

USING EXCEL'S VLOOKUP TO IDENTIFY S-U OPTION STUDENTS

IMPORTANT!

Screenshots are taken from the following:

OS: Windows 10 | Browser: Google Chrome | Excel Version: Microsoft Office 2016

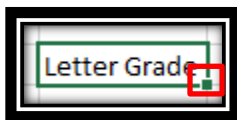
[Full VLOOKUP Documentation from Microsoft](#)

1. [Download your Canvas Gradebook](#) and use the converter ([Instructions](#))
 - a. **Note:** Stop at page 2.
 - b. **Note:** This will be a CSV file.
 - c. **Note:** This will be referred to as “Doc C”
2. [Download your Class Roll](#) from ONE.UF ([Instructions](#)).
 - a. **Note:** This should be an XLSX file.
 - b. **Note:** This will be referred to as “Doc O”
3. Open both documents in Excel.
 - a. **Doc O** is on the left; **Doc C** is on the right.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P		A	B	C
1	UFID	Last Name	First Name	Email	Subject	Catalog Number	College	Major / Minor	Level	Status	Grading Basis	Term	Career	Institution	Class Number	Credits (Units)				
2	00010000	Lastnamezero	Firstnamezero	gatorlink@ufl.edu	ABC	1234	Engineering	Engineering - Industrial & Systems Eng	Junior	Enrolled	Letter Grade	2	01	UGRD	UFLOR	12345	4	12345	10000000	D
3	10000000	Lastnamea	Firstnamea	gatorlink@ufl.edu	ABC	1234	Engineering	Engineering - Industrial & Systems Eng	Junior	Enrolled	Satisfactory/Unsatisfactory	2	01	UGRD	UFLOR	12345	4	12345	30000000	B
4	20000000	Lastnameb	Firstnameb	gatorlink@ufl.edu	ABC	1234	Engineering	Engineering - Industrial & Systems Eng	Senior	Enrolled	Letter Grade	2	01	UGRD	UFLOR	12345	4	12345	50000000	A
5	30000000	Lastnamec	Firstnamec	gatorlink@ufl.edu	ABC	1234	Engineering	Engineering - Industrial & Systems Eng	Junior	Enrolled	Letter Grade	2	01	UGRD	UFLOR	12345	4	12345	60000000	B
6	40000000	Lastnamed	Firstnamed	gatorlink@ufl.edu	ABC	1234	Engineering	Engineering - Industrial & Systems Eng	Junior	Enrolled	Letter Grade	2	01	UGRD	UFLOR	12345	4	12345	70000000	D
7	50000000	Lastnamee	Firstnamee	gatorlink@ufl.edu	ABC	1234	Engineering	Engineering - Industrial & Systems Eng	Senior	Enrolled	Satisfactory/Unsatisfactory	2	01	UGRD	UFLOR	12345	4	12345	80000000	A
8	60000000	Lastnamef	Firstnamef	gatorlink@ufl.edu	ABC	1234	Engineering	Engineering - Industrial & Systems Eng	Junior	Enrolled	Letter Grade	2	01	UGRD	UFLOR	12345	4	12345	90000000	B
9	70000000	Lastnameg	Firstnameg	gatorlink@ufl.edu	ABC	1234	Engineering	Engineering - Industrial & Systems Eng	Junior	Enrolled	Satisfactory/Unsatisfactory	2	01	UGRD	UFLOR	12345	4			
10	80000000	Lastnameh	Firstnameh	gatorlink@ufl.edu	ABC	1234	Engineering	Engineering - Industrial & Systems Eng	Senior	Enrolled	Letter Grade	2	01	UGRD	UFLOR	12345	4			
11	90000000	Lastnamei	Firstnamei	gatorlink@ufl.edu	ABC	1234	Engineering	Engineering - Industrial & Systems Eng	Junior	Enrolled	Satisfactory/Unsatisfactory	2	01	UGRD	UFLOR	12345	4			
12																				

4. Locate Column K in **Doc O** (in the green box above)
 - a. This is where you will see if a student has opted for the **S-U Option**
 - b. **Note:** If you only have a few students, you may wish to manually change the grades on **Doc C** to the right.
 - i. If you do this, please refer to these [Instructions](#) and replace the leading zeros as necessary.
5. Replace the Leading Zeros in **Doc C**.
 - a. Use these [Instructions](#) to replace Leading Zeros

6. In **Doc C, Cell D2**, type the following formula
 - a. **=VLOOKUP(B2,'[classroll-2020-Spring-ABC1234-12345.xlsx]Sheet1'!\$A:\$K,11,FALSE)**
 - b. Hit **ENTER**
 - i. Explanations
 1. **B2** is the cell in Doc C where the first UFID is
 2. The filename in red and underlined above will automatically fill in if you have the file open and click on the columns
 3. **11** refers to Doc O, Column K where the Grading Basis is displayed
 4. **FALSE** means that you are looking for the exact UFID
 - c. Locate the **auto-fill tool** in cell in D2 by hovering over the bottom-right corner until your cursor turns into a **Black +** and **double-click it**.



