

Creating a CSV File for Grades on the Web

February 27, 2006



Retrieve your grades spreadsheet



Microsoft Excel - Grades Input Instruction

File Edit View Insert Format Tools Data Window Help Adobe PDF

Type a question for help

D19 Chris

**Department of York University
 Grade Breakdown Record - FW05-06**

Course Number:		YU 3311 3.0				Assignment 1	Assignment 2	Assignment 3	Assignment 4	A _F			
Instructor:		Any Course or Section Director				Due Date dd/mm/yy	Return Date dd/mm/yy	Due Date dd/mm/yy	Return Date dd/mm/yy	Due Date dd/mm/yy	Return Date dd/mm/yy		
Letter Grade	DEF	% Grade	Out of	% of Final Grade	Out of	% of Final Grade	Out of	% of Final Grade	Out of	% of Final Grade			
		100	10	10%	50	40%	100	50%					
1	201234567	Student	Joe	s@yorku.ca	SEM01	B	74	7.8	7.8	38.0	30.4	71.0	35.5
2	201234568	Student	Bill	s@yorku.ca	SEM01	B	72	7.8	7.8	34.0	27.2	74.0	37.0
3	201234569	Student	Bob	s@yorku.ca	SEM01	C	62	5.7	5.7	30.0	24.0	64.0	32.0
4	201234570	Student	Ann	s@yorku.ca	SEM01	A	84	8.5	8.5	44.0	35.2	81.0	40.5
5	201234571	Student	John	s@yorku.ca	SEM01	C+	67	6.7	6.7	32.0	25.6	70.0	35.0
6	201234572	Student	Emma	s@yorku.ca	SEM01	A	80	8.4	8.4	40.0	32.0	79.0	39.5
7	201234573	Student	Alex	s@yorku.ca	SEM01	C	64	6.5	6.5	28.0	22.4	70.0	35.0
8	201234574	Student	Kate	s@yorku.ca	SEM01	B+	80	8.3	8.3	39.0	31.2	80.0	40.0
9	201234575	Student	Steve	s@yorku.ca	SEM01	C+	69	7.4	7.4	33.0	26.4	71.0	35.5
10	201234576	Student	Chris	s@yorku.ca	SEM01	B	72	7.4	7.4	33.0	26.4	76.0	38.0
11	201234577	Student	Rose	s@yorku.ca	SEM01	C+	69	6.7	6.7	35.0	28.0	68.0	34.0
12	201234578	Student	Thomas	s@yorku.ca	SEM01	A	80	8.0	8.0	40.0	32.0	80.0	40.0
13	201234579	Student	Mike	s@yorku.ca	SEM01	B+	75	7.7	7.7	37.0	29.6	75.0	37.5
14	201234580	Student	Leanne	s@yorku.ca	SEM01	D+	60	4.0	4.0	32.0	25.6	60.0	30.0
15	201234581	Student	Jim	s@yorku.ca	SEM01	C	63	6.3	6.3	30.0	24.0	65.0	32.5

Ready

start | Stan Ta... | Sal32 | Program... | 2 Micr... | Course ... | Intranet... | Microsof... | 5:38 PM

