Creating a CSV File for Grades on the Web February 27, 2006









Retrieve your grades spreadsheet

Bit Del de l'al d'utal d'uta			0 F 1 C																		
Die Dat Die Dat <t< th=""><th></th><th>AICTO</th><th>son Excel - Gr</th><th>ades Input Instructi</th><th>on</th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th>6 1 1</th><th></th><th></th></t<>		AICTO	son Excel - Gr	ades Input Instructi	on													6 1 1			
Image: Student No. Surname Given Name Student No. Surname Given Name Student No. Surname Given Name 8 Student No. Surname Given Name 9 Student No. Surname Given Name Student No. Surname Given Name Student No. Surname Given Name 1 201234567 Student Ann	:1	File	Edit View I	nsert Format <u>I</u> ools	<u>D</u> ata <u>W</u> indow <u>H</u> elp	Adobe PDF										Type a	question	ror nei		. 8 ×	
Dig X chris A B C D E F G H J K L M N O P Q 2 Department of York University Grade Breakdown Record - FW05-06 E E F G H J K L M N O P Q 3 Course Number: YU 3311 3.0 F L M N O P Q 6 Instructor: Any Course or Section Director F Solution S	: L1	2		V 🔝 🛒 Y 🗇 🛛	🖁 - 🏈 🔊 - (° - 🦉	δ - ζ↓ ζ↓ ∭ 48	100% 🝷 🕜 🚽	Arial			-	12 -	BI	<u>u</u>	EE	=			🎱 - 🛓	<u>A</u> - [
N A B C D E F G H J K L M N O P 0 1 Department of York University Grade Breakdown Record - FW05-06 Image: Course Number: V X L M N O P 0 4 Course Number: YU 3311 3.0 Image: Course Number: YU 3311 3.0 Image: Course Number: YU 3311 3.0 Image: Course Number: Yu 39000000000000000000000000000000000000	- 🔁		🐔 🖕																		
A B C D E F G H I J K L M N O P 0 2 Course Number: YU 3311 3.0 4 Course Number: YU 3311 3.0 6 Instructor: Any Course or Section Director 7 Due Date data with the section Director 8 Student No. Surname Given Name 9 Student No. Surname Given Name 10 1 201234568 Student No. Surname Given Name 11 2 201234568 Student No. Surname Given Name 12 201234568 Student Deb Student Ann Student Ann SEMR01 B 77 78 78 78 38 85 84 85 8 8 8 8 8 8 8 8 8 8 </th <th></th> <th>D1</th> <th>9 🗸</th> <th>f∡ Chris</th> <th></th>		D1	9 🗸	f∡ Chris																	
Department of York University Grade Breakdown Record - FW05-06 Course Number: YU 3311 3.0 A Course Number: YU 3311 3.0 Student No. Surname Oriven Name Orive Number: YU 3311 3.0 B Student No. Surname Oriven Name Orive Section Director Societo 2:1-Nov.05 B Dec.05 Orive Section Director Student No. Surname Oriven Name Orive Section Director Student No. Surname Oriven Name Orive Section Director Societo 2:1-Nov.05 Director Origin Name Oriven Name Oriven Name Oriven Name Student No. Surname Oriven Name Oriven Name SEMR01 B T4 T8 T8 T8 T8 Student No. Surname Oriven Name Origin Name Second S		A	В	C	D	E	F		G	H		J	K	L	M	N	0	P	Q	<u> </u>	
Grade Breakdown Record - FW05-06 Grade Breakdown Record - FW05-06 Instructor: YU 3311 3.0 yunder yu	1			1	Department of	f York Univers	sity														
3 YU 3311 3.0 yu 391 3.0	2			Gra	ade Breakdow	n Record - FW	/05-06														
4 Course Number: YU 3311 3.0 yes	3										_										
Instructor: Any Course or Section Director point point <th cols<="" th=""><th>4</th><th></th><th></th><th>Course Number:</th><th></th><th>YU 3311</th><th>3.0</th><th></th><th></th><th></th><th></th><th></th><th>nment</th><th></th><th>Inment 2</th><th></th><th>mment 3</th><th></th><th>nment</th><th></th></th>	<th>4</th> <th></th> <th></th> <th>Course Number:</th> <th></th> <th>YU 3311</th> <th>3.0</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th>nment</th> <th></th> <th>Inment 2</th> <th></th> <th>mment 3</th> <th></th> <th>nment</th> <th></th>	4			Course Number:		YU 3311	3.0						nment		Inment 2		mment 3		nment	
6 0umber Date dimmy 1 25 ∪ t→0 1 → v→0 8 → v→0 → v→0 8 → v→0 8 → v→0	5			Instructor:		Any Course or Se	ction Director					ASSI	2	ASSI	9	ASSI	2	ASSI	,	Aª	
7 Return Date ddmmyy 1-Nov-05 28-Nov05 15-De-05 8 9 Student No. Surname Given Name 10 100 10 100 100 50 40 50	6								Due dd/m	Dat 1111/yy	te v	25-0	ct-05	21-N	ov-05	8-De	ec-05				
8 5tudent No. Surname Given Name Second Seco	7								Retur dd/m	n Da 1m/v	ate v	1-No	ov-05	28-N	ov-05	15-D	ec-05				
8 Student No. Sumame Given Name Segret S Seg											ę	-	, aí	4	a/	4	è o	-	a g		
8 Student No. Surname Given Name Given Name 9 Student No. Surname Given Name 100 10 100 10 100 100 100 100 100 50 40% 100 50% 40% 100 50% 40% 100 50% 40% 100 50% 40% 100 50% 40% 100 50% 40% 100 50% 40% 100 50% 40% 100 50% 40% 100 50% 40% 100 50% 40% 100 50% 40% 100 50% 40% 100 50% 40% 100 50% 40% 30.0 27.0 74.0 37.0 10 11 201234569 Student Bob s@yorku.ca SEMR01 A 84 8.5 84.0 32.0 72.0 70.0 35.0 10 14 5 201234571 Student Ann s@yorku.ca SEMR01 A 80 8.4 8.4 40.0 32.0 70.0 35.0 10 <td< td=""><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>- 9 L</td><td>Ш</td><td>) ac</td><td>rt ol</td><td>f Fir rade</td><td>T O</td><td>f Fir ade</td><td>rt of</td><td>ade Ti</td><td>rt of</td><td>f Fir ade</td><td>rt O</td></td<>									- 9 L	Ш) ac	rt ol	f Fir rade	T O	f Fir ade	rt of	ade Ti	rt of	f Fir ade	rt O	
8 Student No. Surname Given Name Given Name <t< th=""><th>_</th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th>rac ette</th><th></th><th>8</th><th>õ</th><th>6 d</th><th>Õ</th><th>G of</th><th>Õ</th><th>õõ</th><th>õ</th><th>õõ</th><th>Õ</th></t<>	_								rac ette		8	õ	6 d	Õ	G of	Õ	õõ	õ	õõ	Õ	
3 3000 3000 4000 1000 3000 4000 1000 5000 4000 1000 1000 5000 4000 1000 1000 5000 4000 1000 1000 1000 1000 1000 1000 1000 1000 1000 1000 1000 10000 1000 1000 <	8		Student No.	Surnama	Given Name	-			- 0	-	100	10	5 100/	50	40.97	100	500/		<u>o</u>		
Indiant	3	1	201234567	Student		o@vorku oo	SEMP01		B		74	7.8	7.8	38.0	40 % 30 /	71.0	35.5			<u> </u>	
1 2 201234509 Student Bub Sey orku.ca 13 4 201234509 Student Ann Sey orku.ca SEMR01 C 62 5.7 30.0 24.0 64.0 32.0 14 5 201234570 Student John s@yorku.ca SEMR01 C 62 5.7 6.7 6.7 6.7 6.7 6.7 32.0 25.6 70.0 35.0 14 5 201234573 Student Emma s@yorku.ca SEMR01 C 67 6.7 6.7 32.0 25.6 70.0 35.0 16 7 201234573 Student Alex s@yorku.ca SEMR01 A 80 8.4 8.4 40.0 32.0 79.0 35.0 1 18 9 201234575 Student Kate s@yorku.ca SEMR01 C+ 69 7.4 7.4 33.0 26.4 71.0 35.5 1 19 10 201234576 Student Chris s@yorku.ca SEMR01 C+	11	$\frac{1}{2}$	201234568	Student	Bill	s@yorku.ca	SEMB01		B		72	7.8	7.8	34.0	27.2	74.0	37.0				
