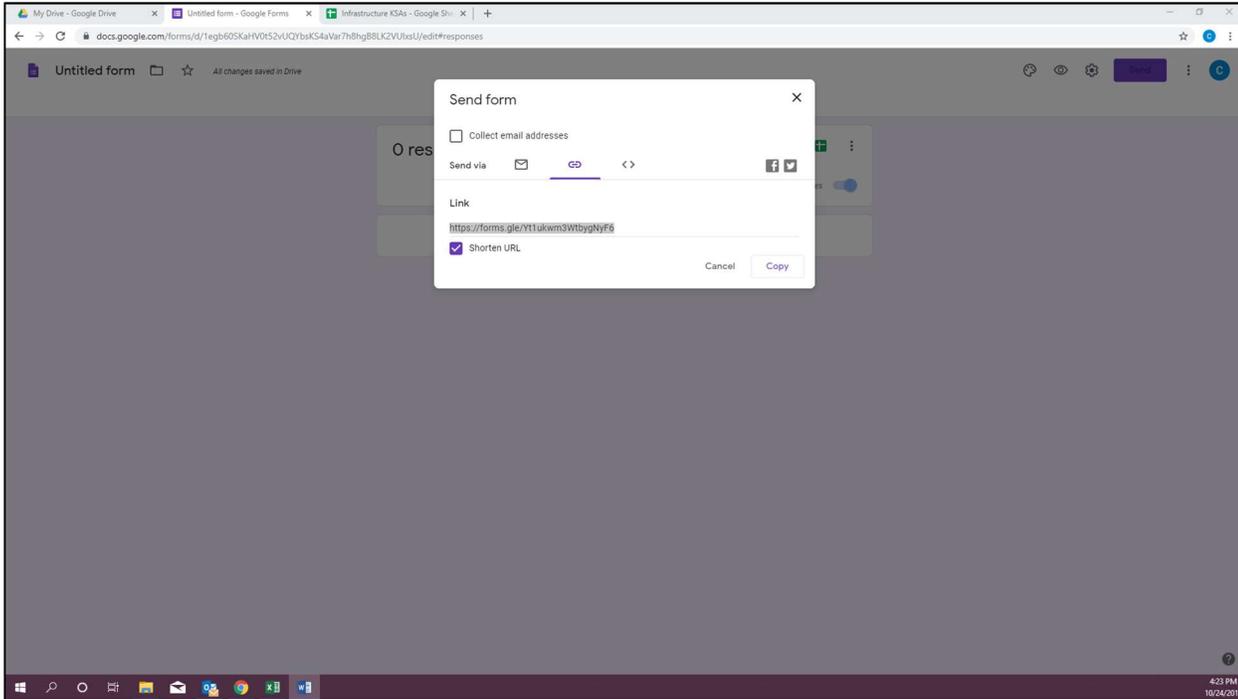
	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1		Infrastructure KSA												
2		Task	# votes (4 = most important)				Avg	Comments						
3			4	3	2	1								
4	T-1	Configure and optimize network hubs, routers, and switches (e.g., higher-level protocols, tunneling).	0	0	0	0	#DIV/0!							
5	T-2	Develop and implement network backup and recovery procedures.					#DIV/0!							
6	T-3	Diagnose network connectivity problem.					#DIV/0!							
7	T-4	Implement new system design procedures, test procedures, and quality standards.					#DIV/0!							
8	T-5	Install and maintain network infrastructure device operating system software (e.g., IOS, firmware).					#DIV/0!							
9	T-6	Install or replace network hubs, routers, and switches.					#DIV/0!							
10	T-7	Integrate new systems into existing network architecture.					#DIV/0!							
11	T-8	Monitor network capacity and performance.					#DIV/0!							
12	T-9	Patch network vulnerabilities to ensure that information is safeguarded against outside parties.					#DIV/0!							
13	T-10	Provide feedback on network requirements, including network architecture and infrastructure.					#DIV/0!							
14	T-11	Test and maintain network infrastructure including software and hardware devices.					#DIV/0!							
15	T-12	Conduct functional and connectivity testing to ensure continuing operability.					#DIV/0!							
16	T-13	Design group policies and access control lists to ensure compatibility with organizational standards, business rules, and needs.					#DIV/0!							
17	T-14	Develop and document systems administration standard operating procedures.					#DIV/0!							
18	T-15	Maintain baseline system security according to organizational policies.					#DIV/0!							
19	T-16	Manage accounts, network rights, and access to systems and equipment.					#DIV/0!							
20	T-17	Plan, execute, and verify data redundancy and system recovery procedures.					#DIV/0!							
21	T-18	Provide ongoing optimization and problem-solving support.					#DIV/0!							
22	T-19	Install, update, and troubleshoot systems/servers.					#DIV/0!							
23	T-20	Check system hardware availability, functionality, integrity, and efficiency.					#DIV/0!							
24		Conduct periodic system maintenance including cleaning (both physically and					#DIV/0!							