Insert a new Worksheet



Microsoft Excel - Grades Input Instruction

File Edit View **Insert** Format Tools Data Window Help Adobe PDF

Rows
Columns
Worksheet

D19

Click on insert, then click on Worksheet

**Department of York University
Grade Breakdown Record - FW05-06**

				Assignment 1	Assignment 2	Assignment 3	Assignment 4	Ae								
Course Number:				YU 3311 3.0												
Instructor:				Any Course or Section Director												
				Due Date ddmmyy	25-Oct-05	21-Nov-05	8-Dec-05									
				Return Date ddmmyy	1-Nov-05	28-Nov-05	15-Dec-05									
Student No.	Surname	Given Name		Letter Grade	DEF	% Grade	Out of	% of Final Grade	Out of	% of Final Grade	Out of	% of Final Grade	Out of	% of Final Grade	Out of	% of Final Grade
1	201234567	Student	Joe	s@yorku.ca	SEMRO1	B	74	7.8	7.8	38.0	30.4	71.0	35.5			
2	201234568	Student	Bill	s@yorku.ca	SEMRO1	B	72	7.8	7.8	34.0	27.2	74.0	37.0			
3	201234569	Student	Bob	s@yorku.ca	SEMRO1	C	62	5.7	5.7	30.0	24.0	64.0	32.0			
4	201234570	Student	Ann	s@yorku.ca	SEMRO1	A	84	8.5	8.5	44.0	35.2	81.0	40.5			
5	201234571	Student	John	s@yorku.ca	SEMRO1	C+	67	6.7	6.7	32.0	25.6	70.0	35.0			
6	201234572	Student	Emma	s@yorku.ca	SEMRO1	A	80	8.4	8.4	40.0	32.0	79.0	39.5			
7	201234573	Student	Alex	s@yorku.ca	SEMRO1	C	64	6.5	6.5	28.0	22.4	70.0	35.0			
8	201234574	Student	Kate	s@yorku.ca	SEMRO1	B+	80	8.3	8.3	39.0	31.2	80.0	40.0			
9	201234575	Student	Steve	s@yorku.ca	SEMRO1	C+	69	7.4	7.4	33.0	26.4	71.0	35.5			
10	201234576	Student	Chris	s@yorku.ca	SEMRO1	B	72	7.4	7.4	33.0	26.4	76.0	38.0			
11	201234577	Student	Rose	s@yorku.ca	SEMRO1	C+	69	6.7	6.7	35.0	28.0	68.0	34.0			
12	201234578	Student	Thomas	s@yorku.ca	SEMRO1	A	80	8.0	8.0	40.0	32.0	80.0	40.0			
13	201234579	Student	Mike	s@yorku.ca	SEMRO1	B+	75	7.7	7.7	37.0	29.6	75.0	37.5			
14	201234580	Student	Leanne	s@yorku.ca	SEMRO1	D+	60	4.0	4.0	32.0	25.6	60.0	30.0			
15	201234581	Student	Jim	s@yorku.ca	SEMRO1	C	63	6.3	6.3	30.0	24.0	65.0	32.5			

Ready

start | Stan Ta... | Sal32 | Program... | 2 Micr... | Course ... | Intranet... | Microsoft... | 5:43 PM

How to name your new worksheet



A screenshot of the Microsoft Excel application window. The title bar reads "Microsoft Excel - Grades Input Instruction". The menu bar includes "File", "Edit", "View", "Insert", "Format", "Tools", "Data", "Window", and "Help". The ribbon shows various icons for file operations and editing. The main area is a blank worksheet with columns labeled A through Q and rows numbered 1 through 30. A red text box is overlaid on the worksheet, containing the text: "A blank worksheet will appear in your grades workbook. Double click on the tab to rename the worksheet". A red arrow points from the text box to the "Sheet1" tab at the bottom of the window. The taskbar at the bottom shows the Windows Start button and several open applications, including "Stan Ta...", "Sal32", "Program...", "2 Micr...", "Course ...", "Intranet...", and "Microsof...". The system clock shows "5:46 PM".

A blank worksheet will appear in your grades workbook. Double click on the tab to rename the worksheet

Name the worksheet you have inserted



The screenshot shows the Microsoft Excel application window titled "Microsoft Excel - Grades Input Instruction". The interface includes a menu bar (File, Edit, View, Insert, Format, Tools, Data, Window, Help, Adobe PDF), a toolbar with various icons, and a worksheet grid with columns A through Q and rows 1 through 38. A red text box is overlaid on the grid, containing the text: "Name the worksheet. You will use this name later when you save it as a CSV file." A red arrow points from the text box to the bottom status bar of the Excel window, which displays the file path: "INSTRUCTIONS \ Grades yu 3311 \ GRD. BRKDOWN \ Letter Grades \". The Windows taskbar at the bottom shows the Start button, several open applications (Stan Ta..., Sal32, Program..., 2 Mic..., Course ..., Intranet..., Microsof...), and the system clock showing 5:48 PM.

