



Name Picker & Group Maker

Fair cold-calling and balanced groups in about two minutes of setup. You don't need an account or an install, and it works without internet.

1

Open the app

- **Mac or PC:** unzip the download, then double-click **index.html**. It opens in your web browser.
- **Chromebook:** open the **Files** app, click the zip to open it, drag **index.html** into *My files*, then double-click it.
- Bookmark the page (**Ctrl** + **D** , or **⌘** + **D** on a Mac) so you can open it in one click tomorrow.

Keep it in one spot. Always open the app from the same file, in the same browser. It saves automatically; **Save** (or **Ctrl** + **S**) is there for peace of mind. Switching browsers? Export a backup first (step 5).

2

Add your class

On the welcome screen, type a class name (like "Period 3") and paste your student names, **one per line**. Copying a column from a spreadsheet works well. Then click **Create class** .

To add more classes later, go to the **Roster** tab and click **+ New class** . Switch between classes with the menu at the top.

Already have a class list? Import one from Build Your Class, another Sandbox tool or a spreadsheet saved as CSV: **Roster** → **Import class list** .

Privacy tip: first names or initials are all the app needs. Don't enter anything else about a student.

3

Pick names

- Click **Pick a name** or press **Space** .
- **Fair mode** (on by default) gives everyone a turn before anyone is picked twice. A new round starts on its own.
- If a student passes or is out of the room, click **Put back** to return that name to the pool.
- Projecting? Click **Big screen** for a full-screen view. Press **Esc** to exit.

4

Make groups

- On the **Make groups** tab, choose *Students per group* (set it to 2 for pairs) or *Number of groups*, then click **Make groups** . Don't like them? Click **Shuffle again** .
- When you actually use a set, click **Use these groups** . The app remembers who worked together and tries to pair students with new partners next time.
- Click **Copy as text** to paste the groups into a slide or your LMS, or **Print** to print them.



5

Back up your classes

Go to **Backup & settings** and click **Export backup**. A small file lands in your Downloads folder. Keep a copy in your Drive or on a USB drive.

To move your classes to another computer or browser, open the app there and click **Import backup**.

Back up once a month, and always before you clear your browser history or get a new computer. Clearing your browser's *cookies and site data* erases your classes.

Every day

Taking attendance

On the **Roster** tab, uncheck anyone who's absent. They're skipped for picks and groups today, and they come back automatically tomorrow.

Click any name to fix a typo. Click **x** to remove a student (there's an Undo button right after).

Where your data lives

Everything you enter stays **in this browser, on this computer**. Nothing is sent to us or anyone else.

The app includes a browser rule that blocks it from connecting to the internet at all, and it works with Wi-Fi off.

Shortcuts

Space	Pick a name (on the Pick a name tab)
Esc	Leave Big screen
← →	Move between tabs when a tab is selected

If something looks wrong

My classes are gone.

Make sure you're using the same computer, the same browser (and browser profile), and the same copy of index.html as before. If the browser data was cleared, use **Import backup** with your latest backup file.

A yellow banner says the app can't save.

A browser setting is blocking site data (it's sometimes called "Block all cookies"). Change the setting or ask IT to. Until then, export a backup before you close the tab. Also avoid private or incognito windows, which erase your classes when you close them.

My district needs to approve it.

Send your IT team the **"Dear IT Department"** page on The Teacher's Sandbox website. It explains how the app works and how they can check for themselves that nothing leaves the device.