Click on the purple send button at the top right of the screen:



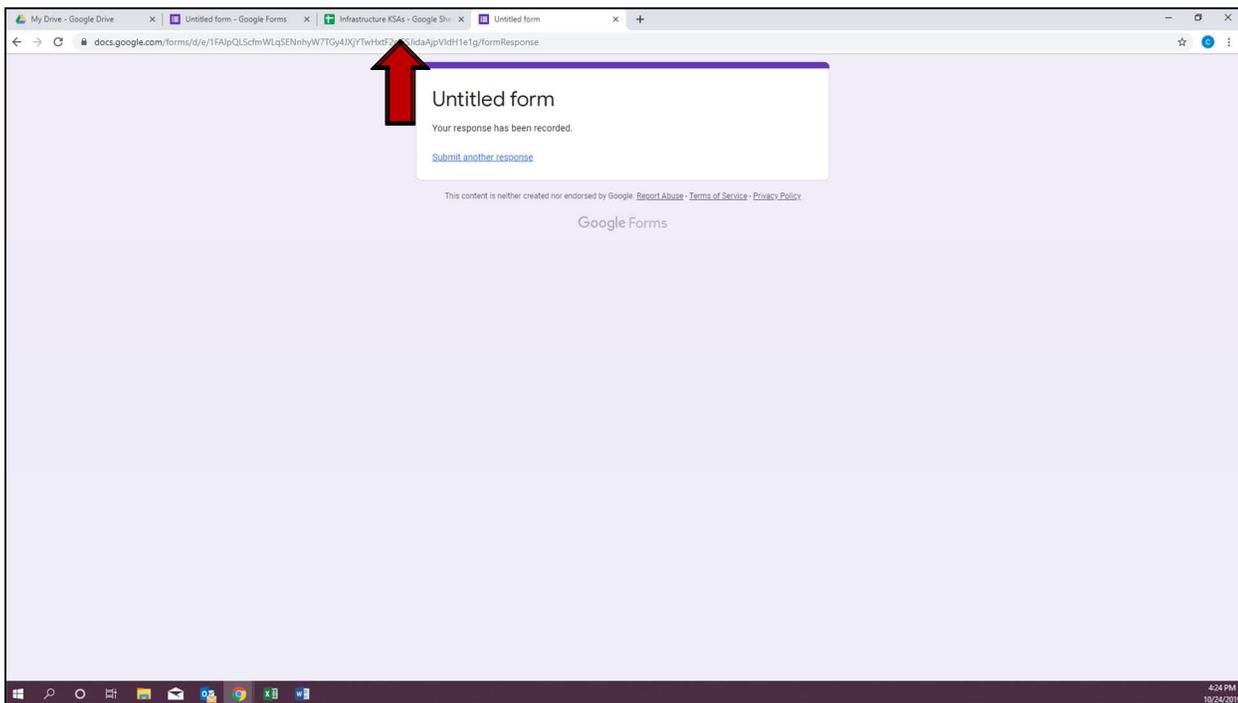
The screenshot shows the Google Forms interface for an 'Untitled form'. The top right corner features a purple 'Send' button, which is highlighted by a red arrow. Below the 'Send' button are icons for settings, a share icon, and a refresh icon. The main content area displays '0 responses' and a toggle for 'Accepting responses' which is currently turned off. A 'Waiting for responses' message is visible at the bottom of the form area.

Click on the weblink icon (it looks like a chain). That will create a shareable link to this form (notice that under that link is a box you can click to shorten the URL).



Send that form link URL to someone else and ask them to use it in a new browser and complete the Google Form.

Now go back to “Infrastructure KSAs” Google Sheet:



If done correctly you should see the test votes show up in your form:

		C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1																
2																
3							2.6									
4																
5	T-1	Configure and optimize network, routers, and switches (e.g., higher-level protocols, tunneling).	0	0	0	1	1.00	1								
6	T-2	Diagnose network connectivity problem.	0	0	1	0	2.00	1								
7	T-3	Install and maintain network infrastructure device operating system software (e.g., IOS, firmware) which would include patch network vulnerabilities to safeguard information.	0	1	0	0	3.00	1								
8	T-4	Install or replace network, routers, and switches.	1	0	0	0	4.00	1								
9	T-5	Integrate new systems into existing network architecture.	0	0	1	0	2.00	1								
10	T-6	Monitor network capacity and performance.	0	0	0	1	1.00	1								
11	T-7	Test and maintain network infrastructure including software and hardware devices.	0	1	0	0	3.00	1								
12	T-8	Conduct functional and connectivity testing to ensure continuing operability.	0	0	0	1	1.00	1								
13	T-9	Implement group policies and access control lists to ensure compatibility with organizational standards, business rules, and needs.	0	0	1	0	2.00	1								
14	T-10	Support group policies and access control lists to ensure compatibility with organizational standards, business rules, and needs.	0	1	0	0	3.00	1								
15	T-11	Follow SOP and validate/update documentation of compliance.	1	0	0	0	4.00	1								
16	T-12	Validate/update baseline system security according to organizational policies.	0	0	1	0	2.00	1								
17	T-13	Manage accounts, network rights, and access to systems and equipment.	0	0	0	1	1.00	1								
18	T-14	Provide ongoing optimization and problem-solving support.	0	1	0	0	3.00	1								
19	T-15	Install, update, and troubleshoot systems/servers.	1	0	0	0	4.00	1								
20	T-16	Check system hardware availability, functionality, integrity, and efficiency.	0	1	0	0	3.00	1								
21	T-17	Conduct periodic system maintenance including cleaning (both physically and electronically), disk checks, routine reboots, data dumps, and testing.	0	0	0	1	1.00	1								
22	T-18	Implement local network usage policies and procedures.	1	0	0	0	4.00	1								
23	T-19	Manage system/server resources including performance, capacity, availability, serviceability, and recoverability.	0	0	0	0		0								
24	T-20	Monitor and maintain system/server configuration.	0	0	0	0		0								
25	T-21	Installation, implementation, configuration, and support of system components.	0	0	0	0		0								
26	T-22	Troubleshoot faulty system/server hardware.	0	0	0	0		0								
27	T-23	Perform repairs on faulty system/server hardware.	0	0	0	0		0								
28	T-24	Troubleshoot hardware/software interface and interoperability problems.	0	0	0	0		0								
29	K-1	Knowledge of computer networking concepts and protocols, and network security methodologies.	0	0	0	0		0								

If that is reflecting correctly, then congratulations - you have finished!

BUT... if the numbers don't look right, go back and ensure you followed the six steps in Section III for using the template.



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