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

Microsoft Excel - Grades Input Instruction

File Edit View Insert Format Tools Data Window Help Adobe PDF

Type a question for help

B10 201234567

Department of York University
Grade Breakdown Record - FW05-06

Course Number: YU 3311 3.0

Instructor: Any Course or Section Director

Assignment 1 Assignment 2 Assignment 3 Assignment 4

Due Date
Return Date

	Student No.	Surname	Given Name		Letter Grade	DEF	% Grade	Assignment 1		Assignment 2		Assignment 3		Assignment 4		
								Out of	% of Final Grade	Out of	% of Final Grade	Out of	% of Final Grade	Out of	% of Final Grade	
10	1	201234567	Joe	s@yorku.ca	SEM01	B	74	7.8	7.8	38.0	30.4	71.0	35.5			
11	2	201234568	Bill	s@yorku.ca	SEM01	B	72	7.8	7.8	34.0	27.2	74.0	37.0			
12	3	201234569	Student	Bob	s@yorku.ca	SEM01	C	62	5.7	5.7	30.0	24.0	64.0	32.0		
13	4	201234570	Student	Ann	s@yorku.ca	SEM01	A	84	8.5	8.5	44.0	35.2	81.0	40.5		
14	5	201234571	Student	John	s@yorku.ca	SEM01	C+	67	6.7	6.7	32.0	25.6	70.0	35.0		
15	6	201234572	Student	Emma	s@yorku.ca	SEM01	A	80	8.4	8.4	40.0	32.0	79.0	39.5		
16	7	201234573	Student	Alex	s@yorku.ca	SEM01	C	64	6.5	6.5	28.0	22.4	70.0	35.0		
17	8	201234574	Student	Kate	s@yorku.ca	SEM01	B+	80	8.3	8.3	39.0	31.2	80.0	40.0		
18	9	201234575	Student	Steve	s@yorku.ca	SEM01	C+	69	7.4	7.4	33.0	26.4	71.0	35.5		
19	10	201234576	Student	Chris	s@yorku.ca	SEM01	B	72	7.4	7.4	33.0	26.4	76.0	38.0		
20	11	201234577	Student	Rose	s@yorku.ca	SEM01	C+	69	6.7	6.7	35.0	28.0	68.0	34.0		
21	12	201234578	Student	Thomas	s@yorku.ca	SEM01	A	80	8.0	8.0	40.0	32.0	80.0	40.0		
22	13	201234579	Student	Mike	s@yorku.ca	SEM01	B+	75	7.7	7.7	37.0	29.6	75.0	37.5		
23	14	201234580	Student	Leanne	s@yorku.ca	SEM01	D+	60	4.0	4.0	32.0	25.6	60.0	30.0		
24	15	201234581	Student	Jim	s@yorku.ca	SEM01	C	63	6.3	6.3	30.0	24.0	65.0	32.5		

Ready

Sum=3018518610

start

Stan Ta... Sal32 Program... 2 Micr... Course ... Intranet... Microsoft... 5:50 PM

Copy the portion of the spreadsheet you have highlighted



Microsoft Excel - Grades Input Instruction

File Edit View Insert Format Tools Data Window Help Adobe PDF

Can't Undo Ctrl+Z
Cut Ctrl+X
Copy Ctrl+C
Paste Ctrl+V
Fill
Clear
Delete...
Find... Ctrl+F

4567

Department of York University
Grade Breakdown Record - FW05-06

Number: YU 3311 3.0
Instructor: Any Course or Section Director

Assignment 1 Assignment 2 Assignment 3 Assignment 4

Due Date dd/mm/yy 25-Oct-05 21-Nov-05 8-Dec-05
Return Date dd/mm/yy 1-Nov-05 26-Nov-05 15-Dec-05

Letter Grade DEF % Grade Out of % of Final Grade Out of % of Final Grade Out of % of Final Grade Out of % of Final Grade