1 4 201234570 Student Ann s@yorku.ca SEMR01 A 84 8.5 8.5 44.0 35.2 81.0 40.5 14 5 201234571 Student John s@yorku.ca SEMR01 C+ 67 6.7 6.7 32.0 25.6 70.0 35.0 15 6 201234572 Student Emma s@yorku.ca SEMR01 A 84 8.4 40.0 32.0 79.0 39.5 16 7 201234573 Student Alex s@yorku.ca SEMR01 C 64 6.5 6.5 28.0 22.4 70.0 35.0 17 8 201234573 Student Kate s@yorku.ca SEMR01 C+ 69 7.4 7.4 33.0 26.4 71.0 35.5 14 10 201234576 Student Chris s@yorku.ca SEMR01 C+ 69 6.7 6.7 32.0 28.0 80.0 40.0 22.0 80.0 80.0 80.0 80.0 80.0 80.0	12	3	201234569	Student	Bob	s@vorku.ca	SEMR01		č		62	5.7	5.7	30.0	24.0	64.0	32.0				
14 5 201234571 Student John s@yorku.ca SEMR01 C+ 67 6.7 6.7 32.0 25.6 70.0 35.0 15 6 201234572 Student Emma s@yorku.ca SEMR01 A 80 8.4 8.4 40.0 32.0 79.0 39.5 16 7 201234573 Student Alex s@yorku.ca SEMR01 C 64 6.5 6.5 28.0 22.4 70.0 35.0 10 17 8 201234574 Student Kate s@yorku.ca SEMR01 C+ 69 7.4 7.4 30.0 26.4 71.0 35.5 19 10 201234576 Student Chris s@yorku.ca SEMR01 C+ 69 6.7 6.7 32.0 26.4 71.0 35.5 11 201234577 Student Rose s@yorku.ca SEMR01 C+ 69 6.7 6.7 32.0 28.0 88.0 40.0 32.0 80.0 40.0 22.0 28.0	13	4	201234570	Student	Ann	s@vorku.ca	SEMR01		A		84	8.5	8.5	44.0	35.2	81.0	40.5				
15 6 201234572 Student Emma s@yorku.ca 16 7 201234573 Student Alex s@yorku.ca SEMR01 A 80 8.4 8.4 40.0 32.0 79.0 39.5 Image: constraint of the second of th	14	5	201234571	Student	John	s@yorku.ca	SEMR01		C+		67	6.7	6.7	32.0	25.6	70.0	35.0				
16 7 201234573 Student Alex s@yorku.ca SEMR01 C 64 6.5 2.8.0 2.2.4 70.0 35.0 17 8 201234574 Student Kate s@yorku.ca SEMR01 B+ 80 8.3 8.3 39.0 31.2 80.0 40.0 18 9 201234575 Student Steve s@yorku.ca SEMR01 C+ 69 7.4 7.4 33.0 26.4 71.0 35.5 10 19 10 201234576 Student Chris s@yorku.ca SEMR01 C+ 69 7.4 7.4 33.0 26.4 76.0 38.0 20 11 201234577 Student Rose s@yorku.ca SEMR01 C+ 69 6.7 6.7 35.0 28.0 68.0 34.0 16 21 12 201234578 Student Thomas s@yorku.ca SEMR01 A 80 8.0 8.0 8.0 40.0 22.0 80.0 40.0 22 23.0 20.6	15	6	201234572	Student	Emma	s@yorku.ca	SEMR01		A		80	8.4	8.4	40.0	32.0	79.0	39.5				
17 8 201234574 Student Kate s@yorku.ca SEMR01 B+ 80 8.3 8.3 39.0 31.2 80.0 40.0 18 9 201234575 Student Steve s@yorku.ca SEMR01 C+ 69 7.4 7.4 33.0 26.4 71.0 35.5 19 10 201234576 Student Chris s@yorku.ca SEMR01 B 72 7.4 7.4 33.0 26.4 76.0 38.0 20 11 201234576 Student Rose s@yorku.ca SEMR01 B 72 7.4 7.4 33.0 26.4 76.0 38.0 20 11 201234576 Student Thomas s@yorku.ca SEMR01 C+ 69 6.7 6.7 35.0 28.0 40.0 22.0 88.0 40.0 32.0 80.0 40.0 32.0 80.0 40.0 32.0 80.0 40.0 32.0 80.0 40.0 32.0 80.0 40.0 32.0 80.0 40.0 32.0	16	7	201234573	Student	Alex	s@yorku.ca	SEMR01		С		64	6.5	6.5	28.0	22.4	70.0	35.0				
18 9 201234575 Student Steve s@yorku.ca SEMR01 C+ 69 7.4 7.4 33.0 26.4 71.0 35.5 19 10 201234576 Student Chris s@yorku.ca SEMR01 B 72 7.4 7.4 33.0 26.4 76.0 38.0 20 11 201234576 Student Rose s@yorku.ca SEMR01 C+ 69 6.7 6.7 35.0 28.0 68.0 34.0 20 21 12 201234578 Student Thomas s@yorku.ca SEMR01 C+ 69 6.7 6.7 35.0 28.0 68.0 34.0 20 21 12 201234579 Student Mike s@yorku.ca SEMR01 C+ 69 6.7 7.7 7.7 37.0 29.6 75.0 37.5 2 23 14 201234581 Student Leanne s@yorku.ca SEMR01 D+ 60 4.0 4.0 32.0 25.6 60.0 30.0 2	17	8	201234574	Student	Kate	s@yorku.ca	SEMR01		B+		80	8.3	8.3	39.0	31.2	80.0	40.0				
19 10 201234576 Student Chris s@yorku.ca SEMR01 B 72 7.4 7.4 33.0 26.4 76.0 38.0 20 11 201234576 Student Rose s@yorku.ca SEMR01 C+ 69 6.7 6.7 35.0 28.0 68.0 34.0 21 12 201234578 Student Thomas s@yorku.ca SEMR01 C+ 69 6.7 6.7 35.0 28.0 68.0 34.0 22 13 201234579 Student Mike s@yorku.ca SEMR01 A 80 8.0 40.0 32.0 29.0 75.0 37.5 Image: Semroi and	18	9	201234575	Student	Steve]s@yorku.ca	SEMR01		C+		69	7.4	7.4	33.0	26.4	71.0	35.5				
20 11 201234577 Student Rose s@yorku.ca SEMR01 C+ 69 6.7 6.7 35.0 28.0 68.0 34.0 21 12 201234578 Student Thomas s@yorku.ca SEMR01 A 80 8.0 8.0 40.0 32.0 80.0 40.0 22 13 201234579 Student Mike s@yorku.ca SEMR01 B+ 75 7.7 7.7 37.0 29.6 75.0 37.5 23 14 201234580 Student Leanne s@yorku.ca SEMR01 D+ 60 4.0 4.0 32.0 25.6 60.0 30.0 24 15 201234581 Student Jim s@yorku.ca SEMR01 C 63 6.3 6.3 30.0 24.0 65.0 32.5 25	19	10	201234576	Student	Chris	s@yorku.ca	SEMR01		в		72	7.4	7.4	33.0	26.4	76.0	38.0				
21 12 201234578 Student Thomas s@yorku.ca SEMR01 A 80 8.0 40.0 32.0 80.0 40.0 10.0 22 13 201234579 Student Mike s@yorku.ca SEMR01 B+ 75 7.7 7.7 37.0 29.6 75.0 37.5 23 14 201234580 Student Leanne s@yorku.ca SEMR01 D+ 60 4.0 4.0 32.0 25.6 60.0 30.0 24.0 65.0 32.5 25.0 25.0 24.0 65.0 32.5 25.0 25.0 24.0 24.0 24.0 24.0 25.0	20	11	201234577	Student	Rose	s@yorku.ca	SEMR01		C+		69	6.7	6.7	35.0	28.0	68.0	34.0				
22 13 201234579 Student Mike s@yorku.ca SEMR01 ¹¹¹ B+ 75 7.7 7.7 37.0 29.6 75.0 37.5 23 14 201234580 Student Leanne s@yorku.ca SEMR01 D+ 60 4.0 4.0 32.0 25.6 60.0 30.0 24 15 201234581 Student Jim s@yorku.ca SEMR01 C 63 6.3 30.0 24.0 65.0 32.5 25	21	12	201234578	Student	Thomas	s@yorku.ca	SEMR01		A		80	8.0	8.0	40.0	32.0	80.0	40.0				
23 14 201234580 Student Leanne s@yorku.ca SEMR01 D+ 60 4.0 32.0 25.6 60.0 30.0 24 15 201234581 Student Jim s@yorku.ca SEMR01 C 63 6.3 30.0 24.0 65.0 32.5 25	22	13	201234579	Student	Mike	s@yorku.ca	SEMR01		B+		75	7.7	7.7	37.0	29.6	75.0	37.5				
24 15 201234581 Student Jim s@yorku.ca SEMR01 C 63 6.3 30.0 24.0 65.0 32.5 25 INSTRUCTIONS GRD. BRKDWN / Letter Grades / grades csv / Image: Construction of the second seco	23	14	201234580	Student	Leanne	s@yorku.ca	SEMR01		D+		60	4.0	4.0	32.0	25.6	60.0	30.0				
25 A A A A A A A A A A A A A A A A A A A	24	15	201234581	Student	Jim	s@yorku.ca	SEMR01		С		63	6.3	6.3	30.0	24.0	65.0	32.5				
Ready	25																				
Ready	14	•	I N \ INSTRUCTIO	NS GRD. BRKDWN	/ / Letter Grades / grade	is csv /	1		<		1111			1		1				>	
	Read	ły		,,	,, у у чан	,															
🖅 Start 🐘 🙋 🛥 🗵 🖾 🚱 📀 🛑 📵 Stan Ta 🗮 5al32 🛛 🧱 Program 🔤 2 Micr 🗸 📶 Course 🕲 Intranet 💽 Microsof 📀 🏂 5a	-	st	art 🕜 🕼	🔄 🥭 📼 🕲 🌀 🤅	🕽 👘 Stan	Ta 🎇 Sal32	Program	21	4icr	- 20	😽 Cou	irse		ntranet.	0	Micros	of	< *	3 5:	38 PM	



