# How to use the buddy scheme group maker code

## With thanks to Dr C Collins (University of Liverpool) for writing the code

1. Install Python 3 – either
   1. download Python 3 from python.org and check the box that say as Add python3 to path, also select 'disable pathlength limit'. Then install a library called pandas by opening command prompt (just start typing ‘command’ into the windows search bar (located by the start button) and select the command prompt app). In the command prompt window type python -m pip install pandas
   2. Alternatively, install anaconda from www.anaconda.com

You only have to do step 1 the first time you wish to use the group maker script.

1. Download the 'group maker script.txt' file, save it in a folder and rename the file 'group maker script.py' On windows you'll get an error message pop up saying 'if you change a file name extension it might become unstable do you still want to continue?' Select yes/ok.
2. In the folder where the 'group maker script.py' file is put your spreadsheet saved as a .csv file. (The spreadsheet must be in the format of;

Column A: Name (full name)

Column B: Email

Column C: Institution

Column D: Faculty

Don't leave a column blank if you don't care about the Institution or Faculty for example just type n/a into the spreadsheet.

1. To run the script double-click on the 'group maker script.py' file, a window will pop up and ask - 'What is the name of the input .csv file?' Input the name of your csv file, including the .csv, press enter. You'll then be asked 'What maximum group size would you like?' Input the number (as a digit) and press enter.
2. It'll then run and create a folder called ‘groups’ with a numbered spreadsheet for each group created. Note the last group in the list may have an odd number of members if the list you provided wasn't exactly evenly divisible by the maximum group size specified.
3. You can now email the groups and get your buddy scheme going.