Student No.	Surname	Given Name	Letter Grade	DEF	% Grade	Out of	% of Final Grade	Out of	% of Final Grade	Out of	% of Final Grade	Out of	% of Final Grade
1	201234567	Student	Joe	s@yorku.ca	SEMR01	B	74	7.8	7.8	38.0	30.4	71.0	35.5
2	201234568	Student	Bill	s@yorku.ca	SEMR01	B	72	7.8	7.8	34.0	27.2	74.0	37.0
3	201234569	Student	Bob	s@yorku.ca	SEMR01	C	62	5.7	5.7	30.0	24.0	64.0	32.0
4	201234570	Student	Ann	s@yorku.ca	SEMR01	A	84	8.5	8.5	44.0	35.2	81.0	40.5
5	201234571	Student	John	s@yorku.ca	SEMR01	C+	67	6.7	6.7	32.0	25.6	70.0	35.0
6	201234572	Student	Emma	s@yorku.ca	SEMR01	A	80	8.4	8.4	40.0	32.0	79.0	39.5
7	201234573	Student	Alex	s@yorku.ca	SEMR01	C	64	6.5	6.5	28.0	22.4	70.0	35.0
8	201234574	Student	Kate	s@yorku.ca	SEMR01	B+	80	8.3	8.3	39.0	31.2	80.0	40.0
9	201234575	Student	Steve	s@yorku.ca	SEMR01	C+	69	7.4	7.4	33.0	26.4	71.0	35.5
10	201234576	Student	Chris	s@yorku.ca	SEMR01	B	72	7.4	7.4	33.0	26.4	76.0	38.0
11	201234577	Student	Rose	s@yorku.ca	SEMR01	C+	69	6.7	6.7	35.0	28.0	68.0	34.0
12	201234578	Student	Thomas	s@yorku.ca	SEMR01	A	80	8.0	8.0	40.0	32.0	80.0	40.0
13	201234579	Student	Mike	s@yorku.ca	SEMR01	B+	75	7.7	7.7	37.0	29.6	75.0	37.5
14	201234580	Student	Leanne	s@yorku.ca	SEMR01	D+	60	4.0	4.0	32.0	25.6	60.0	30.0
15	201234581	Student	Jim	s@yorku.ca	SEMR01	C	63	6.3	6.3	30.0	24.0	65.0	32.5

Click on Edit and then Click on Copy

Ready Sum=3018518610

start Stan Ta... Sal32 Program... 2 Mic... Course ... Intranet... Microsof... 5:53 PM

You now have a copy of the highlighted area



Microsoft Excel - Grades Input Instruction

File Edit View Insert Format Tools Data Window Help Adobe PDF

Type a question for help

B10 201234567

Department of York University Grade Breakdown Record - FW05-06											Assignment 1		Assignment 2		Assignment 3		Assignment 4		Ass
Course Number:				YU 3311 3.0							Due Date dd/mm/yy		25-Oct-05		21-Nov-05		8-Dec-05		
Instructor:				Any Course or Section Director							Return Date dd/mm/yy		1-Nov-05		28-Nov-05		15-Dec-05		
Student No.	Surname	Given Name				Letter Grade	DEF	% Grade	Out of	% of Final Grade	Out of	% of Final Grade	Out of	% of Final Grade	Out of	% of Final Grade	Out of	% of Final Grade	
1	201234567	Student	Joe	s@yorku.ca	SEMR01	B		100	10	10%	50	40%	100	50%					
2	201234568	Student	Bill	s@yorku.ca	SEMR01	B		74	7.8	7.8	38.0	30.4	71.0	35.5					
3	201234569	Student	Bob	s@yorku.ca	SEMR01	C		62	5.7	5.7	30.0	24.0	64.0	32.0					
4	201234570	Student	Ann	s@yorku.ca	SEMR01	A		84	8.5	8.5	44.0	35.2	81.0	40.5					
5	201234					C+		67	6.7	6.7	32.0	25.6	70.0	35.0					
6	201234					A		80	8.4	8.4	40.0	32.0	79.0	39.5					
7	201234					B+		64	6.5	6.5	28.0	22.4	70.0	35.0					
8	201234					C+		80	8.3	8.3	39.0	31.2	80.0	40.0					
9	201234					B		69	7.4	7.4	33.0	26.4	71.0	35.5					
10	201234576	Student	Chris	s@yorku.ca	SEMR01	B		72	7.4	7.4	33.0	26.4	76.0	38.0					
11				s@yorku.ca	SEMR01	C+		69	6.7	6.7	35.0	28.0	68.0	34.0					
12				s@yorku.ca	SEMR01	A		80	8.0	8.0	40.0	32.0	80.0	40.0					
13				s@yorku.ca	SEMR01	B+		75	7.7	7.7	37.0	29.6	75.0	37.5					
14	201234580	Student	Leanne	s@yorku.ca	SEMR01	D+		60	4.0	4.0	32.0	25.6	60.0	30.0					
15	201234581	Student	Jim	s@yorku.ca	SEMR01	C		63	6.3	6.3	30.0	24.0	65.0	32.5					