	MICTO	som Excel - Gr	ades input instruc	rtion														کالک
	Eile	Edit <u>V</u> iew I	nsert F <u>o</u> rmat <u>T</u> oo	ls <u>D</u> ata <u>W</u> indow <u>H</u> elp	Adobe PDF									Type a qu	Jestion	for help		.æ>
: 🗋	1		Rows	🖺 • 🟈 🖻 • (° •)	😣 Σ - Ž↓ Ž↓ 🛄 🧍	🐉 100% 🔍 🕜 💂 🕴 A	Arial			12 -	BI	Ū	EE	= a.	 	- 🛄	🖏 + 🖌	A - 1
: 7	D1	3	<u>C</u> olumns <u>W</u> orksheet															
	A	В	*	D	E	F	6) H		J	K	L	M	N	0	Р	Q	R
1				Department of	of York Univer	sity												
1	CII	CK on Insert,	then click	rade Breakdow	n Record - EV	v05-06												
2	on	worksheet	0			00-00												
4			Course Numbe	er:	YU 331	1 3.0					nent		nent		ent		nent	
	-									al al	Jun 1	cip	UU. 5	Signi	്ര	eig	Nº A	
5			Instructo	or:	Any Course or Se	ection Director				ASS		A55		ASS		ASS		A
								Due D	ate	25-0)ct-05	21-N	ov-05	8-Dec-	05			
ь							Re	aa/mn eturn	i∕yy Date					l	-+			
7								dd/mn	i/yy	1-N	ov-05	28-N	ov-05	15-Dec-	-05			
							tter	ade DEF	Grade	Out of	of Final Grade	Out of	of Final Grade	Out of of Final	Grade	Out of	of Final Grade	Out of
8							Lei	ö	%	Ŭ	8	Ŭ) %	ଁ ୪	۲ ک	Ŭ	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	
9		Student No.	Surname	Given Name					100	10	10%	50	40%	100 5	j0%			
10	1	201234567	Student	Joe	s@yorku.ca	SEMR01	E	3	74	7.8	7.8	38.0	30.4	71.0 3	5.5			
11	2	201234568	Student	Bill	s@yorku.ca	SEMR01	E	3	72	7.8	7.8	34.0	27.2	74.0 3	7.0			
12	3	201234569	Student	Bob	s@yorku.ca	SEMR01	C		62	5.7	5.7	30.0	24.0	64.0 3	2.0			
13	4	201234570	Student	Ann	s@yorku.ca	SEMR01 🗟	F	A .	84	8.5	8.5	44.0	35.2	81.0 4	0.5			_
14	5	201234571	Student	John	s@yorku.ca	SEMR01	C	+	67	6.7	6.7	32.0	25.6	70.0 3	5.0			_
15	6	201234572	Student	Emma	s@yorku.ca	SEMR01	F	A .	80	8.4	8.4	40.0	32.0	79.0 3	9.5			_
16	7	201234573	Student	Alex	s@yorku.ca	SEMR01	C		64	6.5	6.5	28.0	22.4	70.0 3	5.0			
17	8	201234574	Student	Kate	_s@yorku.ca	SEMR01	В	+	80	8.3	8.3	39.0	31.2	80.0 4	0.0			
18	9	201234575	Student	Steve	s@yorku.ca	SEMR01	С	+	69	7.4	7.4	33.0	26.4	71.0 3	5.5			
19	10	201234576	Student	Chris	s@yorku.ca	SEMR01	E	3	72	7.4	7.4	33.0	26.4	76.0 3	8.0			
20	11	201234577	Student	Rose	s@yorku.ca	SEMR01	С	+	69	6.7	6.7	35.0	28.0	68.0 3	4.0			
21	12	201234578	Student	Thomas	s@yorku.ca	SEMR01	F	ł	80	8.0	8.0	40.0	32.0	80.0 4	0.0			
22	13	201234579	Student	Mike	s@yorku.ca	SEMR01	В	+	75	7.7	7.7	37.0	29.6	75.0 3	7.5			_
23	14	201234580	Student	Leanne	s@yorku.ca	SEMR01	D	+	60	4.0	4.0	32.0	25.6	60.0 3	0.0			
24	15	201234581	Student	Jim	s@yorku.ca	SEMR01	0		63	6.3	6.3	30.0	24.0	65.0 3	2.5			
25																		
H.	• •	N NSTRUCTIC	NS ∖GRD. BRKD¥	VN / Letter Grades / grac	les csv /	1		<						u 1	"			>
Rea	dy																	Ċ
2	/ st	art 🛛 🕑 (🔄 🖉 🖾 🔕 🙆	📀 👘 Sta	n Ta 🎇 Sal32	Program 🛛	2 Micr.	•	777 Co		N I	intranet.	. 0	Microsof.		< ≥	5:4	



