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Adapted for a Nonprofit business course from a strategy Shared by Brent Warner

What You'll Need

- Google account with access to Google Sheets
- GPT for Sheets add-on (small one-time cost of $20-30)
- Student information spreadsheet (Make one yourself at Sheets.new or have students fill out a Google Form you made ahead of time)

Part 1: Installation and Setup

Step 1: Install GPT for Sheets

1. Open Google Sheets
2. Go to **Extensions → Add-ons → Get add-ons**
3. Search for "**GPT for Sheets and Docs**" by Talarian (or visit the Google Workspace Marketplace)
4. Click **Install**
5. Accept the permissions when prompted

Step 2: Enable GPT for Sheets

1. Open your Google Sheet
2. Go to **Extensions → GPT for Sheets and Docs → Open**
3. The GPT sidebar will appear on the right side of your screen
4. You'll need to add funds to your account (start with $20-30, which will last for years as it only costs pennies per use)

Part 2: Prepare Your Student Data

Step 3: Create Your Student Information Spreadsheet

Create a spreadsheet with the following columns (or any that suit your needs):

- **Column A**: Student First Name
- **Column B**: Last Name (Consider excluding this for privacy reasons)
- **Column C**: Email Address (Could be optional for privacy reasons)
- **Column D**: City/Country of Origin
- **Column E**: NonProfit Cause or area of interest
- **Column F**: Most Effective Fundraising Methods
- **Column G**: Language Learners Level (A1, A2, B1, B2, C1, C2)
- **Column H**: Story (leave blank – this is where your differentiated content will appear)

Privacy Note: Be careful about what information you're allowing AI access to. If you have students fill out their information using a form, you may be better off copying their answers into a new sheet that limits the information about the student.

Part 3: Create Your GPT Formula

Step 4: Write the GPT Formula

In cell H2 (the first story cell), enter this formula:
```
=GPT("Write a 150 word short summary for a CEFR"& I2 &
"student about the time"& A2 & "met" & E2 & "in" & D2 & "Make
sure to include the vocabulary words 'Fundraising' and
'Nonprofit Management'")
```

Formula Breakdown:

- =GPT() – The GPT function
- "Write a 150 word short story for a CEFR " – Your instructions.
- &B2& – References the student's level in column B
- &A2& – References the student's name in column A
- &C2& – References their favorite nonprofit cause in column C
- &D2& – References their city in column D

Step 5: Generate the First Story

1. Press **Enter** after typing the formula
2. You'll see "Loading…" appear
3. Within seconds, a customized story will appear
4. The story will:
   - Match the student's English level
   - Feature their nonprofit cause or area of interest
   - Take place in their home city
   - Include your target vocabulary

Part 4: Generate Stories for All Students

Step 6: Copy the Formula Down

1. Click on the cell with your first story (J2)
2. Look for the small square in the bottom-right corner of the cell
3. Click and drag down to copy the formula to all student rows

4. Each formula will automatically adjust (J3 will reference A3, B3, C3, etc.)
5. Stories will generate for each student automatically

Part 5: Customize for Different Assignments

Different Content Types You Can Create:

Reading Passages

```
=GPT("Write a "&B2&" level informational text about "&E2&"
(effective fundraising for nonprofits) for "&A2&". Include
facts about their career and why they're influential. 200
words.")
```

Grammar Exercises

```
=GPT("Create 5 present perfect sentences at "&B2&" level
about "&A2&"'s experiences with their pet "&G2&". Include
answer key.")
```

Writing Prompts

```
=GPT("Create a "&B2&" level writing prompt for "&A2&" about
meeting "&F2&" (your nonprofit cause) at a nonprofit event in
"&D2&". Include 3 guiding questions.")
```

Vocabulary Activities

```
=GPT("Design a vocabulary matching exercise at "&B2&" level
using 10 words related to "&C2&"'s sport for student "&A2)
```

Part 6: Export and Use Your Content

Step 7: Copy Content to Google Docs Copy and paste the generated content as needed!

Tips for Success Best Practices:

1. **Start Simple**: Begin with short texts (100-150 words) before trying longer content
2. **Be Specific**: Include exact vocabulary, grammar points, or themes in your prompt
3. **Test First**: Generate one story first to check it meets your needs before doing all students
4. **Save Templates**: Keep successful formulas in a separate sheet for reuse

Level Differentiation Guidelines:

- **A1**: 50-75 words, simple present/past, basic vocabulary
- **A2**: 75-125 words, add present continuous, everyday topics
- **B1**: 125-175 words, add perfect tenses, personal experiences
- **B2**: 175-250 words, all tenses, abstract concepts
- **C1/C2**: 250+ words, complex structures, nuanced topics

Troubleshooting Common Issues:

1. **"Loading data error"**: Wait a few seconds, it usually resolves
2. **Formula not working**: Check that GPT for Sheets is enabled in Extensions
3. **Strange characters**: Ensure your spreadsheet encoding is UTF-8
4. **Content too long/short**: Adjust word count in your prompt

Cost Management:

- Each story costs only pennies to generate
- $20-30 initial investment typically lasts months or years
- Monitor usage in the GPT sidebar
- Reuse successful content by saving to Drive

Resources

- **GPT for Sheets Documentation**: gptforwork.com/help
- **Install GPT for Sheets**: Google Workspace Marketplace
- **Pricing Information**: GPT for Work Pricing

Remember

- This tool saves time but doesn't replace teacher judgment
- Always review generated content before using with students
- Adjust difficulty based on your students' actual performance
- Use as a starting point – feel free to edit and improve the output

With GPT for Sheets, you can finally provide truly differentiated content that engages each student with materials designed specifically for their level and interests. What once took hours now takes minutes!