A border appears around the area you have copied

Click on the new work sheet you created

INSTRUCTIONS / Grades yu 3311 / GRD. BRKDOWN / Letter Grades / grades.csv /

Select destination and press ENTER or choose Paste

Sum=3018518610

start Stan Ta... Sal32 Program... 2 Micr... Course ... Intranet... Micros...

5:55 PM

Paste the area you have copied in the new spreadsheet



The screenshot shows the Microsoft Excel application window titled "Microsoft Excel - Grades Input Instruction". The "Edit" menu is open, displaying various options such as "Undo", "Repeat", "Cut", "Copy", "Office Clipboard...", "Paste", "Paste Special...", "Paste as Hyperlink", "Fill", "Clear", "Delete...", "Delete Sheet", "Move or Copy Sheet...", "Find...", "Replace...", "Go To...", "Links...", and "Object". The "Paste Special..." option is highlighted in yellow. A red arrow points from the "Edit" menu to cell A1, and another red arrow points from the "Paste Special..." option to the same cell. The spreadsheet grid shows columns D through Q and rows 1 through 39. The status bar at the bottom indicates the current file path: "\\INSTRUCTIONS \\\ Grades yu 3311 \\\ GRD. BRKDOWN \\\ Letter Grades \\\ grades.csv". The Windows taskbar at the bottom shows the Start button and several open applications, including "Stan Ta...", "Sal32", "Program...", "2 Micr...", "Course ...", "Intranet...", and "Microsof...". The system clock shows 5:59 PM.

Make sure your cursor has been clicked in cell A1

Double click on Edit and then click on Paste Special

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



When you click on Paste Special, the Paste Special menu appears

Click on the Values radio button, then click OK

You must do this to ensure that no formulae are pasted into this sheet

Paste Special

Paste

- All
- Formulas
- Values
- Formats
- Comments
- Validation
- All except borders
- Column widths
- Formulas and number formats
- Values and number formats

Operation

- None
- Add
- Subtract
- Multiply
- Divide

Skip blanks Transpose

Paste Link **OK** Cancel

You have now copied the data to a new spreadsheet



Microsoft Excel - Grades Input Instruction

File Edit View Insert Format Tools Data Window Help Adobe PDF

Type a question for help

A1 201234567

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	2.01E+08	Student	Joe	s@yorku.c	SEMR01	B											
2	2.01E+08	Student	Bill	s@yorku.c	SEMR01	B											
3	2.01E+08	Student	Bob	s@yorku.c	SEMR01	C											
4	2.01E+08	Student	Ann	s@yorku.c	SEMR01	A											
5	2.01E+08	Student	John	s@yorku.c	SEMR01	C+											
6	2.01E+08	Student	Emma	s@yorku.c	SEMR01	A											
7	2.01E+08	Student	Alex	s@yorku.c	SEMR01	C											
8	2.01E+08	Student	Kate	s@yorku.c	SEMR01	B+											
9	2.01E+08	Student	Steve	s@yorku.c	SEMR01	C+											
10	2.01E+08	Student	Chris	s@yorku.c	SEMR01	B											
11	2.01E+08	Student	Rose	s@yorku.c	SEMR01	C											
12	2.01E+08	Student	Thomas	s@yorku.c	SEMR01	A											
13	2.01E+08	Student	Mike	s@yorku.c	SEMR01	B+											
14	2.01E+08	Student	Leanne	s@yorku.c	SEMR01	D+											
15	2.01E+08	Student	Jim	s@yorku.c	SEMR01	C											
16																	
17																	
18																	
19																	
20																	
21																	
22																	
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33																	
34																	
35																	
36																	
37																	
38																	
39																	