How to name your new worksheet

 $\triangleleft \triangleright$

1	() F			1													
: Sh	Eile Edit	View	rades Input Incert Form	Instruction) Data Windo	w Help Adobe	DDE							Type a g	uestion for	beln -	
				V Do m							10					A (
-			9, 🗸 🔛	ð 🖽 🗖	• 💜 🖃	• (= • 😸 Z	▼ 2 ↓ ã↓ 🛍			riai	• 10	- B	1 0 ⊨			• <u>9</u> • <u>P</u>	<u> </u>
	🏞 🐔 🖕																
	A1	-	fx														
1	A	В	C	D	E	F	G H		J	K	L	M	N	0	Р	Q	
2																-	
3																	+
4																	
5																	
6																L	
9														Ę	>		
10															-		
11																	
12																	
13																	
14																	
15		A bl	ank wo	orkshe	et will	appear	in vour	r drades									
17				David					41								+
18		wori	кроок.	Dour	pie cili	εκ οη τη	e tap to	rename	the								
19		worl	ksheet														=
20																	
21																	
22																	+
23																	
25																	+
26																	
27																	
28					-											L	
29																	
31																	
32																	
33																	
34																	
35																	
36				1													⊥_ ∎
37																	
30					<u> </u>					L						L,	~
H 4	► ► \ IN	ISTRUCTI	ONS <u>A Sheet</u>	💶 🤇 GRD. BF	RKDWN 🖌 Li	etter Grades 🖌 .	/			<							>
Ready	,																
-	start	6	🔄 😂 🖼	🛽 🗿	1	💮 Stan Ta	227 Sal32	🚟 Progra	m 💌	2 Micr	- 🚟 Course	🛛	Intranet	Microsol	🔇	🍪 💕 - 5:4	6 PM



Name the worksheet you have inserted

< >





Highlight the portion of your grades spreadsheet that will be copied to your new workbook

- 1. Take your cursor to the first student number in your spreadsheet.
- 2. Left click and hold down
- 3. Drag your cursor down to the last student number and still holding the left click down drag across until you have highlighted the column with your final letter grade.
- 4. Release the left click

× 1	Micro	soft Excel - Gr	ades Input Instructi	on															вX
:2)	Eile	Edit View I	nsert F <u>o</u> rmat <u>T</u> ools	Data <u>W</u> indow <u>H</u> elp	Ado <u>b</u> e PDF										Type a	question	n for hel		. 8 ×
i n	- 12		1 🤭 🛍 🗼 🗈 🖬	a ⊘r 1≤) - (≃ - 16	🔍 Σ - 👌 🖓 🛯 🕼 🦧	100% 🖵 👩 📑	Arial			-	12 -	B Z	υ	EE	∃ 5		- 111	3-1	A - 1
-					2 · A · [23]					-								_	
	B10		€ 201234567																
	A	B	C	D	E	F		G	Н		J	K	L	М	N	0	Р	Q	R 🗛
1				Department o	f York Univers	itv					_								
			C	de Breekdeur	n Booord Ell														
2	-		Gra	aue breakuow	n Record - FW	03-00													
			Course Number		YU 3311	3.0						-nt		mt		-st		ant.	
4	-									_		Inme 1	.0	nme 2	.0	mme 3		nme A	
5			Instructor:		Any Course or Se	ction Director					ASSI	, ,	ASSI	·	ASSI	·	ASSI	·	AF
-								Due	Da	te	25-C	ct-05	21-N	ov-05	8-De	ec-05			
ь							R	aan etur	nm/y rn E) ate									\vdash
7							Ľ	dd/n	nm/y	/y	1-N	ov-05	28-N	ov-05	15-D	ec-05			
										ele -	+	ja/	*	nal e	f	la/ e	f	<u>,</u>	4
							e.	9	Ш	3ra	nt o	f Fil	rf O	f Fii rade	nt o	f Fij rade	nt o	f Fil	rt o
							ette	Brad		%	Õ	80	Õ	00	Õ	00	Õ	0 G	Ő
9		Student No	Surname	Given Name	-		-	0	-	100	10	10%	50	40%	100	50%		<u> </u>	
10	1	201284567	Ctudont	Joe	s@vorku.ca	SEMR01		в		74	7.8	7.8	38.0	30.4	71.0	35.5			
11	2	2012B2 Dr	rag Down 💳	Bill	s@vorku.ca	SEMR01		в		72	7.8	7.8	34.0	27.2	74.0	37.0			
12	3	201234569	Student	Bob	s@vorku.ca	SEMR01		c i		62	5.7	5.7	30.0	24.0	64.0	32.0			
13	4	201234570	Student	Ann	s@yorku.ca	SEMR01		A		84	8.5	8.5	44.0	35.2	81.0	40.5			
14	5	201234571	Student	John	s@yorku.ca	SEMR01	(C+		67	6.7	6.7	32.0	25.6	70.0	35.0			
15	6	201234572	Student	Emma	s@yorku.ca	SEMR01		A		80	8.4	8.4	40.0	32.0	79.0	39.5			
16	7	201234573	Student	Alex	s@yorku.ca	SEMR01		С		64	6.5	6.5	28.0	22.4	70.0	35.0			
17	8	2012 <mark>3</mark> 4574	Student	Kate	_s@yorku.ca	SEMR01	E	3+		80	8.3	8.3	39.0	31.2	80.0	40.0			
18	9	<u>(</u> 2012 <mark>3</mark> 4575	Student	Steve	s@yorku.ca	SEMR01	(C+		69	7.4	7.4	33.0	26.4	71.0	35.5			
19	10	2012 <mark>3</mark> 4576	Student	Chris	s@yorku.ca	SEMR01		В		72	7.4	7.4	33.0	26.4	76.0	38.0			
20	11	(2012 <mark>3</mark> 4577	Student	Rose	s@yorku.ca	SEMR01	(C+		69	6.7	6.7	35.0	28.0	68.0	34.0			
21	12	2012 <mark>34</mark> 578	Student	Thomas	s@yorku.ca	SEMR01		A		80	8.0	8.0	40.0	32.0	80.0	40.0			
22	13	201234 DI	rag Across 📃	Mike	s@yorku.ca	SEMR01	E	3+		75	7.7	7.7	37.0	29.6	75.0	37.5			
23	14	201134580	Student	Leanne	s@yorku.ca	SEMR01)+(60	4.0	4.0	32.0	25.6	60.0	30.0			
24	15	201234581	Student	Jim	s@yorku.ca	ISEMR01		C .		63	6.3	6.3	30.0	24.0	65.0	32.5			
25																			
14 4	• •		DNS / Grades yu 3311	1 GRD. BRKDWN / Le	tter Grades 🖌 grades csv	7		<	(ш									>
Read	dy												Sum=0	3018518	610				
1	sta	art 🛛 🕑	🔄 🥴 🖂 🖉 🧐	👌 🦷 Stan	Ta 5al32	Program	2 Micr	r	-	cos Cou	urse		ntranet.	🧧	Micros	of	<	5:5	50 PM