7. Click on **Row 1**

	A	B	C	D
1	a	b	c	
2	12345	00010000	B	Letter Grade
3	12345	10000000	D	Satisfactory/Unsatisfactory
4	12345	20000000	A	Letter Grade
5	12345	30000000	B	Letter Grade
6	12345	40000000	D	Letter Grade
7	12345	50000000	A	Satisfactory/Unsatisfactory

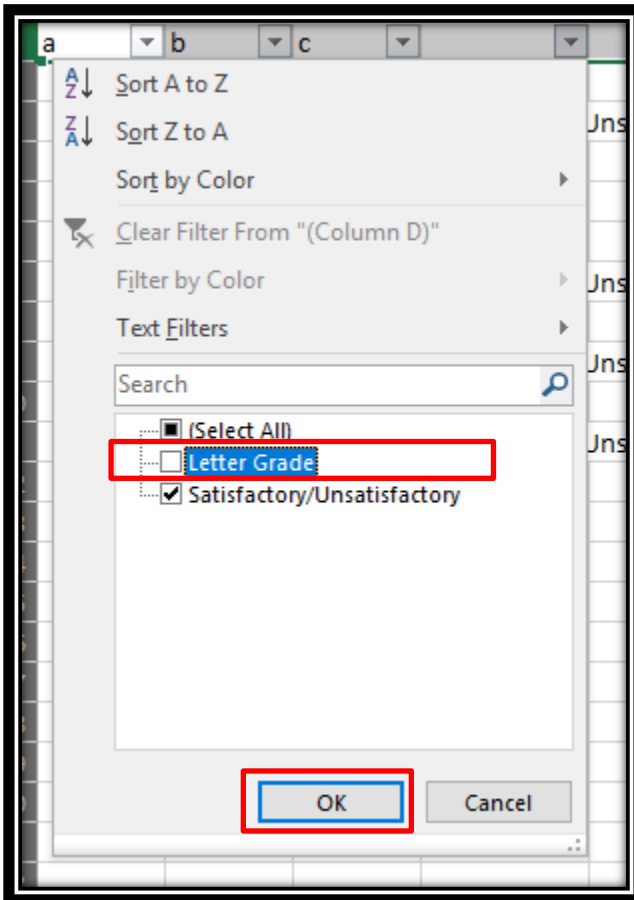
8. Click on the **Data tab**

9. Click **Filter**

10. In **Column D**, click the drop-down

	A	B	C	D	E
1	a	b	c		
2	12345	00010000	B	Letter Grade	
3	12345	10000000	D	Satisfactory/Unsatisfactory	
4	12345	20000000	A	Letter Grade	
5	12345	30000000	B	Letter Grade	
6	12345	40000000	D	Letter Grade	
7	12345	50000000	A	Satisfactory/Unsatisfactory	
8	12345	60000000	B	Letter Grade	
9	12345	70000000	D	Satisfactory/Unsatisfactory	
10	12345	80000000	A	Letter Grade	
11	12345	90000000	B	Satisfactory/Unsatisfactory	
12					

11. Uncheck "Letter Grade" and click **OK**



a.

12. Change the Letter Grades to **S** or **U** per academic policy

The image shows a screenshot of an Excel spreadsheet. The columns are labeled A, B, C, D, E, and F. The rows are numbered 1, 3, 7, 9, 11, and 12. The data in the spreadsheet is as follows:

	A	B	C	D	E	F
1	a	b	c			
3	12345	10000000	D	Satisfactory/Unsatisfactory		
7	12345	50000000	A	Satisfactory/Unsatisfactory		
9	12345	70000000	D	Satisfactory/Unsatisfactory		
11	12345	90000000	B	Satisfactory/Unsatisfactory		
12						

A red rectangle highlights the cells in column C containing the letter grades D, A, D, and B.

a.