Sum=3018518610

Select destination and press ENTER or choose Paste

start | Stan Ta... | Sal32 | Program... | 2 Micr... | Course ... | Intranet... | Microsof... | 6:04 PM

The data you have copied now appears in the spreadsheet.

Student numbers appear like this because the column is not wide enough.

If you want to see all the data you have copied click on the box in the upper left hand corner to highlight the spreadsheet. (Instructions continued on the next

Widening columns to fit your data



Microsoft Excel - Grades Input Instruction

File Edit View Insert Format Tools Data Window Help Adobe PDF

Type a question for help

A1 201234567

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	2.01E+08	Student	Joe	s@yorku.ca	SEMR01	B												
2	2.01E+08	Student	Bill	s@yorku.ca	SEMR01	B												
3	2.01E+08	Student	Bob	s@yorku.ca	SEMR01	C												
4	2.01E+08	Student	Ann	s@yorku.ca	SEMR01	A												
5	2.01E+08	Student	John	s@yorku.ca	SEMR01	C+												
6	2.01E+08	Student	Emma	s@yorku.ca	SEMR01	A												
7	2.01E+08	Student	Alex	s@yorku.ca	SEMR01	C												
8	2.01E+08	Student	Kate	s@yorku.ca	SEMR01	B+												
9	2.01E+08	Student	Steve	s@yorku.ca	SEMR01	C+												
10	2.01E+08	Student	Chris	s@yorku.ca	SEMR01	B												
11	2.01E+08	Student	Rose	s@yorku.ca	SEMR01	C+												
12	2.01E+08	Student	Thomas	s@yorku.ca	SEMR01	A												
13	2.01E+08	Student	Mike	s@yorku.ca	SEMR01	B+												
14	2.01E+08	Student	Leanne	s@yorku.ca	SEMR01	D+												
15	2.01E+08	Student	Jim	s@yorku.ca	SEMR01	C												
16																		
17																		
18																		
19																		
20																		
21																		
22																		
23																		
24																		
25																		
26																		
27																		
28																		
29																		
30																		
31																		
32																		
33																		
34																		
35																		
36																		
37																		
38																		
39																		
40																		

Click your cursor on the corner box. This will highlight your spreadsheet.

Move your cursor to the right side of column A. When you reach the right margin of column A your cursor will change to this shape.

Double click with the cursor in this position and your columns will be automatically adjusted to the correct width.

Ready

Sum=3018518610

start Logout Screen Netscape Microsoft PowerPoint ... Microsoft Excel - Gra... 10:06 AM

Deleting unwanted columns



Microsoft Excel - Grades Input Instruction

File Edit View Insert Format Tools Data Window Help

Snagit Window

D1 = s@yorku.ca

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	201234567	Student	Joe	s@yorku.ca	SEMRO1	B														
2	201234568	Student	Bill	s@yorku.ca	SEMRO1	B														
3	201234569	Student	Bob	s@yorku.ca	SEMRO1	C														
4	201234570	Student	Ann	s@yorku.ca	SEMRO1	A														
5	201234571	Student	John	s@yorku.ca	SEMRO1	C+														
6	201234572	Student	Emma	s@yorku.ca	SEMRO1	A														
7	201234573	Student	Alex	s@yorku.ca	SEMRO1	C														
8	201234574	Student	Kate	s@yorku.ca	SEMRO1	B+														
9	201234575	Student	Steve	s@yorku.ca	SEMRO1	C+														
10	201234576	Student	Chris	s@yorku.ca	SEMRO1	B														
11	201234577	Student	Rose	s@yorku.ca	SEMRO1	C+														
12	201234578	Student	Thomas	s@yorku.ca	SEMRO1	A														
13	201234579	Student	Mike	s@yorku.ca	SEMRO1	B+														
14	201234580	Student	Leanne	s@yorku.ca	SEMRO1	D+														
15	201234581	Student	Jim	s@yorku.ca	SEMRO1	C														
16																				
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Your final file for Grades on the Web must have four columns.
Column A: Student Number
Column B: Surname
Column C: First Name
Column D: Final Letter Grade

Delete columns that are not needed. The number of columns you need to delete will depend on the layout of your grade sheet.