Copy the portion of the spreadsheet you have highlighted

🛛 Micr	osoft Ex	el - Gr	ades Input	Instructio	חת																d ×
: 💌 🛛 Eile	Ędit	⊻iew <u>I</u>	nsert F <u>o</u> rm	at <u>T</u> ools	<u>D</u> ata <u>W</u> indow <u>H</u> elp	Ado <u>b</u> e PDF											Type a	question	for hel	p	. 8 ×
: 🗖 🙈	4 c	an't <u>U</u> ndo	Ctrl+Z	X 🗈 🖻	.	🔍 Σ - 🐙	71 Ma 4	3 100% 👻 👩	Arial			-	12 -	BZ	υ	= =	= 🖬			3-1	A - 🖬
		ut	Ctrl+X			<u> </u>	AT Dis V					_								_	
			Ctrl+C	4567																	
			TEMLEY	4567	п		F	F		G	н	1	1	K	1	M	N		P		P A
			CITY .		Denartment o	f Vork	Iniver	ity		\sim			0			101					
				^ '																	
2		le <u>a</u> r	N N	Gra	ae Breakdow	n Reco	ra - Fv	/05-06													
3	- <u>-</u>	elete	Chille				VILODAA	2.0						\$		\$		\$		\$	
4		×	Cuite	lumber:			YU 3311	3.0						Inmen		nmen 2		nmen 3		Inmen A	
5			Ins	structor:		Any Cou	rse or Se	ction Directo	r				ASSI	2	ASSI	9	ASSI	2	ASSI	,	Aª
6										Due dd/r	e Da mm∕j	ate Vy	25-C)ct-05	21-N	ov-05	8-De	ec-05			
7	Click	on E	dit and	then C	lick on Copy					Retu dd/i	rn E mm/j	Date vy	1-N	ov-05	28-N	ov-05	15-D	ec-05			
										<u>د</u> ه	H.	rade	t of	Final ade	t of	Final ade	t of	Final ade	t of	Final ade	fof
8										Lette	ä	% G	ñ	% of Gr	ð	ga Ga	g	% of Gr	ð	% of Gr	g
9	Stude	nt No.	Surname	e	Given Name	-						100	10	10%	50	40%	100	50%			
10 1	2012	34567	Student		Joe	s@yorku.c	a	SEMR01		в		74	7.8	7.8	38.0	30.4	71.0	35.5			
11 2	2012	34568	Student		Bill	s@yorku.c	a	SEMR01		в		72	7.8	7.8	34.0	27.2	74.0	37.0			
12 3	2012	34569	Student		Bob	s@yorku.c	a	SEMR01		С		62	5.7	5.7	30.0	24.0	64.0	32.0			
13 4	2012	34570	Student		Ann	s@yorku.c	a	SEMR01		A		84	8.5	8.5	44.0	35.2	81.0	40.5			
14 5	2012	34571	Student		John	s@yorku.c	a	SEMR01		C+		67	6.7	6.7	32.0	25.6	70.0	35.0			
15 6	2012	34572	Student		Emma	s@yorku.c	a	SEMR01		A		80	8.4	8.4	40.0	32.0	79.0	39.5	-		
16 7	2012	34573	Student		Alex	s@yorku.c	a	SEMR01		С		64	6.5	6.5	28.0	22.4	70.0	35.0			
17 8	2012	34574	Student		Kate		a	SEMR01		B+		80	8.3	8.3	39.0	31.2	80.0	40.0			
18 9	2012	34575	Student		Steve	s@yorku.c	a	SEMR01		C+		69	7.4	7.4	33.0	26.4	71.0	35.5			
19 10	2012	34576	Student		Chris	s@yorku.c	a	SEMR01		В		72	7.4	7.4	33.0	26.4	76.0	38.0			
20 11	2012	34577	Student		Rose	s@yorku.c	a	SEMR01		C+		69	6.7	6.7	35.0	28.0	68.0	34.0			
21 12	2012	34578	Student		Thomas	s@yorku.c	a	SEMR01		A		80	8.0	8.0	40.0	32.0	80.0	40.0			
22 13	2012	34579	Student		Mike	s@yorku.c	a	SEMR01		B+		75	7.7	7.7	37.0	29.6	75.0	37.5			
23 14	2012	34580	Student		Leanne	s@yorku.c	a	SEMR01		D+		60	4.0	4.0	32.0	25.6	60.0	30.0			
24 15	2012	34581	Student		Jim	s@yorku.c	a	SEMR01		С		63	6.3	6.3	30.0	24.0	65.0	32.5			
25																					
	M \ INS		NS 🖌 Grade	es yu 3311	GRD. BRKDWN / Le	l etter Grades	/ arades csv	1			<										>
Ready	1,				<u>,</u>		,	-		-	,				Sum=	3018518	610				
🛃 st	art) © (🛥 🥴 🛋	o 📀 🗵) 💮 💮 Sta	n Ta 🞇	Sal32	Program	2	Micr	-	<mark>7775</mark> ⊂o	urse		ntranet.	[Micros	of	<	😼 5::	53 PM