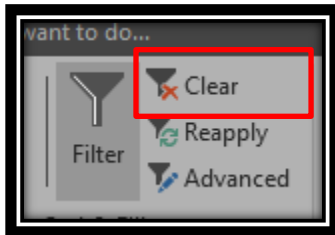
The image shows a screenshot of an Excel spreadsheet, similar to the one above, but with the letter grades in column C changed to U, S, U, and S. The data in the spreadsheet is as follows:

	A	B	C	D	E	F
1	a	b	c			
3	12345	10000000	U	Satisfactory/Unsatisfactory		
7	12345	50000000	S	Satisfactory/Unsatisfactory		
9	12345	70000000	U	Satisfactory/Unsatisfactory		
11	12345	90000000	S	Satisfactory/Unsatisfactory		
12						

A green rectangle highlights the cells in column C containing the letter grades U, S, U, and S.

b.

13. Click on the **Data tab**, then the **Clear button**



a.

14. Click on **Column D**

The image shows an Excel spreadsheet with columns A through E and rows 1 through 12. Column D is highlighted in green. The data in the spreadsheet is as follows:

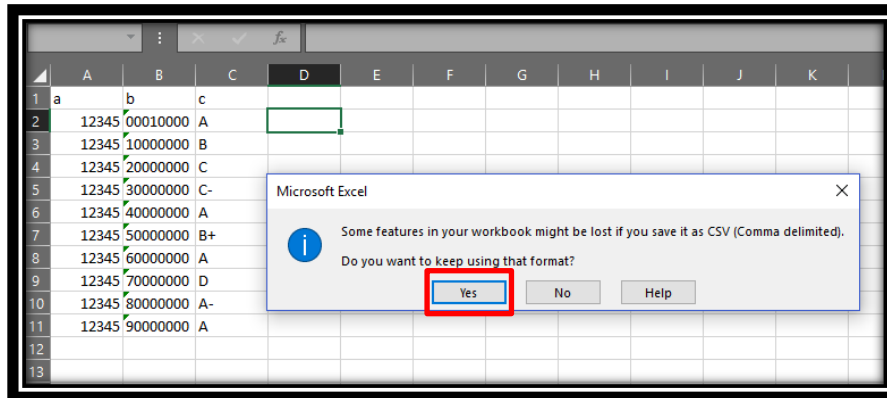
	A	B	C	D	E
1	a	b	c		
2	12345	00010000	B	Letter Grade	
3	12345	10000000	U	Satisfactory/Unsatisfactory	
4	12345	20000000	A	Letter Grade	
5	12345	30000000	B	Letter Grade	
6	12345	40000000	D	Letter Grade	
7	12345	50000000	S	Satisfactory/Unsatisfactory	
8	12345	60000000	B	Letter Grade	
9	12345	70000000	U	Satisfactory/Unsatisfactory	
10	12345	80000000	A	Letter Grade	
11	12345	90000000	S	Satisfactory/Unsatisfactory	
12					

a.

15. **Right-click** and click **Delete**

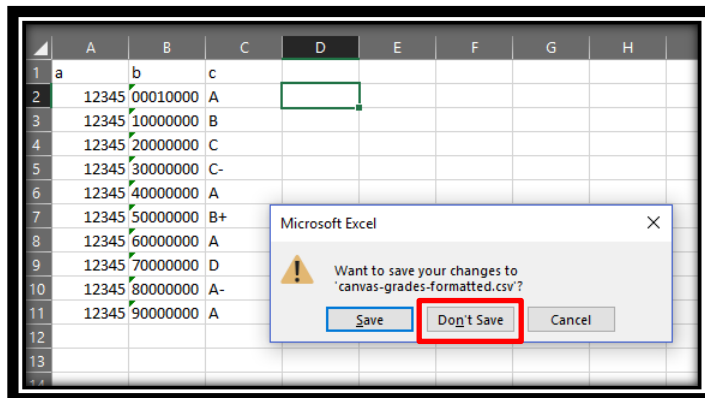
16. Save the file (see notes on the next page)

a. Click **YES** to this popup



i.

b. When you close the document, click **DON'T SAVE** on this popup



i.

FOR ADDITIONAL ASSISTANCE

Technical Issues

The UF Computing Help Desk
352-392-HELP
helpdesk.ufl.edu

Policies and Directives

Office of the University Registrar
352-392-1374
registrar.ufl.edu