In this spreadsheet two columns will need to be deleted in order to have the final grades in column D.

To delete columns, place your cursor on column D, click and hold and drag the cursor until you reach the last column you want to delete, (in this example, column E)

Ready

start Microsoft PowerPoint ... Removable Disk (F:) Microsoft Excel - Gra... 8:52 AM

Save your workbook



Microsoft Excel - Grades Input Instruction

File Edit View Insert Format Tools Data Window Help

SnagIt Window

A1 = 201234567

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	201234567	Student	Joe	B									
2	201234568	Student	Bill	B									
3	201234569	Student	Bob	C									
4	201234570	Student	Ann	A									
5	201234571	Student	John	C+									
6	201234572	Student	Emma	A									
7	201234573	Student	Alex	C									
8	201234574	Student	Kate	B+									
9	201234575	Student	Steve	C+									
10	201234576	Student	Chris	B									
11	201234577	Student	Rose	C+									
12	201234578	Student	Thomas	A									
13	201234579	Student	Mike	B+									
14	201234580	Student	Leanne	D+									
15	201234581	Student	Jim	C									
16													
17													
18													
19													

You now have your list of grades prepared.

Save your entire workbook, with the new spreadsheet, by clicking on the Save icon.

Save your new spreadsheet as a .csv file



The screenshot shows the Microsoft Excel application window titled "Microsoft Excel - Grades Input Instruction". The "File" menu is open, and the "Save As..." option is highlighted. Red arrows point from the text instructions to the "File" menu and the "Save As..." option. The spreadsheet grid is visible in the background, showing columns F through M and rows 1 through 27. The taskbar at the bottom shows the Windows start button and several open applications: Microsoft PowerPoint, Removable Disk (F:), and Microsoft Excel - Gra...

Now save the spreadsheet you have created into a .csv (comma delimited) format.

Click on File,
then click on Save As...

Enter the name for your file



The screenshot shows a Microsoft Excel spreadsheet titled "Grades Input Instruction" with a "Save As" dialog box open. The spreadsheet contains student data in columns A through D. The "Save As" dialog box is set to "Removable Disk (F:)" and shows a file name field and a "Save as type" dropdown set to "Microsoft Excel Workbook".

	A	B	C	D
1	201234567	Student	Joe	B
2	201234568	Student	Bill	B
3	201234569	Student	Bob	C
4	201234570	Student	Ann	A
5	201234571	Student	John	C+
6	201234572	Student	Emma	A
7	201234573	Student	Alex	C
8	201234574	Student	Kate	B+
9	201234575	Student	Steve	C+
10	201234576	Student	Chris	B
11	201234577	Student	Rose	C+
12	201234578	Student	Thomas	A
13	201234579	Student	Mike	B+
14	201234580	Student	Leanne	D+
15	201234581	Student	Jim	C

The "Save As" menu now appears on your screen.

If text appears in the "File name" box remove it by hitting your backspace key.

Click your cursor in the "File name" box and type what you have named your new spreadsheet.