You now have a copy of the highlighted area

Microsoft Excel - Grades Input I	nstruction																
······································	Tools Data Windov	, Help ,	Adobe PDF										Type a	question	for hel	□ .	_ & ×
	 X ⊡a @	 (21 ↓ Q	- Σ - 41 71 Ma @	100% 🚽 🝘	Arial			-	12 -	B Z	П	= =	≣			ða -	A - "
		6									2			3 ==	ш.		
	567																
	D		E	F		G	н	1	J	K	L	м	N	0	Р	Q	R 🗖
1	Departm	ent of	York Univers	itv					-								
	Grade Brea	kdow	n Becord - EW	/05_06													
2	Grade brea	NUOWI	TRECOID - FW	05-00													
Course Nu	umber:		YU 3311	3.0						ent		ont		ont		ent	
4									j.	Inne 1	eig	nm2	dig	nm3	j.	mm ⁴	
5 Inst	ructor:		Any Course or Se	ction Director					ASS		ASS		ASS		ASS		A ^e
6						Due dd/r	e Da nm/j	nte Vy	25-C	ct-05	21-N	ov-05	8-De	ec-05			
7						Retu dd/r	rn E nm/j	Date Vy	1-N	ov-05	28-N	ov-05	15-D	ec-05			
								de	÷	e al	f	e a/	4	e a	÷-	a,	4
						e e	Ы	Gra	nt c	if Fi rad	10 Th	if Fi. rad	to th	f Fi.	nt c	If Fi	nto
8						Gra et	5	%	0	80	0	80	0	80	0	80	
9 Student No. Surname	Given Nam	e						100	10	10%	50	40%	100	50%			
10 1 201234567 Student	Joe		s@γorku.ca	SEMR01		в		74	7.8	7.8	38.0	30.4	71.0	35.5			
11 2 201234568 Student	Bill	T	s@yorku.ca	SEMR01		в		72	7.8	7.8	34.0	27.2	74.0	37.0			
12 3 201234569 Student	Bob		s@yorku.ca	SEMR01		С		62	5.7	5.7	30.0	24.0	64.0	32.0			
13 4 201234570 Student	Ann		s@yorku.ca	SEMR01		A		84	8.5	8.5	44.0	35.2	81.0	40.5			
14 5 201234						C+		67	6.7	6.7	32.0	25.6	70.0	35.0			
15 6 201234						A	_	80	8.4	8.4	40.0	32.0	79.0	39.5			
16 7 1234 A borde	r appears arou	and the	e area you have	e copied	_			64	6.5	6.5	28.0	22.4	70.0	35.0			
17 8 201234						B+	_	80	8.3	8.3	39.0	31.2	80.0	40.0			<u> </u>
18 9 201234	Chris				_		_	69	7.4	7.4	33.0	26.4	71.0	35.5			
19 10 201234576 Student	Johns		s@yorku.ca	SEMRUT				60	1.4	1.4	33.0	20.4	10.0	30.0			<u> </u>
Click on the new wor	k sheet you		s@yorku.ca	SEMP01			_	09	0.7	0.7	30.0	20.0	00.0	34.0			
created			s@yorku.ca	ISEMR01		B+	_	75	7.7	7.7	37.0	20.6	75.0	37.5			
23 14 201234580 Stullent	Leanne		s@yorku.ca	SEMR01		D+		60	4.0	40	32.0	25.6	60.0	30.0			
24 15 201234581 Student	Jim	-	s@vorku.ca	SEMR01		C		63	6.3	6.3	30.0	24.0	65.0	32.5			
25		*******															
			ter Grades / grades csv	7			<					1				l	~~~
Select destination and press ENTER or choos	e Paste	A COL				1	÷				Sum=:	3018518	610				
🏄 start 🔰 🙆 😂 😂 🖗	9 6 9	💮 Stan	Ta Sal32	Program	2	Micr	-	🚜 Col	urse		ntranet.	0	Micros	of	< * *	5:	55 PM



Paste the area you have copied in the new spreadsheet





Use Values in Paste Special to remove formulae from data you are copying

Microsoft Excel - Grades Input Instruction : File Edit View Insert Format Tools Data Window Help Adobe PDF Type a guestion for help - - - × 🗄 🗋 🗃 🛃 🛃 🛃 🖏 🖏 🐇 🖓 🖏 🕶 💞 🖤 - 🔍 - 🧶 Σ - 🕺 Χ↓ 🛍 🖧 100% - 🥥 Arial • 10 • B I U = = = • • • • • A • 7 7 7 A1 fx в С D E F G Н K M N 0 P O 2 3 4 5 6 When you click on Paste Special, ? × 7 Paste Special the Paste Special menu appears 8 Paste 9 O All O Validation 10 Click on the Values radio button. O Formulas All except borders 11 then click OK Column widths 12 O Formats O Formulas and number formats 13 You must do this to ensure that Comments O Values and number formats 14 15 no formulae are pasted into this Operation 16 None O Multiply sheet 17 D Add O Divide 18 Cubtract 19 20 Skip blank 21 Transpose 23 OK Cancel 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 30 III $4 \rightarrow$ H \ INSTRUCTIONS \ Grades yu 3311 / GRD. BRKDWN / Letter Grades / grades csv / < > [Select destination and press ENTER or choose Paste 💣 😂 😂 🔕 🔕 The Sal32 🔀 2 Micr... 👻 🚟 Course .. Microsof. 🔇 💊 🗾 6:02 PM 🛃 start 💮 Stan Ta.. Program.



You have now copied the data to a new spreadsheet

	Aicrosoft F	vcel - Gra	des Innut I	Instruction														
: 2011			aes mpar	not detion	aha uusada										Turne	guartian for	bele	
		Mew III	ARC 444		aca <u>w</u> inuc	w ⊡eih v									Type a			
		3 3 4	- 🗠 以	* i 🖻	- 🝼 🤊	• C • S	Σ • Ż	↓ ấ↓ 🛄 🤻	§ 100% •	· 🕐 🚽 !	Arial	- 10		ΙŪΙ≣			- <u></u>	<u>A - E</u>
) 🔁 🐔 🖕																	
	A1	-	∱ ≈ 201234	1567														
	A	B	C	D	E	F	G	Н	1	J	K	L	M	N	0	Р	Q	^
1	2.01 E + 18	Student	Joe	s@yorku.c	SEMRU1	B		The da	ta vou	have o	opied r	low						
- 2	2.01E+08	Student	Bob	s@yorku.c	SEMR01	C		appear	s in the	spre	adsheet							
4	2.01E+08	Student	Ann	s@yorku.e	CEMR01	A			-									
5	2.01E+08	Student	John	s@yorku.c	SEMR01	01		Studen	t numh	ere ar	near lik	e this						
6	2.01E+08	Student	Emma	s@yorku.c	SEMR01	A		becaue	the c		ie not	wide						
	2.01E+08	Student	Alex	SC VORKU.C	SEMRU1			becaus		olulli		wide						
9	2.01E+00	Student	Steve	s@vorku.c	SEMR01	C+		enoug	1.									
10	2.01E+08	Student	Chris	s@yorku.c	SEMR01	В												
11	2.01E+08	Student	Rose	s@yorku.c	SEMR01	C.		if you v	vant to	see ai	i the da	ta you						
12	2.01E+08	Student	Thomas	s@yorku.c	SEMR01	A		have c	opied c	lick ol	1 the bo	x in the						
13	2.01E+08	Student	Mike	s@yorku.c	SEMRU1	B+		upper	left han	d corr	ier to hi	ghlight						
15	2.01E+00	Student	lim	s@yorku.c	SEMR01	C		he spr	eadshe	eet.								
16	2.012.00	orodoni		olog Lourder	02.111.001	<u> </u>	A	(Instru	ctions (contin	ued on t	the next						
17								•										
18																		
19											_							
20											_							
22																		
23																		
24											_							
25																		
20											_							
28																		
29																		
30											_							
31			_															
33											_							
34																		
35																		
36											÷							
37																		
20	<u> </u>		<u> </u>						<u> </u>									~
I 4 4		STRUCTIO	NS \Grade	s yu 3311 /	GRD. BRK	DWN / Let	er Grades	: / grades cs\			<	:)						
Sele	ct destination	and press E	NTER or choo	se Paste										Sum=301	8518610			
-	start) 🕑 🙆) 🖂 🍋	🗵 📀 😒		💮 💮 Stan	a 🚦	Cal32	Progra	am 🛛 👔	🛯 2 Micr	- 🚟 Cours	• 🚺	Intranet	Micros	of <) 🖏 🛃 🤞	:04 PM



Widening columns to fit your data



N 🖻	licro	soft E	xcel - Gr	ades Inp	ut Instructio	n													
:2)	Eile	<u>E</u> dit	⊻iew]	insert Fg	ormat <u>T</u> ools	<u>D</u> ata <u>W</u> i	ndow	<u>H</u> elp	Ado <u>b</u> e PDF								Type a c	juestion for he	ip
En.	1) 😤 í		🥑 🚺	2-1	CH - 1 6	≥.Σ-∳↓	X I I 🛍 🦧	100%	🗕 🕜 📘 🗄 Aria		- 10	- B 2	υ ≡	= = ••	<≡	3-A-
	-						-	- 16											
· •	A1	10	-	£ 201	234567														
		A +	÷ 1		D	F	I F I	G	н	1	I	ĸ		M	N	0	Р	0	R
1	2.0	1E+08	dent	Joe	s@yorku.ca	SEMR01	в	<u> </u>			, i i i i i i i i i i i i i i i i i i i								
2	2.0	E+08	Student	Bill	s@yorku.ca	SEMR01	В												
3	2.0	1E+88	Student	Bob	s@yorku.ca	SEMR01	С												
4	2.0	1E+08	Student	Ann	s@yorku.ca	SEMR01	A												
5	2.0	1 = +08	Student	John	s@yorku.ca	SEMPOI	C+ Δ												
7	2.0	1E+08	Student	Alex	s@yorku.ca	SEMR01	ĉ												
8	2.0	1E+08	Student	Kate	s@yorku.ca	SEMR01	B+												
9	2.0	1E+08	Student	Steve	s@ vorku.ca	SEMR01	C+												
10	2.0	1E+08	Student	Chris	s@yuku.ca	SEMR01	в												
11	2.0	1E+08	Student	Rose	s@yorku ca	SEMR01	C+												
12	2.0	1E+08 1E+08	Student	Thomas Miko	s@yorku.c	SEMRU1	A												
14	2.0	1E+08	Student	Leanne	s@yorku.ca	SPMR21	D+												
15	2.0	1E+08	Student	Jim	s@vorku.ca	SEMP01	6												
16					<u>,</u>				Olialesea			th a a a w		This	uill la iach	lindetse			
17									Спск уо	ur curs	or on	the com	er box.	This v	viii nigi	liight y	bur		
18									spreads	neet.							_		
20																			
20									Move yo	our cure	sor to	the right	side of	' colum	n A. W	hen yo	u 👘		
22									reach th	e right	margi	n of colu	mnAy	our cu	rsor w	ill chan	ge to 📲		
23									this sha	pe.	-		-				-		
24																			
25									Double	lick wi	th the	cursor in	this p	osition	and vo	our colu	imns 🚽		
26									will be a	utomati	cally	adjusted	to the	correct	width				
28									will be a	utomat	carry	aujusteu	to the t	conrect	wiath.				
29																			
30																			
31																			
32																			
34																			
35																			
36																			
37																			
38																			
14 4	•		STRUCTIO	DNS ∖Gr a	ades yu 3311	GRD. B	RKDW	/N / Le	tter Grades 🖌	grades csv	1		<						
Read	У												-			Sum=3018	518610		
-	st	art			a 🔊 🙆 🖸		3		ut Screep		Vetscape	l l	Microsol	ft PowerPoin		Microsoft Exc	al - Gra	0	10:06 AM



Deleting unwanted columns

Microsoft Excel - Grades Input Instruction	A	
Eile Edit View Insert Format Tools Data Window Heli		_ la ×
D 🚅 🖬 🚑 🚑 🔃 🖤 👗 🖻 🖻 🚿 🗠 - 🗠	- 💁 Σ 🏂 👌 🖓 🛍 🦓 100% • 😨 , Arial 🛛 • 10 • B Ζ Ψ 🌉 📰 🕄 💔 🖇 , 🍰 🕫	fe fe 🔠 • 🅭 • 🛆 • .
D1 = s@vorku.ca		
A B C	FGHIJKLMNOPQ	R S T T
1 201234567 Student Joe Segvorku.ca SEMR01		
2 201234568 Student Bill s@vorku.ca SEMR01	B Vour final file for Grades on the Web must have four columns	
4 201234569 Student Bob S@yorku.ca SEMR01	A Column A: Student Number	
5 201234571 Student John s@yonu.ca SEMR01		
6 201234572 Student Emma s@yorku.ca SEMR01		
7 201234573 Student Alex s@yorku ca SEMR01	Column D: Final Letter Crade	
9 201234574 Student Steve S@yorku.ca SEMR01		
10 201234576 Student Chris s@yorku.ca SEMR01		
11 201234577 Student Rose s@yorku.ca SEMR01	C+	
12 201234578 Student Thomas s@yorku.ca SEMR01		
13 201234579 Student Leanne s@yorku.ca SEMROT		
15 201234581 Student Jim s@yorku.ca SEMI01		
16		
17	Delete columns that are not needed. The number of columns	
19	you need to delete will depend on the layout of your grade	
20	sheet.	
21		
22	In this spreadsheet two columns will need to be deleted in	
23	order to have the final grades in column D.	
25		
26	To delete columns, place your cursor on column D, click and	
27	hold and drag the cursor until you reach the last column you	
20	want to delete, (in this example, column E)	
30		
31		
32		
34		
35		
36		
37		
39		
40		
41		
42		
43		
45		
46		
47		
48		
Ready		
1.1004041		



Save your workbook

	Microsoft Ex	cel - Gra	ides Inpu	it Ins	struction								
	<u>Eile E</u> dit <u>V</u> ie	w <u>I</u> nsert	F <u>o</u> rmat	<u>[</u> ools	<u>D</u> ata <u>W</u> ind	dow <u>H</u> elp							
	🖻 🖪 🔗	<i>a</i>	₩SC ¥	Đ	R 💅 🕨	0 + C4 +	🍓 Σ 🛵		<u>0</u> 🚜 100°	% - 2 -	Arial		- 10 - j
ŵ	SnagIt 😭	Window		•							-		
_	A1	-	= 2012	3456	67								
	Α	В	С	D	E	F	G	Н		J	K	L	M
1	201234567	Student	Jos	В									
2	201234568	Student	Bill	В									
3	201234569	Student	Bob			You no	ow have	e your i	list of gi	rades			
4	201234570	Student	Ann	A		prepar	ed.						
5	201234571	Student	John	C+									
6	201234572	Student	Emma	A									
7	201234573	Student	Alex	С		save y	our en	tire wo	гкроок,	with th	e new		
8	201234574	Student	Kate	B+		spread	lsheet,	by clic	king on	the Sa	ve icon.		
9	201234575	Student	Steve	C+		•							
10	201234576	Student	Chris	В									
11	201234577	Student	Rose	C+									
12	201234578	Student	Thomas	A									
13	201234579	Student	Mike	B+									
14	201234580	Student	Leanne	D+									
15	201234581	Student	Jim	С									
16													
17													
18													
10													