Select CSV (Comma delimited) file type



The screenshot shows a Microsoft Excel spreadsheet titled "Grades Input Instruction" with a "Save As" dialog box open. The spreadsheet contains student data in columns A through D. The "Save As" dialog box is set to save to the Desktop with the file name "Grades yu 3311". The "Save as type" dropdown menu is open, showing various file formats, with "CSV (Comma delimited)" selected. Red arrows point from text instructions to the dropdown menu and the selected option.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	201234567	Student	Joe	B												
2	201234568	Student	Bill	B												
3	201234569	Student	Bob	C												
4	201234570	Student	Ann	A												
5	201234571	Student	John	C+												
6	201234572	Student	Emma	A												
7	201234573	Student	Alex	C												
8	201234574	Student	Kate	B+												
9	201234575	Student	Steve	C+												
10	201234576	Student	Chris	B												
11	201234577	Student	Rose	C+												
12	201234578	Student	Thomas	A												
13	201234579	Student	Mike	B+												
14	201234580	Student	Leanne	D+												
15	201234581	Student	Jim	C												
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Click on the drop down menu in the "Save as type" box.

Click on CSV (Comma delimited).

Save your .CSV file



Microsoft Excel - Grades Input Instruction

File Edit View Insert Format Tools Data Window Help

SnagIt Window

A1 = 201234567

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	201234567	Student	Joe	B												
2	201234568	Student	Bill	B												
3	201234569	Student	Bob	C												
4	201234570	Student	Ann	A												
5	201234571	Student	John	C+												
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9	201234575	Student	Steve	C+												
10	201234576	Student	Chris	B												
11	201234577	Student	Rose	C+												
12	201234578	Student	Thomas	A												
13	201234579	Student	Mike	B+												
14	201234580	Student	Leanne	D+												
15	201234581	Student	Jim	C												
16																
17																
18																
19																
20																
21																
22																
23																
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25																
26																
27																
28																

Save As

Save in: Desktop

- My Documents
- My Computer
- My Network Places
- downloads
- Shared

History

My Documents

Desktop

Favorites

My Network Places

File name: Grades yu 3311

Save as type: CSV (Comma delimited)

Save Cancel

Click on Save.

Confirm the file type you have selected



Microsoft Excel - Grades Input Instruction

File Edit View Insert Format Tools Data Window Help

SnagIt Window

A1 = 201234567

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	201234567	Student	Joe	B									
2	201234568	Student	Bill	B									
3	201234569	Student	Bob	C									
4	201234570	Student	Ann	A									
5	201234571	Student	John	C+									
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7	201234573	Student	Alex	C									
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9	201234575	Student	Steve	C+									
10	201234576	Student	Chris	B									
11	201234577	Student	Rose	C+									
12	201234578	Student	Thomas	A									
13	201234579	Student	Mike	B+									
14	201234580	Student	Leanne	D+									
15	201234581	Student	Jim	C									
16													
17													
18													
19													
20													
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22													
23													
24													

Microsoft Excel

The selected file type does not support workbooks that contain multiple sheets.

- To save only the active sheet, click OK.
- To save all sheets, save them individually using a different file name for each, or choose a file type that supports multiple sheets.

OK Cancel

A pop-up will appear asking you to confirm the file type you have selected. Click OK.

Confirm your choice again and finish saving your file



Microsoft Excel - Grades yu 3311

File Edit View Insert Format Tools Data Window Help

SnagIt Window

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	201234567	Student	Joe	B									
2	201234568	Student	Bill	B									
3	201234569	Student	Bob	C									
4	201234570	Student	Ann	A									
5	201234571	Student	John	C+									
6	201234572	Student	Emma	A									
7	201234573	Student	Alex	C									
8	201234574	Student	Kate	B+									
9	201234575	Student	Steve	C+									
10	201234576	Student	Chris	B									
11	201234577	Student	Rose	C+									
12	201234578	Student	Thomas	A									
13	201234579	Student	Mike	B+									
14	201234580	Student	Leanne	D+									
15	201234581	Student	Jim	C									
16													
17													
18													
19													
20													
21													
22													
23	A second pop-up will appear asking you to confirm your choice again. Click yes.												
24													
25	You have now saved the file you will need for grades on the Web.												
26													
27													

Microsoft Excel

Grades yu 3311.csv may contain features that are not compatible with CSV (Comma delimited) . Do you want to keep the workbook in this format?

- To keep this format, which leaves out any incompatible features, click Yes.
- To preserve the features, click No. Then save a copy in the latest Excel format.
- To see what might be lost, click Help.

Help

Yes No