Save your new spreadsheet as a .csv file





Enter the name for your file





Select CSV (Comma delimited) file type

	Aicrosoft Ex	cel - Gr	ades Inpi	ut Ins	struction										£	
	<u>File E</u> dit <u>V</u> ie	w <u>I</u> nsert	Format	Tools	Data Wind	dow <u>H</u> elp									18	
	🖻 🖪 🔒	60	₩ ₽ \$~ ₩	e e	r 🗸 -	n + ca +	🔮 Σ 🕫 🛃	i zi 🛍 🚯	100%	• 🕐 🗸 🛛 Arial		→ 10	- B	ΙŪ		\$
6	SnagIt 😭	Window		•												9
0	A1	-	= 2013	23458	57											
	Α	В	C	D	E	F	G	H I	l – –	J K	L	M		N	0	P
1	201234567	Student	Joe	В		li s	C-						1			
2	201234568	Student	Bill	В			Save As									5
3	201234569	Student	Bob	С			Save in:	Deskton		-	- 👝 📾 🛛	OX C	-	Tools +		
4	201234570	Student	Ann	A												-
5	201234571	Student	John	C+				My Docume	ents							-
6	201234572	Student	Emma	А				My Comput	er							
7	201234573	Student	Alex	C			History	My Network	k Places							-
8	201234574	Student	Kate	B+				downloads								
9	201234575	Student	Steve	C+				C Shared								
10	201234576	Student	Chris	В												
11	201234577	Student	Rose	C+			My Documents									
12	201234578	Student	Thomas	A				-								
13	201234579	Student	Mike	B+												
14	201234580	Student	Leanne	D+												
15	201234581	Student	Jim	С			Desktop									
16																
17																1
18							E su suit e s									
19							Favorices									
20							<u> </u>									
21								File name:	Grades vu	3311			-		Saua	1
22							My Network		1						Pave	
23							Places	Save as type:	Microsoft B	Excel Workbook		-	-		Cancel	
24				ų –		1. 2			Text (Tab	delimited)						
25									Microsoft B	ixtel 5 0/05 Worl	book					
26	Click	on the	e drop	do	wn me	nu 🗕	And Property in the second second second		Microsoft E	xcel 97-2000 & 5	5.0/95 Workb	ook				
27	in the	"Save	e as ty	pe	box.	_			CSV (Comr	na delimited)	<u> </u>	*****				
28								and the second	Microsoft E	xcel 4.0 Workshi	eet Kr					
29	Oliale		110-		1200		and the second second									
30	CIICK	on CS	sv (Co	mn	1a -											
31	delimi	ted).														
32																
33		6	31	15 1	13	18										



Save your .CSV file

 $\triangleleft \triangleright$

	Aicrosoft Ex	cel - Gra	ides Inpu	ıt Ins	truction				
	<u>Eile E</u> dit <u>V</u> ie	w <u>I</u> nsert	F <u>o</u> rmat	<u>T</u> ools	<u>D</u> ata <u>W</u> i	ndow <u>H</u> elp		1 P	
	🖻 🖪 🔒	6 B.	₩BC Å		R 🝼	167 + CH +	🔮 Σ 🕫	🎋 🛃 🗸 🛍 🚯 100% 🔹 🕄 🗸 Arial 🔹 10 🔹 🖪 🖌 💆 🚍 🕄	\$
6	SnagIt 😭	Window		•					
1	A1	-	= 2012	23456	67				
	Α	В	С	D	E	F	G	H I J K L M N O P	
1	201234567	Student	Joe	В		-			
2	201234568	Student	Bill	В			Save As	· · · · · · · · · · · · · · · · · · ·	
3	201234569	Student	Bob	С			Save in:	in: 🕜 Deckton 💌 🛧 📖 🚳 🗙 👯 🖽 - Toole -	
4	201234570	Student	Ann	A			Jave jii.		
5	201234571	Student	John	C+				My Documents	
6	201234572	Student	Emma	A				Wy Computer	
7	201234573	Student	Alex	C			History	My Network Places	
8	201234574	Student	Kate	B+				and a second s	
9	201234575	Student	Steve	C+				Shared	
10	201234576	Student	Chris	В					
11	201234577	Student	Rose	C+			My Documen	hents	
12	201234578	Student	Thomas	A					
13	201234579	Student	Mike	B+				9	
14	201234580	Student	Leanne	D+					
15	201234581	Student	Jim	С	-	_	Desktop		
16									
17						_			
18						_	Favorites	es	
19									
20				-					
21								File name: Grades yu 3311	
22							Places	Save as type: CSU (Comma delimited)	
23				-	5		k.	Cancel	
24				-		_			
20		l		-			-		
20							-		
27				-			-	Click on Save.	
28									



Confirm the file type you have selected

Kicrosoft Excel - Grades Input Instruction														
File Edit View Insert Format Tools Data Window Help														
ĪD	🚔 🗖 🖨	a R	ABC X	Ba									• 10 •	в
			▼ 00	-=	×		······································] – .			-			
SnagIt 📷 Window 🔹														
	A1	-	= 2012	3458	57									
	A	В	С	D	E	F	G	Н	1	J	ĸ	L	M	
1	201234567	Student	Joe	В										
2	201234568	Student	Bill	В										
3	201234569	Student	Bob	С										
4	201234570	Student	Ann	A		_ <u>•</u> •								
5	201234571	Student	John	C+		The se								
6	201234572	Student	Emma	А										
7	201234573	Student	Alex	С										
8	201234574	Student	Kate	B+		 To satisfy 								
9	201234575	Student	Steve	C+		 To satisfy 								
10	201234576	Student	Chris	В		differer								
11	201234577	Student	Rose	C+		suppor	ts multiple s	sheets.						
12	201234578	Student	Thomas	A										
13	201234579	Student	Mike	B+				ok 🕊						
14	201234580	Student	Leanne	D+		<u> </u>								
15	201234581	Student	Jim	С			\circ							
16							0	1						
17						1	116-							
18							M							
19						-4	Core -							
20	_													
21	A nen up will appear acking you to confirm the file type you have calcuted. Olick OK													
22	A hob-r	ih wii	appe	ari	asking	you to	comm	i ule lli	e type j	you nav	e sele	cieu. (SHCK OF	` -
23										ļ				
24														



Confirm your choice again and finish saving your file

< ►

Microsoft Excel - Grades yu 3311																	
Eile Edit View Insert Format Tools Data Window Help																	
	i 😅 🖪 🔒		NBC X	6	R <	1 5	- 04 +	🔮 Σ	f*	≜ ↓ <u>Z</u> ↓		100°	% • ?	🗸 🛛 Arial		• 10 •	в
100	SnagIt 😭	Window		-													
_	✓ = 201234567																
	Α	В	С	D	E		F	G		Н		1	J	K	Ľ	M	
1	201234567	Student	Joe	В		_						**					
2	201234568	Student	Bill	в		(1))	ż.		
3	201234569	Student	Bob	С		4	Micros	oft Exce	el								
4	201234570	Student	Ann	A		Grades vu 3311.csv may contain features that are not compatible with											
5	201234571	Student	John	C+		CSV (Comma delimited) . Do you want to keep the workbook in this											
6	201234572	Student	Emma	A		format?											
7	201234573	Student	Alex	C	ļ												
8	201234574	Student	Kate	B+		To keep this format, which leaves out any incompatible features,											
9	201234575	Student	Steve	C+		click Yes.											
10	201234576	Student	Chris	В													
11	201234577	Student	Rose	C+													
12	201234578	Student	Thomas	A		To see what might be lost, click Help.											
13	201234579	Student	Mike	B+		Help											
14	201234580	Student	Leanne	D+			22				- 11					_	_
15	201234581	Student	Jim	C	<u></u>					YRS	N	0					-
16						<u> </u>		ı <i>,</i>		-22							_
17					<u> </u>	1	0	V		25.62					(
18						1		and the second se			1						
19							TL										_
20	-						N										_
21				-			V		-		_				-		
22	-			-					-		-		-	-		1	_
23	🚆 A second pop-up will appear asking you to confirm your choice again. Click yes. 🗉													_			
24																	
25	Youh	ave no	W Sa	ver	the	file		vill ne	ed	for a	Irac	tes or	the W	/eb			-
20	- I Ou II	ave m	Sw Su	, cc	- the	inc.	,001	in ne	-cu	ion g	inac	100 01	i uic vi			10 C	1
21								_									_